Matchi - How to Book Courts

- 1. Open your Matchi app and select A.E. Cross
- 2. Select date you are looking to book
- 3. Select from time options available for that date:



4. Once time is selected you should see which courts are available for booking. You might need to click "Extend Booking" to see length of time the court is available.



5. Select the "0 CAD" option for the court and length of time you want to play from the options available.



6. Once you are in the booking portion, ensure you select the "Pay your part" option. This allows administrators to see all participants added to the court booking. <u>Do not use</u> the "Pay entire booking" option.

×	Checkout					
	A.E. Cross Calgary (3 km)	•				
	Centre 17:00–18:30 • Thu, 12 Sep 2024					
	PadelOutdoor	□ Double➢ Artificial grass				
	• Pay your part • • • • • • • • • • • • • • • • • • •	O CA erved (O CAD). If 2 hours after the their parts.				
	Discounts are applied separately to each individual player's part of the booking. You can add players now or invite them after the booking is made.					
	0 CAD	Go to payment				

7. From this page you are now able to add players to your court booking. Players can be added if you are "Friends" in the app. If you are unsure of how to add friends, please see add friends instructions on matchi website at the following link: <u>How to add friends</u>. All 4 names need to be on the booking at least 48 hours in advance.

×	Cheo	kout		<	Add players	
Pay y	our part ③		0 CAD	All frie	ends	
the others d booking end	on't pay within 2 s, you'll cover th	2 hours after the neir parts.	New		Jane Doe	
Discounts a individual p add players	counts are applied separately to each ividual player's part of the booking. You can d players now or invite them after the booking					
is made. 2 player	s 4 pl	ayers			Steve Smith	
	$\left(+ \right)$	$\left(+ \right)$	(\pm)		Frank Black	
James Bond	Add player	Add player	Add player		Marie White	
Pay e	ntire booking	1	0 CAD		Peter Bad	~
Cancellation					Sara Smith	~
0 CAD		Go to p	payment		Save	

8. Once you have added names you can "Go to payment". On the next page click "Confirm your order" to complete the booking.



A.E. Cross				
Centre CA\$0.0 17:00 - 18:30 • Thu, 12 September 2024				
Total	CA\$0.00			
Price details	>			

Confirm order

By clicking "Confirm order" I accept the **Terms** and Conditions of the seller, A.E. Cross, 899800031RR0001. I also confirm having read and accepted MATCHi's <u>terms</u> provided in the English language.

9. Make sure your friends accept the booking. If they do not accept the booking they will not show up on your booking.