spare time
sports clubs

BROADSTONE
SPORTS CLUB

820 Halidon Way • 916-983-9180

Use this QR code to register for PlayTime Scheduler today!

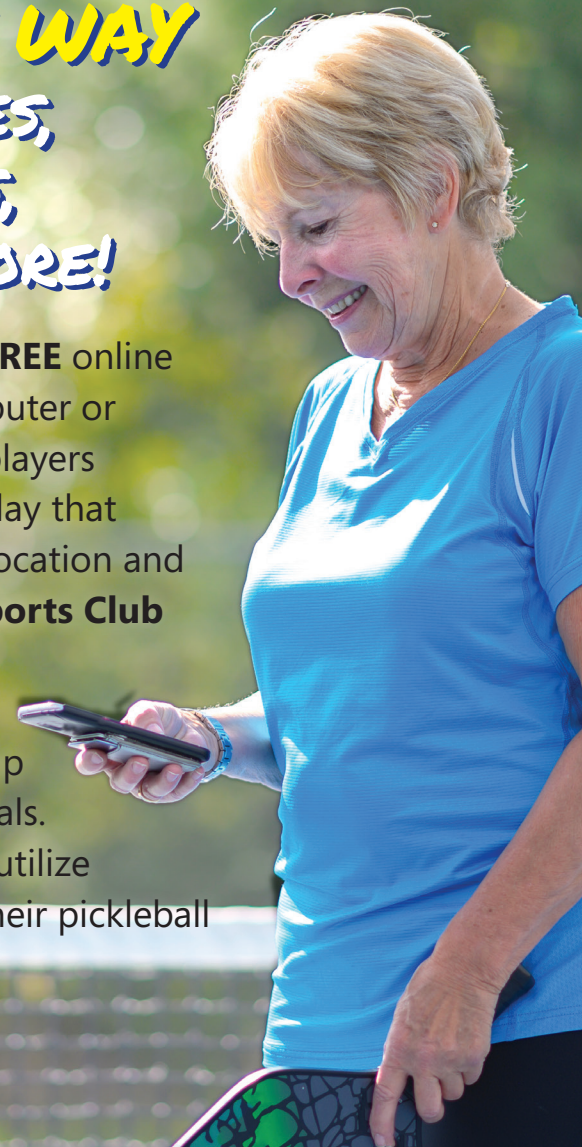# PLAYTIME
SCHEDULER
INFORMATION GUIDE

THE BEST WAY
TO FIND GAMES, TOURNAMENTS, FRIENDS & MORE!

PlayTime Scheduler is a **FREE** online tool – accessible by computer or mobile device – to help players arrange local pickleball play that matches their skill level, location and schedule. **Broadstone Sports Club** uses PlayTime Scheduler to coordinate many of its scheduled clinics, group activities, events and socials. Parks and other facilities utilize PlayTime Scheduler for their pickleball sessions as well.

Accessing PlayTime Scheduler

1. You can access the PlayTime Scheduler site by scanning the QR code on the back page of this guide. You can also access PlayTime Scheduler at **playtimescheduler.com** on your desktop computer or mobile device. You can add the site to the home screen on your mobile device by clicking on the up arrow at the bottom of your screen, and choosing Add to Home Screen.

2. Create an Account – Click register and enter your information as instructed. The first score of the game, which you will need to register, is 002.

Using the Calendar

1. PlayTime Scheduler displays a calendar with colored circles representing play sessions that have been created by other users. Inside each circle is the targeted skill level for the activity, start time and current count of players for the activity. The circles are color coded by the general location of the facility – please note that Broadstone activities are colored BROWN (Placer County area).

2. The calendar displays 7 days of activities at a time. You can choose to show a weekly calendar from Sunday through Saturday or to show a 7-day calendar from the current date. You can jump directly to any calendar week by clicking on the "Jump to" button on your computer or the calendar icon on your mobile device. Sessions in the past are grayed out and cannot be accessed.

3. Session circles with a bold border are sessions you have signed up to attend. Session circles with a yellow glow are special events. Sessions that are grayed out with CANCLD at the bottom are cancelled sessions.

Signing Up (or Cancelling Your Sign up) for an Existing Play Session

1. Click on the circle for the session you want to attend. This brings up details on the session and the current list of players who have signed up to attend.

2. Click on the location name to bring up additional location details, including the number of courts, address, phone, website and a link to a Google Map.

3. Sign up for the session by clicking "Add My Name." After you sign up, you will have the option to add guests by clicking "Add Guest" for each guest you are bringing. Please note that Broadstone is a private sports club so there is a fee to bring guests. The guest fee should be included in the notes for that session.

4. If you will not be able to attend a session for which you have signed up, please remove your name from the session as a courtesy to the other players. You can remove your name by clicking on the session and clicking the (X) to the right of your name. Cancelling your signup will automatically cancel any guests you signed up as well.

5. Once the minimum number of players join a session (default is 4 players), the other players who previously signed up will receive an email informing them the session is "on". If a player who previously signed up subsequently cancels their signup for a session and it drops the signups below the minimum, another email will be sent to inform the remaining players that the session is "off".

6. You can add notes to a session to inform other players of pertinent information, such as being late or leaving early. Simply click "Add Note" and type in the information. You can set your email preferences to notify you whenever someone adds a note to a session you're attending.

Creating, Editing or Canceling Your Own Play Session

1. To create a new play session, click the "Add Session" button in the mobile app. On a desktop computer, move your cursor inside the calendar over any future date and click the "+" button.

2. When creating your new session, you can specify the date, start time, end time, location, desired player skill level(s), minimum and maximum number of players, and notes/comments. As you use the system, it will learn your preferences and default to them automatically when you add a new session.

3. When you add a play session at Broadstone, please include a note that indicates the club is a private facility so non-members will pay a guest fee.

4. Choose Broadstone as the session location.

5. Creating a session on PlayTime Scheduler does not automatically reserve your court(s) at the club. You should make a court reservation(s) through the club to ensure court(s) are available for your session.

6. You can edit or cancel sessions you created. To do so, click on the session to view it, and click on edit session to make changes or cancel the session.