



TFF SESSIONS SETUP 2020

Setting up your TFF sessions for 2020!

All TFF sessions are to be run through the LTA's ClubSpark platform **via the TFF Module** which will have been activated for your venue.

This document outlines the step by step process for entering sessions onto ClubSpark via the TFF Module and management of the platform in relation to TFF sessions thereafter.

Before going through the rest of this document, it's important to check that your ClubSpark site is enabled with the TFF Module and that you as the lead coach of the TFF sessions have administrator rights on ClubSpark.

It's also important to note that whilst the ClubSpark platform will be the location where attendees book onto sessions, you as the lead coach will book onto the session from your linked Courtline website (more will be explained on this later in this document).

Before reading the rest of this document, you should just check the following boxes to ensure you have everything set:

You know your ClubSpark website address and you know your Courtline website address.

You as the coach of TFF are set as an administrator on your ClubSpark site for the TFF venue.

The TFF Module is activated on your ClubSpark website.

If you're unsure how to check the three check box subjects on the previous page, or if things aren't correct and you need to rectify situation, then further notes are outlined below:

Your ClubSpark and Courtline website addresses

Your ClubSpark venue will most likely feature a website address that follows this structure:

<https://clubspark.lta.org.uk/{your site name}>

The linked Courtline site will have this structure:

<https://{your site name}.courtline.net>.

An example is <https://clubspark.lta.org.uk/pypehayespark> and its linked Courtline site <https://pypehayespark.courtline.net>

If you're unsure of these website addresses please contact us.

You as the Coach of TFF are set as an administrator on your ClubSpark site for the TFF venue.

Regardless of whether you're set as administrator for a ClubSpark site, you must be an administrator of the ClubSpark site that is linked to TFF (the park venue ClubSpark site).

You can check this by logging in on the ClubSpark website for the TFF park venue and in top right corner, amongst the list of dropdown items, you should see 'admin area' as one of your options.

If you don't see this, please contact us.

The TFF Module is activated on your ClubSpark website

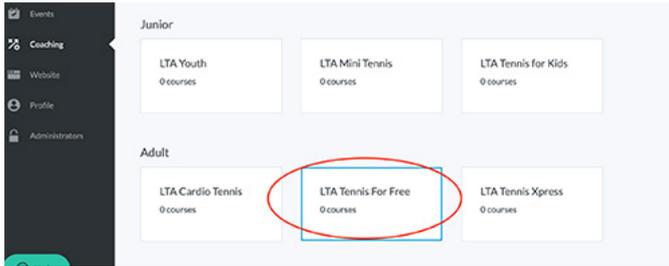
In the admin area, go to 'Coaching' tab and if you see a button entitled 'LTA Tennis For Free' then the TFF Module is activated. If not, contact us to rectify.

Creating your TFF event on ClubSpark

Step by Step guide to creating your TFF event via the TFF Module on ClubSpark.

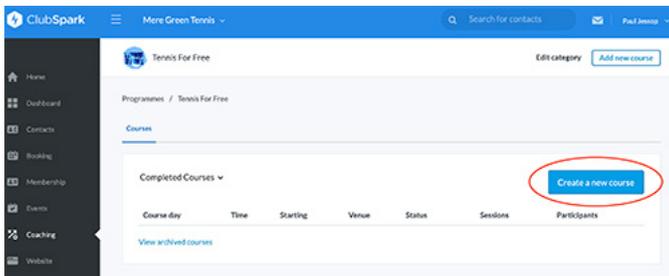
STEP 1

Go to 'Coaching' menu in left menu of Admin Area and look for the 'LTA Tennis For Free' button and click it.



STEP 2

From the resulting page, click the 'Create a new course' button



STEP 3

You now need to enter the details of your TFF session. Please follow the example below:

The screenshot shows the 'Add Course' form in the ClubSpark Admin Area. Red arrows point to various fields with explanatory text:

- Status** = leave as Public
- Your reference** = enter as TFF Sessions or similar
- Additional Information** = SEE NOTE BELOW
- Additional Confirmation** = SEE NOTE BELOW
- Date** = Select your re-launch date
- Contact email** = your email
- Contact phone** = your phone number
- Lead coach** = Add yourself as lead coach and yourself as coaching team (unless you're completing on behalf of other coach who will be delivering the session).
- Time** = Your TFF session start time.
- Duration** = Enter as 60 minutes
- Capacity** = Enter as 10 people per available court to a max of 3 courts (hence 30 capacity for 3 courts).

Additional Information - Please enter the following text in this box.

TFF sessions during this period are for players aged 12yrs and over only. By booking onto the TFF session, you are confirming you have no symptoms of COVID-19 and have not been in contact with anybody with these symptoms in the last 14 days.

Additional Confirmation - Please enter the following text in this box:

Please bring your own racquet if you have one as our loaned equipment is in limited supply at this time. Please remember that only those 12yrs and over can attend TFF sessions during this period.

Adding sessions to your TFF event

Step by Step guide to adding the individual TFF session dates to your TFF event on ClubSpark.

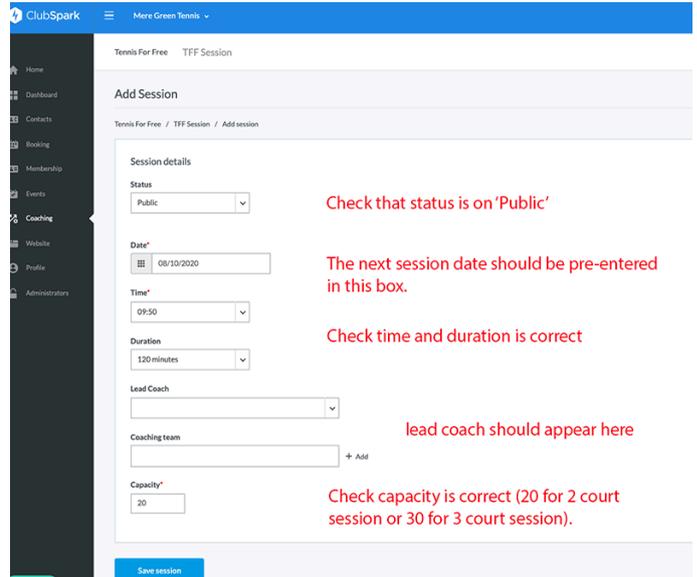
STEP 4

You are now on the page where you add sessions to your Tennis For Free event. Simply click the 'Add New Session' button in the top right corner as shown in diagram below.



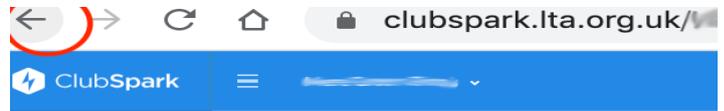
STEP 5

Most of the resulting information on the form that is presented to you is already filled out. It should automatically show the second session date in the date field (as the re-launch date was entered from the initial event creation). It will look like the example diagram below.

A screenshot of the ClubSpark 'Add Session' form. The form is titled 'Add Session' and is for a 'Tennis For Free / TFF Session / Add session'. The form fields are: Status (Public), Date (08/10/2020), Time (09:50), Duration (120 minutes), Lead Coach (empty), Coaching team (empty), and Capacity (20). Red annotations highlight these fields with text: 'Check that status is on 'Public'', 'The next session date should be pre-entered in this box.', 'Check time and duration is correct', and 'lead coach should appear here'. The 'Capacity' field has a note: 'Check capacity is correct (20 for 2 court session or 30 for 3 court session)'. A 'Save session' button is at the bottom.

STEP 6

After completing the form in step 5, you are presented with a summary screen. Simply press 'back' button on the browser to go back to the form in step 5 and you'll notice the next TFF session date pre-entered. Simply check the date is correct and re-submit the page. Do this for all dates in your TFF block.



Checking TFF sessions have booked on Courtline

The final steps of the process are to check that your TFF sessions (that were booked from ClubSpark) have correctly copied across automatically to Courtline.

STEP 7

Type in the URL of your Courtline site but with the additional text of /admin at the end of your Courtline url

eg mysite.courtline.net/admin

Simply login from the resulting login box (with your email and password when you registered on your Courtline site).

STEP 8

Once you're logged in, click the home icon in top right corner of the Courtline Admin panel

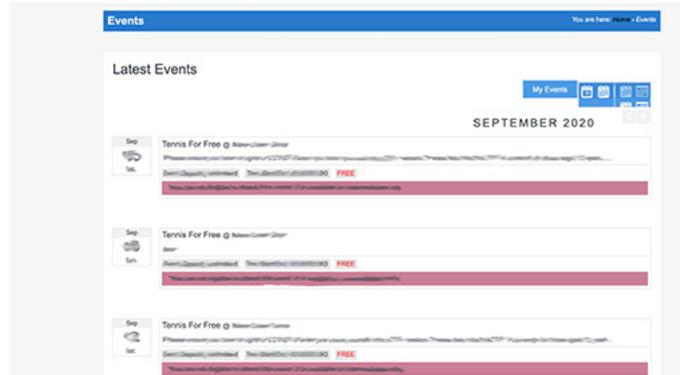


..then click the 'What's on' link from the admin logged in Courtline homepage.



STEP 9

You should see the TFF events pre-populated from what you entered on your ClubSpark website based on the earlier steps in this document. Please check that all sessions you entered appear in the Courtline calendar. IF you don't see these sessions as below, please contact us.



ONGOING MANAGEMENT

Once you've confirmed all sessions have crossed over correctly, you're ready to promote your TFF session re-launch.

On the launch day you should ask attendees to book on via ClubSpark (either via the ClubSpark Booker app or via the website) **BUT you as coaches need to book in as you did previously via Courtline.**

Sessions still need to be submitted on Courtline by you as the coach as was the case previously in order to submit the stats to TFF and register payment for that session.

If you have any questions or require more info on any of these steps, please contact paul@tennisforfree.com.



CONTACT US AT: SUPPORT@TENNISFORFREE.COM