



Court Booking Instructions

30 March 2025

Effective from 2 April 2025

Overview

Our new tennis court booking system consists of three options:

1. **Groenkloof Tournament/Event Booking Form**
2. **TTF School League Booking Form**
3. **Individual Public Court Booking Form**

1. Tournament or Event Bookings at Groenkloof Tennis Stadium

If you're organizing a tournament or event:

- a. Fill out the **TTF Tournament Booking Form**.
- b. The Groenkloof administrator will allocate courts for your event.
- c. You'll receive email confirmation, including billing and payment instructions.

Note: Formal school championships/trials (e.g.,Primary School Championships/trials) also use the Tournament Booking Form.

2. School League Booking Form

For school league booking courts at Groenkloof Tennis Stadium:

1. Use the **TTF School Booking Form**.
2. Courts will be assigned by a Groenkloof Tennis Stadium administrator.
3. Confirmation, billing, and payment instructions will be emailed to you.

3. Public Court Booking - Create a new account

Accessing the Public Court Booking System:

1. Enter your email address (this will be your username).
2. Choose (create) a password.
3. Optionally, select "Keep me logged in" or one of the other available choices.
4. Click "Create a new user account."
5. Save your password in a secure location.

Please log in
Log into Groenkloof Booking schedule

User Login

Email:

Password:

☒ Keep me logged in
☐ Remember my email
☐ Ask me every time

[Log in](#)

[Create a new user account](#)

[Lost password?](#)

4. Public Court Bookings

To book courts for personal use (e.g., social games, practice, or coaching):

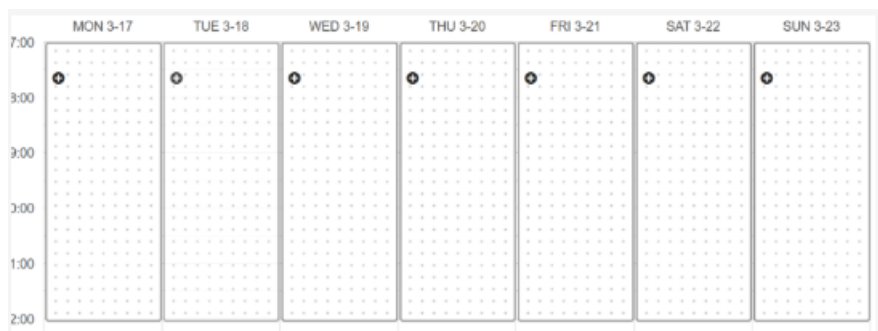
- Click the **Public Court Booking** button below to access the online system.
- Follow these steps:
 - Select a court from the color-coded list.
 - View the available time slots in a grid format.
 - Click the **+** icon to open the booking form, fill it out, and click **Create Reservation**.

5. Public Booking – Visual Guide

- You will be presented with a colour coded list of courts like the picture below.

Centre Court	5:00	← Please select one
Court 1	5:00	
Court 2	5:00	
Court 3	5:00	
Court 4	5:00	
Court 5	5:00	
Court 6	5:00	
Court 7	5:00	
Court 8	5:00	
Court 9	5:00	
Court 10	5:00	
Court 11	5:00	
Court 12	5:00	
Court 13	5:00	
Court 14	5:00	
Court 15	5:00	

b. Please select a court. You will then be presented with a grid layout like this:



c. Please click on the + sign to open the booking form, which looks like the image below, complete the form and then click the “Create Reservation” Button.

New Reservation [X]

When: 2025-03-17 7:00 to 2025-03-17 12:00

Groenkloof Courts Court 1

Full name * [text input]

Email [text input]

Mobile * [text input]

Confirm ☒ Send email * Indicates required field

[Create reservation](#) [Cancel](#)

6. Public Booking - Cell Phones

On mobile devices, courts may appear in a different format, but the process remains the same. Choose the court and then click on the + sign to open the booking form.

Centre Court 5:00
Court 1 5:00
Court 2 5:00
Court 3 5:00
Court 4 5:00
Court 5 5:00
Court 6 5:00
Court 7 5:00
Court 8 5:00
Court 9 5:00
Court 10 5:00
Court 11 5:00
Court 12 5:00
Court 13 5:00
Court 14 5:00
Court 15 5:00

FROM	TO	
Mon 3-17 7:00	12:00	+
Mon 3-17 13:00	18:00	+
Tue 3-18 7:00	12:00	+
Tue 3-18 13:00	18:00	+
Wed 3-19 7:00	12:00	+
Wed 3-19 13:00	18:00	+
Thu 3-20 7:00	12:00	+
Thu 3-20 13:00	18:00	+
Fri 3-21 7:00	12:00	+
Fri 3-21 13:00	18:00	+

Click on an available spot to create a new reservation.

Find available space after 2025-03-22 7:00 [Find](#)

7. Booking Information

1. Courts are booked in **time slots**:
2. **Morning**: 7:00 AM – 12:00 PM
3. **Afternoon**: 1:00 PM – 6:00 PM
4. Courts are available **7 days a week when no event is taking place**.
5. Each booking corresponds to one time slot per court.

8. Pricing

1. **Tournament Bookings**: R100.00 per court for TTF affiliated bodies. R160 per court for non-affiliated bodies/organisations. Booking security at R350 per day as well as a R300 fee for Wi-Fi service.
2. **School League Bookings**: Free for official league matches. Consideration should be given to booking the security guard service at R150 per afternoon. All other school activity should use the tournament/event booking system and at the relevant fees.
3. **Public Court Bookings**: R80 per court for either morning or afternoon slot or R160 for full day.