

# How to Use Playtime Scheduler (PTS)



Delta Pickleball Assoc. has started using PTS for members to sign up for our dedicated play times, lessons, and clinics.

PTS is also used by South Delta Baptist Church (SDBC) for their winter indoor sessions - both DPA and SCBC sessions are actual court bookings - everything else is not. All other sessions use public courts, and PTS is only a means of getting players together, not booking or reserving a court.

To open the free PTS app on your Windows PC, Smartphone or Tablet, open your browser and enter [playtimescheduler.com](http://playtimescheduler.com). To add a home screen shortcut, with the program open:

- For **Android** Smartphones, select Menu (3 dots) > More Tools, Choose Add to Desktop, Create Shortcut, Name the Shortcut, Select Create
- For **Apple** Smartphones:, click on the bottom 'box' with an up arrow, then scroll down to "Add to Home Screen", then click on the top right 'Add'.

Once you have loaded the app, you can set up an account using your email and a password.

Click on **Register**, then **Canada**, then **British Columbia**, then enter your home postal code, then **Delta**.

1. Enter your email (twice), a password (shown as optional, but highly recommended), then enter your first and last name.
2. Check off **Full Name** as you cannot just use your last name initial for booking DPA sessions, as we need to be able to verify your membership.
3. Under Skill Level, select **2.5** if you aren't sure what level you are. After you have played a few games, just ask some of the better players what

level they think you are and correct it then. As you progress to upper levels of play, there are professional 'raters' you can use or if you play in enough sanctioned tournaments, an official level will be assigned by Pickleball Canada.

4. Select gender, enter postal code, and select "**Canada**"
5. Enter the starting score of a game (0,0,2) then click on the red **Register**.
6. Under **My Account**, here are suggested settings to modify:
  - a. **Emails** tab - adjust as needed and uncheck items you don't want to receive. Ensure you scroll up and only check Public Sessions you wish to be notified of. Then click on **Save**
  - b. **Calendar** tab - adjust as needed - the list view (easier to read) and certain sessions can be hidden from you only with the paid Premium plan. Then click on **Save**
  - c. **Locations** tab - only available with paid Premium plan - if you upgrade to a paid account, check off the courts you plan to play at and ensure you **also** tick off the correct **DPA Members Only** ones.

You can now easily log in and click on a session you are interested in attending, check all the details and restrictions, and if you want to sign up, then just click on the Green **+ Add My Name** button.

To delete a booking you've made, log in, go to the correct date, click on the event you registered for, and click the **x** at the end of the line.

Here's a list of some of the advantages of the two Paid versions of the program:

### **Premium - \$25US/year**

- Ability to use the list view, instead of Bubble View (easier to read)
- Turn locations on/off from your calendar and notifications
- Option to hide play level sessions beyond your abilities
- View a list of sessions you've signed up for
- Add names of your guests
- Add your own sessions up to 30 days in advance
- Ability to create sessions for specific gender, play formats, and play

levels

**Power User - \$35US/year**

- Mainly for users who add many sessions
- All Premium features, plus
- Save sessions to iCal or Google Calendars
- Add wait lists to sessions you add
- Create repeating events for sessions you add
- Delete names or notes from sessions you add
- Add a title to a session you add
- Set a maximum number of guests for sessions you add