

Using Playtime Scheduler

The purpose of Playtime Scheduler is for registrants to know who, and how many players expect to attend a particular play session. Just as importantly, now that access to the courts has become more stringently dependent on key holders, participants will have self-identified themselves as key holders and others who want to attend will be able to see that a key holder will be present. Using Scheduler is not required, but for the above reasons it is strongly recommended.

It is also important to remember that **Scheduler is not used** to reserve courts. That is done with a separate application, [TennisCall](#). BCPA's regular playtimes are permanently reserved in TennisCall and do not need to be reserved by individuals. It is true that you do not have to reserve courts. However, if you don't, you run the risk of being displaced by someone who does.

Scheduler can be used by other pick-up pickleball groups if someone uses it to organize their group (see the helpfile) and playtimes, and of course if they have a key holder. Used in this manner, the Scheduler eliminates the need for back-and-forth emails for pick-up play sessions.

1. Go to [Playtime Scheduler](#) and Register yourself; it is free to do so. If you are a keyholder, please add a \$ to your surname as in – **Weber\$**. This is how we will identify keyholders on the list of attendees. If you already have a Playtime Scheduler account and you are a key holder, please change your personal information in your account to add the \$ to your surname.
2. Once you have Registered go to My Account. Here you can double check your personal information. This is also where you can optionally **Reset Password** so you can login again more securely. Follow the online instructions to set a password (these involve an email).
3. After registering, send an email to [BCPA Scheduler](mailto:burkecentrepa@gmail.com) (burkecentrepa@gmail.com) from the email account that corresponds to your Scheduler account so your name can be added to the distribution list of recipients for scheduled events.
4. Only registered Invitees will get an email announcement of a play session. Of course, you don't have to list yourself to show up to our play sessions, but it helps everyone know who is coming, how many will be there, and who is coming with a key. The list of invitees will be updated as you send BCPA Scheduler an email that you have joined the Scheduler. An invite email will go out to all registered players on the distribution list for our regular BCPA playtimes. This is especially important for Sunday sessions at the Woods which are more sparsely populated.
5. The email invitation will specify which courts, Landings or Woods, date, and time. When you respond to the invitation, you can see who has already signed up and of those who is a keyholder by the \$ attached to their surname (item 1 above).