Using the Calendar

The Scheduler displays a calendar with colored circles representing play sessions that have been created by other users. Inside each circle is the desired skill level(s), start time, and current player count. The sessions are also color coded by the location's general area (see Key). Session circles with a Bold border are sessions you have signed up to attend. Sessions that are grayed out with CANCLD at the bottom are cancelled sessions. Session circles with a yellow glow are special events.

The calendar displays 7 days at a time. You can choose to show a weekly calendar (Sun-Sat) or always start with today's date. Click on the right arrow at the top to go to the next week or click on the left arrow to go to the previous week. You can also jump directly to any calendar week by clicking on the "Jump To" button (appears as a calendar icon on mobile devices). Sessions in the past are grayed out and cannot be accessed unless you are a Power User.

Creating a Public Play Session

To create a new public session, click the "Add Session" button, or (on desktop computers only) move your cursor inside the calendar over any future date and click the (+) button. When creating a new session, you can specify the date, start time, end time, location, desired player skill level(s), minimum and maximum number of players, and add any notes/comments. As you use the system it will learn your preferences and default to them automatically when you begin to add a session.

Premium Users have many more options when creating sessions, including specifying a play format (doubles, singles, drills) or gender (women, men, or mixed), and blocking guest signups. Power Users also can add a wait list, highlight a session as a special event, create block lists, set a guest limit, or have a session repeat for up to 8 weeks.

Creating a Private Play Session

You also have the option of creating a private, invite-only session. Check the "Invite-Only" box and then click the "Edit Invite List..." button to bring up a box where you can search for players by name, email, skill/gender (Premium feature), or load a previously used list. Only those players will receive an email notification and be able to see details about the session on the calendar. Names of attendees will be hidden from anyone who was not included on the list. If you decide to invite more players later, view the session and click "Edit List." (Only the originator of the session will be able to see this button.) Removing a player from the list will only work if that player has not already signed up. When saving lists for re-use, you must finish creating the session or it will not save your list changes. [Click here for a video tutorial](#) on using the Invite-Only feature.

Editing a Play Session

You can edit or cancel sessions that you create. Click on the session to view, then click "Edit Session..." to make changes or remove the session.

Power Users can manage signups and notes on their own sessions (removing players or notes).

RSVPing to an Existing Play Session

Clicking on an existing circle will bring up details on that session and the current list of players who have signed up to attend. Clicking on the location name will bring up more details on that location, including venue type (indoor or outdoor), number of courts, address, phone, website, and a link to a Google Map.

You can add your name to the session by clicking "Add My Name." After adding your name, you will also have the option to add guests. For example, if you have some friends visiting from out of town or want to add your spouse without them needing to log in separately. Click "Add Guest" for each guest you are bringing. Premium Users have the option to input their guest's name or other info.

After you add your name to a session, if something comes up where you cannot play, be sure to remove your name from the session as a courtesy to the other players. Players can remove their name from a session by clicking on the session and then clicking the (x) to the right of their name. Removing your name will also automatically remove any guests underneath your name.

Once the minimum number of players (default is 4) join a session, the other players who previously signed up will receive an email stating the session is "On". If player(s) later remove their names from a session and the number drops below the minimum, another email will be sent to the remaining players that the session is now "Off". (If you don't want to receive these types of emails you can turn this off in your Email Preferences.)

Adding Notes

Players can add notes to a session by clicking on the "Add Note" button. For example, you can add a note letting the other players know you will be 15 minutes late or that you can only play for 1 hour. You can set your Email Preferences to notify you whenever someone adds a note to a session you're attending.

Emailing Players

In addition to writing notes (which are displayed on the website), players can directly email others signed up for a session using the "Email Players" button. Again, if you don't wish to allow others to contact you in this manner, you can turn this off via your Email Preferences. This button is only available when you are signed up for that session.

Setting Email Preferences

When you first log in, you will want to set up your email preferences by clicking on "My Account" and then clicking the "Emails" tab. The various check boxes should be self-explanatory: they allow you to set up notifications when new sessions are added in your preferred days/times and within a certain distance of your zip code. If you want to be alerted to ALL sessions other players create, then you should check ALL the check boxes and set the distance to 100 miles. This will keep you well informed on all newly created sessions. To make sure you receive these notification emails, please add notify@playtimescheduler.com to your Safe Senders/Contacts list in your email program so they do not land in your junk or spam folder. Still having trouble receiving emails? Click here to use our email reset tool.

Setting Calendar Preferences

You can choose whether to show a weekly calendar (Sun-Sat) or always start with today's date at the top. You also have the choice whether to display cancelled sessions. Premium Users have some additional options, including whether to hide Private sessions or sessions that don't match your gender or skill level.

Setting Location Preferences

This tab is active for Premium Users only. Here you can turn individual locations on/off, which affects both the calendar and email notifications. Your visible locations can also each be assigned a custom color. So if you only play at a handful of locations in the same Area, you can assign each one a different color instead of them all being the same color by default.