



APTUS ONLINE MEMBER BRIEF TUTORIAL

1. Logging in for the first time

- a. Click the Member Login on the home page of www.tennisfame.com/club
- b. Click the forget password link
- c. Type in your email and click continue. NOTE- The email you enter must be the one that is on file in your profile with the club. If you get an error message saying 'we could not locate your username' the email is different than the one on file. Give the club a call and we can change your email address that you would like to use.
- d. You will be sent an email by Aptus with a temporary password.
- e. Once you log in using your temporary password you can change your password under the member profile tab.

2. Booking a Court

- a. Once logged in click on the "+" sign in the top left corner
 - a. If you have not provided a credit card on file you will not be able to access online schedule. Please put in credit card credentials (held securely) and can be done in one time.
- b. Click on Court Reservation
- c. Left click on the starting time that you want to book
- d. Once selected, please use the drop down menu to select how long you would like to play. EX: "GRASS 1 HR; CLUB MEMBER- \$0" then proceed to booking
- e. An email feature will populate and at this point you can type in the email addresses of other players to invite them to play on your court
- f. You will receive a confirmation email once the court has been booked

3. Signing up for a Clinic

- a. Once logged in click on the '+' sign in the top left corner and click on 'Class Registration'
- b. It will bring you to another screen where you will be able to book any clinics that you would like to join. You can sort by type of clinic, date, or instructor.

4. Member Directory

- a. Should be fairly straight forward with all members contact information listed. If your information is listed incorrectly go the upper left hand side and hover over the person icon
- b. Then click on the member profile which will take you to your profile and at the bottom there will be an edit button.

5. Bill Pay

- a. Go to the upper left screen and hover over the checkbox and go down to Account Activity. If you have a balance you will see a 'pay now' button and then follow through with payments.