

Getting Started with Manage Our Club

Welcome

Welcome to **ManageOurClub (MOC)** – your new online member portal.

MOC is now the single place to manage your membership and enjoy everything the Club has to offer.

Using one simple login you can:

-  Book tennis courts
-  Book padel courts
-  Register for some coaching and Club events
-  Manage your membership details
-  Receive important Club notifications

Step 1 – Log In

Visit: [ManageOurClub](https://suttoncoldfieldhardcourtsclub.com) <https://suttoncoldfieldhardcourtsclub.com>

Log in using the username and temporary password sent to you by email.

The first time you log in you will be asked to:

- ✓ Change your password
- ✓ Confirm your contact details

This only takes a couple of minutes.

Step 2 – Save MOC to Your Phone

We strongly recommend saving MOC to your phone's Home Screen.

This means it works just like an app and gives you instant access to your bookings and QR Code.

iPhone / iPad

1. Open Safari.
2. Visit the MOC website.
3. Tap the **Share** button.
4. Select **Add to Home Screen**

Android

1. Open Chrome.
2. Visit the MOC website.
3. Tap the three dots.
4. Select **Add to Home Screen**

Step 3 – Book a Court

Booking a court is easy. Simply:

1. Log into MOC
2. Click the 'Tennis' or 'Padel' icon.

3. Click on the 'Book a tennis court' icon

4. Find the date you want (drop down menu top left of screen)
5. Click on the slots you wish to book to highlight these
6. Click on the blue button 'Review Booking' (bottom left of screen)

What Do You Want To Do Today?

Need help using this portal? [Click here](#)



MY COACH DIARY



MY QR CODE



TENNIS



PADEL



MANAGE MY ACCOUNT



CLUB POLICIES & DOCUMENTS



EVENTS



VISIT OUR WEBSITE

[Back to HOME](#)

Tennis



BOOK A TENNIS COURT



ADULT CLUB SESSIONS



JUNIOR TENNIS COACHING

6:30am £7.80	1-Indoor acryli	6:30am £7.80	2-Indoor acryli	8:30am RESERVED for you until 13:03	3-Astro LED
7am £7.80	1-Indoor acryli	7am £7.80	2-Indoor acryli	9am RESERVED for you until 13:03	3-Astro LED
7:30am £7.80	1-Indoor acryli	7:30am £7.80	2-Indoor acryli	9:30am FREE	3-Astro LED
8am £7.80	1-Indoor acryli	8am £7.80	2-Indoor acryli	10am FREE	3-Astro LED
8:30am £7.80	1-Indoor acryli	8:30am £7.80	2-Indoor acryli	10:30am FREE	3-Astro LED
9am £7.80	1-Indoor acryli	9am £7.80	2-Indoor acryli	11am FREE	3-Astro LED

[Review Booking](#)
[Cancel Booking](#)

7. Select playing partner(s) when known
8. Click the blue button 'Process Booking'

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Tennis - Sat 18 Jul

Your Reservation Details

Review the details of your booking and use the link below to add any playing partner details

RESERVATION	PARTNERS
Sutton Coldfield Tennis Club - Court 3 from 08:30 to 09:00	Tracy Haynes
Sutton Coldfield Tennis Club - Court 3 from 09:00 to 09:30	Tracy Haynes

[Click here to add someone else to this booking](#)

[Process Booking](#) [Cancel Booking](#)

You are now all booked and will shortly receive a confirmation email.

Remember

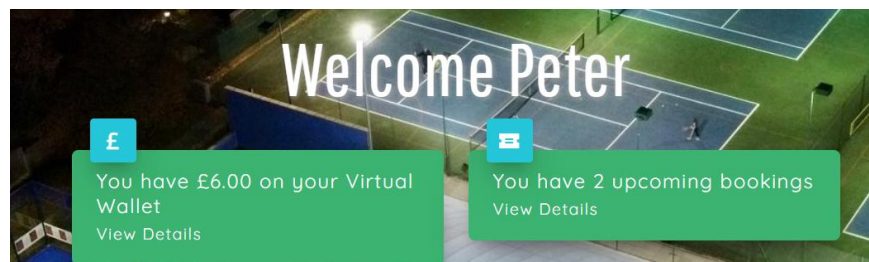
Please always add everyone playing on the court.

This helps us manage bookings and enables automatic cost sharing where applicable.

Step 4 – Manage Your Bookings

Your upcoming bookings will show on the portal

1. Click on 'View Details' and the 'My Bookings' window will open
2. You can then cancel or update your booking as required



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My Bookings

DATE/TIME	TYPE	DETAILS	PARTICIPANT(S)	
Sat 18 Jul 8:30am to 9am	Tennis	Court 3	Peter Watson Tracy Haynes	Cancel
Sat 18 Jul 9am to 9:30am	Tennis	Court 3	Peter Watson Tracy Haynes	Cancel

Helpful Tips

- ✓ Save MOC to your Home Screen.
- ✓ Keep your phone charged when visiting the Club.
- ✓ Check your contact details are up to date.
- ✓ Add your playing partners when making bookings.
- ✓ Enable notifications so you receive important Club updates.
- ✓ Keep your QR Code private.

Need Help?

Our Front of House team will be pleased to help.

 enquiries@suttontennis.com

Or ask at Reception when you're next at the Club.