

AFTER YOU LOGIN, FOLLOW THE STEPS SHOWN BELOW ON THE SCHEDULING SCREEN.

The screenshot shows the HM Scheduling Calendar app interface. At the top, the date is set to Wednesday, February 3, 2021. The sport is set to TENNIS. The calendar grid shows five tennis courts: Tennis CT 1, Tennis CT 2, Tennis CT 3, Tennis CT 4, and Tennis Ball Machine. The time slots range from 7:00 AM to 8:00 PM. Three blue callout boxes provide instructions:

- STEP 1:** Select a SPORT from the drop-down list (pointing to the TENNIS dropdown).
- STEP 2:** Select a Date from the drop-down Calendar (pointing to the date selection area).
- STEP 3:** Select an available Start Time and Court # by clicking on a space (pointing to an empty cell in the calendar grid).

At the bottom right, there is a green circular button with a white plus sign. The footer contains the text: HM SCHEDULING CALENDAR | USER MODE (FULL VISIBILITY) | Contact | Terms.

The screenshot shows the HM Scheduling Calendar app interface after a reservation has been made. The date is now Wednesday, Feb 3, and the time slot is 1:00 PM–1:30 PM. The reservation is shown in the calendar grid for Tennis CT 2. Two blue callout boxes provide instructions:

- STEP 4:** Click on “Book” to enter additional information & complete your reservation (pointing to the green Book button).
- Click on this box to cancel the reservation process (pointing to the Cancel button).

Below the calendar grid, there are several plus signs (+) and a vertical bar, indicating that the reservation is confirmed. The footer contains the text: HM SCHEDULING CALENDAR | USER MODE (FULL VISIBILITY) | Contact | Terms.

AFTER CLICKING ON THE GREEN “BOOK” BOX, YOU WILL SEE THE “NEW BOOKING” SCREEN BELOW. MAKE SURE YOUR **DATE** AND **START / STOP** TIME IS CORRECT.

**BOXES WITH A RED ASTERISK\* ABOVE IT MUST BE COMPLETED TO AVOID AN ERROR MESSAGE.**

The screenshot shows a 'NEW BOOKING' form with the following fields and callouts:

- DATE & TIME \***: Includes a date dropdown (Tuesday, May 11, 2021) and start/end time dropdowns (From 1:00 PM to 3:00 PM). Callout: "Make sure your START & STOP time is correct".
- SPACES\***: Includes a dropdown menu (Tennis CT 3). Callout: "This Box has been **DELETED**".
- BOOKING TITLE**: A text input field with placeholder text "An optional booking summary".
- PROVIDE CONTACT PERSONS NAME / EMAIL ADDRESS / PHONE NUMBER\***: A text input field containing "Fred Skedda / 134803@skedda.test / (610) 555-1234". Callout: "Click on the green “Confirm booking” box to complete your reservation." (Note: This callout points to the 'Confirm booking' button).
- WHAT VILLAGE DO YOU RESIDE IN?\***: A dropdown menu (Ashton). Callout: "Click on this box and select your VILLAGE name from the drop down List".
- DO NOT TYPE IN THIS BOX. FOR CC ADMIN ONLY**: An empty text input field.
- YOUR DETAILS**: A section containing user information for "Fred Skedda (Your test user)" with email and phone number, and an "Edit details" button.
- CANCELLATION/CHANGES**: A section with the text "You can cancel or change this booking any time before it begins." and two buttons: "Confirm booking" (green) and "Cancel booking" (white). Callout: "Click on this box to cancel the reservation process" (points to the "Cancel booking" button).

The screenshot shows the 'HM SCHEDULING CALENDAR' for Friday, February 5, 2021. The calendar grid has columns for "Tennis CT 1", "Tennis CT 2", "Tennis CT 3", "Tennis CT 4", and "Tennis Ball Machine". A booking is visible in the "Tennis CT 3" column for the 1:00 PM slot, with the name "Larry Appalucci" and a checkmark icon in the corner. Callouts include:

- Callout: "After confirming your Booking, you can **Edit**, **Cancel**, or **Duplicate** your Booking by clicking on this symbol in the corner and choose from the drop down list" (points to the checkmark icon).
- NOTE:** *You will receive an email confirming your reservation* (in a blue box).