



# Seasons in MATCHi

A step-by-step guide on how to set up a new season

## General about seasons

In MATCHi, the booking schedule is created through seasons. This means opening or closing bookable times in the schedule by creating and adjusting seasons. Since you can easily copy over subscriptions between seasons, it is smart to start from how you set up your subscriptions when choosing the date for the new season. The most common is to have two seasons: A spring season and an autumn season. Remember that the price list is independent of the seasons and needs to be adjusted manually if you change your times from the previous season.

## Create a new season

A step-by-step guide on how to set up a new season.

1. Click on “**Administration**” in the green menu and select “**Seasons**”. This will take you to an overview where you’ll see all your upcoming, active and past seasons.
2. Click on “**Add**” in the black menu. When you click “**Add**”, the settings for your future season will be shown.
3. Name your report. Start by naming your new season, for example “**Spring 2022**”.
4. Enter the date of the season. Here, you specify between which dates the season should be active and during which period the times and settings should apply. Keep in mind that seasons often cannot be extended retroactively as it does not extend any deviations.
5. Describe the season. If you want to make an internal description of the season, please use the “**Description**” field.
6. Determine the opening hours for the courts. Under the heading “**Court hours of operation**” you set the times between which the various courts should be open during your new season. We advise you to read all material under this heading before you start making your settings.

*The following is a terminology of what the settings mean:*

”**From**” = Refers to when the first bookable time should start for each day and the sport.

”**To**” = Refers to when the last bookable time will end.



**"Duration/Reservation"** = This controls how long the booking slots in the schedule should be (for example, 60 min or 90 min). If you want different lengths of the bookings during certain times of the day, you need to make a deviation after the season has been created (see section **"Create deviations"** further down in the document).

**"Time between bookings"** = This determines how long the time margin should be between each booking. It is usually set to 00:00 but can be changed if you want an unbookable time margin between each booking.

*Before establishing your settings, there are some things you should keep in mind to make the process easier:*

**Deviating times per day of the week:** If you want different time lengths per booking (for example if sometimes it should be 1-hour times and some 1.5-hour times) within each sport, you should choose the most common length of bookings per weekday and sport. Then you make deviations for other times after the season is created (see section **"Create deviations"** further down in the document)

**Different times/court:** If you want different times on different courts, click on the blue text for the sport, for example **"Padel (3 courts)"**. When you click there, you will be able to make unique settings for each track.

**Always double check your price lists:** Keep in mind that any changes within a new season may cause the price list to no longer be correct as it follows the previous season's settings.

7. Save your settings. When you have filled in the times and settings according to your wishes, click **"Save"**. Please note! It may take a few minutes while the system creates all bookable times. At the top of the page, you'll see a blue bar if the process is still in progress. When the season is created, the field turns green instead.
8. Double check the schedule. Once you've saved your new season, you can go to your schedule and double-check your settings by clicking on **"Schedule"** in the green menu. Go to a date that falls within the new season and feel free to look at a few different days of the week so that all the settings turned out right.



## Create deviations

To make changes after the season is created, you need to make a deviation. You do this both if you want to change the length of the booking slots in the schedule, or if you want to change your opening hours. ***Please note!*** *Deviations cannot be deleted. This means that you must make a new deviation to fix any errors.* Meaning that if you accidentally opened 60-minute times, but actually meant to create 90-minute times, you need to create a new deviation that is correct. Follow the steps in the section “***Create deviations***” and make a new deviation with the correct settings to correct any errors. Therefore, our most important advice is to think through your deviations properly before creating them.

1. Click on “***Administration***” in the green menu and select “***Seasons***”. This will take you to an overview where you’ll see all your upcoming, active and past seasons.
2. Click on the season you want to adjust. This will take you to the edit view for the selected season. Click on “***Create deviation***”. At the bottom of the page, you’ll find a section for your deviations.
3. Name the deviation. Give the deviation a name, for example “***Padel 90 min: at 17-23***”.
4. Enter the date. Set the date for which the deviation should apply.
5. Enter the start and end time . Set a start and end time for the deviation.
6. Choose which courts the deviation should apply to. All courts are marked by default. Uncheck the checkboxes on the courts that you do not want to be affected, and leave the checkboxes marked on the courts that the deviation should apply to.
7. Choose which days the deviation should apply to. All days are marked by default. Uncheck the checkboxes on the days that you do not want to be affected, and leave the checkboxes marked on the days that the deviation should apply to.
8. Enter any unbookable time between bookings. Change the box to the right of the text “***Time between bookings***” if you want a time margin between bookings.
9. Enter the duration of the bookings. In the box to the right of the text “***Length***”, you set how long each individual booking box in your schedule should be according to your deviation. ***Example:*** *If you select one hour, customers will be able to book one hour at a time. If you instead enter an hour and a half in that box, you will get 90-minute times on the courts, days and times you entered in your deviation.*
10. Specify whether the times should be opened or closed. Create or delete time slots in the time booking by either selecting “***Open***” or “***Close***” at the “***Open/close***” field. ***Example:*** *If you want your selected padel courts to have 90-minute times instead of your previous 60-minute times every day between 17:00-23:00, you make the necessary settings according to the steps above and click on “Open”. Then the time slots will change from 60-minute times to 90-minute times every day between 17:00 and 23:00.*



11. Click on “**Next step**”. When you are satisfied with your deviation, click “**Next step**”. This will take you to an overview with a list of any times that will be replaced with the bookings you create in your new deviation. If any of the times you want to adjust already have bookings on them, they must be canceled first. You will also see if any appointments will be closed in connection with your departure.

### **Do you want to see a video on how to do it?**

We've made a simple video that shows you how to set up a new season and how to create a seasonal deviation: [\*\*Click here\*\*](#).

**MATCHi**