

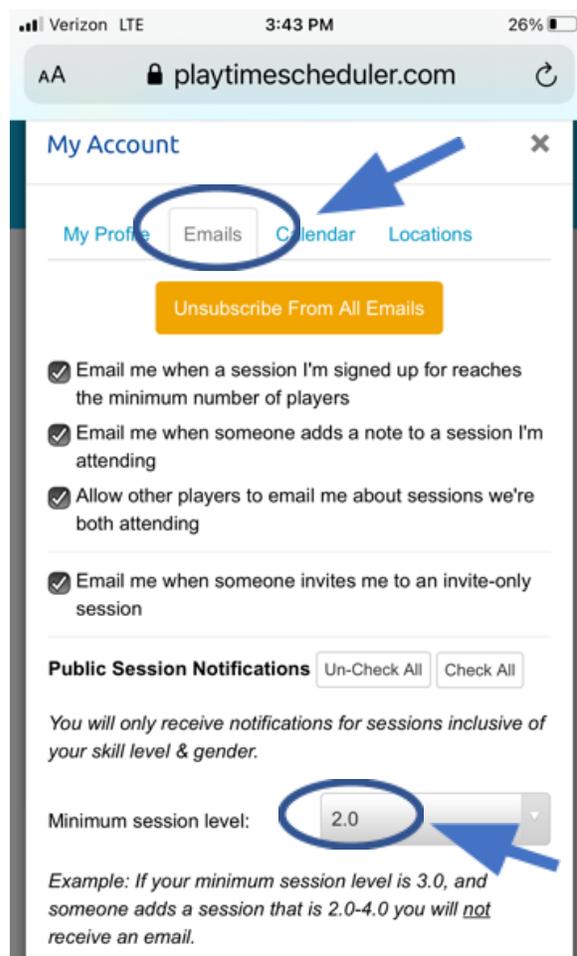
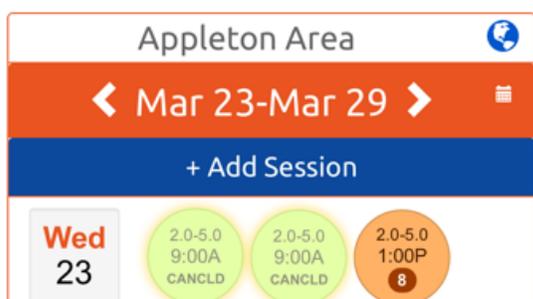
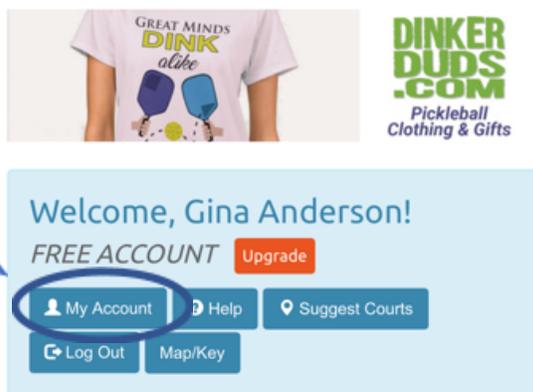
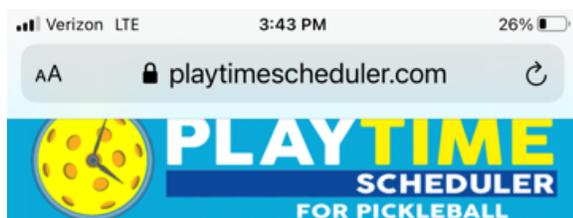
Instructions for PlayTime Scheduler

1. Go to www.playtimescheduler.com
2. I recommend that you **add it to your home screen** so it's easy to find on your device(s) of choice (it is not in the App Store, but it will look like an app when you add it to your home screen) . [Add to URL to home screen](#)
3. Register with your email no password necessary, unless you want one.
4. Use this link to estimate your rating level:
<https://usapickleball.org/tournaments/tournament-player-ratings/player-skill-rating-definitions/>
5. Ensure that your **profile** location is set to Appleton.
6. Indicate that you want to receive **email** notifications.
7. You will be ready to sign up for the private sessions when the invitations are issued. Click on “add player” at the bottom of the screen if you are planning to play. (Anyone needing assistance in setting up their scheduler can either run through the demo which is by where you register or email foxcitiespickleball@gmail.com for assistance.

IMPORTANT: PlayTime Scheduler setup!!

If you want to get emails about new sessions set up on PlayTime Scheduler, please read further. Whether you get emails or not and which ones you get are controlled by you!

Under MY ACCOUNT, select EMAIL. I would suggest everyone check the first 4 boxes to get emails for private sessions you are specifically invited to or sessions you are signed up for. If not, you could miss important notes.



The second important fact is the 'Minimum Session Level'. I would suggest everyone leave that as 2.0. If you leave it at this default, PlayTime Scheduler will notify you of any play sessions set up according to your date/time wishes if your actual rating is in that range. If you change this 'Minimum Session Level' to your rating, let's say 3.0, you will not be informed of new sessions set up between 2.0-5.0, or 2.5-3.0. This is a decision made by PlayTime Scheduler to minimize emails players receive.

It is optional whether you want to check the boxes for specific days/times that you are available to play. In my case, I choose to leave that blank as my schedule can change from week to week. You can always look at PlayTime Scheduler to see if there is anything set up that meets your current availability for the week or create your own for other players to join.

Under MY ACCOUNT, select CALENDAR. If you don't want to see all the cancelled session, check 'hide cancelled sessions'. There is no reason to garbage your screen up with these sessions that no longer exist.

If you have any questions, please Email: foxcitiespickleball@gmail.com