

Club Court Manager
Manage. Reserve. Play.

Club Court Manager™

Complete user manual — members, administrators, and Club Rankings

Product	Club Court Manager™ (full CCM)
Operator	StoufferAI
Version	August 13, 2026
PDF	/docs/ccm-user-manual.pdf

Who this manual is for: Volunteer board members setting up court booking, sport chairs managing rosters, and members booking courts from a phone or browser. Club Rankings (leaderboards) is included in every full CCM plan — see Part 4 and the Club Rankings manual for standings-only detail.

Table of contents

1. Overview
2. Part 1 — Members (booking courts)
3. Part 2 — Administrators
4. Part 3 — Club Rankings (included)
5. Part 4 — Billing & support

1. Overview

Club Court Manager gives your community a branded website (and optional custom domain) where members book courts and admins manage rosters, schedules, and email — without spreadsheets or phone calls to the desk.

What you get

- **Court booking** — calendar grid per sport; members tap open slots.
- **Member sign-in** — email magic link, SMS code, or password.
- **Mobile app** — free on the App Store and Google Play (see §1.6).
- **Admin dashboard** — sections, rosters, schedule blocks, bulk email, reports, amenity liability release (Waiver), branding, SaaS billing, and optional membership dues.

- **Club Rankings** — sport-specific leaderboards, mini-leagues, Club Play, session confirmations, achievements (included in CCM). Roles overview: Club Play & mini-leagues — who does what.

URLs

Audience	URL
Your community (members)	<code>https://{your-slug}.clubcourtmanager.com</code> or your custom domain
Admin dashboard	<code>/admin</code> on your community site
Member mobile app (iPhone)	App Store — Club Court Manager
Member mobile app (Android)	Google Play — Club Court Manager
Find your community (web)	<code>https://app.clubcourtmanager.com</code>
Club Rankings	<code>/rankings</code> on your community site
Event registration	<code>/event?code=...</code> on your community site
Product marketing	<code>https://clubcourtmanager.com/platform</code>

Part 1 — Members (booking courts)

Screenshots below were captured from the shared demo sandbox (sample data; resets hourly). Your community's branding and roster will differ.

1.1 Sign in

Open your community's website or the Club Court Manager mobile app (see §1.6) and choose how to sign in:

Method	How it works
Email link (recommended)	Enter your roster email. We send a secure one-time link (valid ~15 minutes). No password required. Use this anytime after your first visit — do not reuse an old invite email.
Text code	Enter your phone number; we text a short code. Requires your community's SMS registration (A2P) to be approved — until then, use email link. Most communities receive texts prefixed with [Your Community Name] from Club Court Manager (platform-branded SMS).
Password	Set a password from your profile if you prefer — works on web and mobile.

First invite from your club: the activation link in that email is **one-time** and expires in **24 hours**. If it expired or was already used, open your community sign-in page → **Email link** with the same roster email (or **Text code** if your phone is on file and SMS is enabled). You do not need a new invite from an administrator.

First-time sign-in shows two checkboxes you must both accept before you can book: the Club Court Manager **Terms of Use** and your community's **Amenity Liability Release and Court Rules**. If your board publishes a new release, or the re-accept period expires (default 12 months), you will be asked again. If your admin requires profile fields you have not completed yet, you are sent to **My Profile** before you can book courts.

Most screens use a **menu (≡)** in the header for My Reservations, Profile, Rankings, Admin, Reserve a Room (when rooms are enabled), and Sign Out — home and sport pages keep the header uncluttered.

Sign in

Email link

Text code

Password

We'll email you a sign-in link. Use the **email address on your club roster** — not sure which one? Contact your community administrator. Invite emails work once for activation — after that, sign in here with **Email link**.

Email

you@example.com

Email me a sign-in link

Didn't get it? Wait up to 5 minutes, then check **Spam** or **Promotions** (Gmail).

Sign-in page — choose **Email link** (recommended), **Text code** (when your community's SMS is enabled), or **Password**. Use the email or phone number on your club roster.

1.2 Book a court

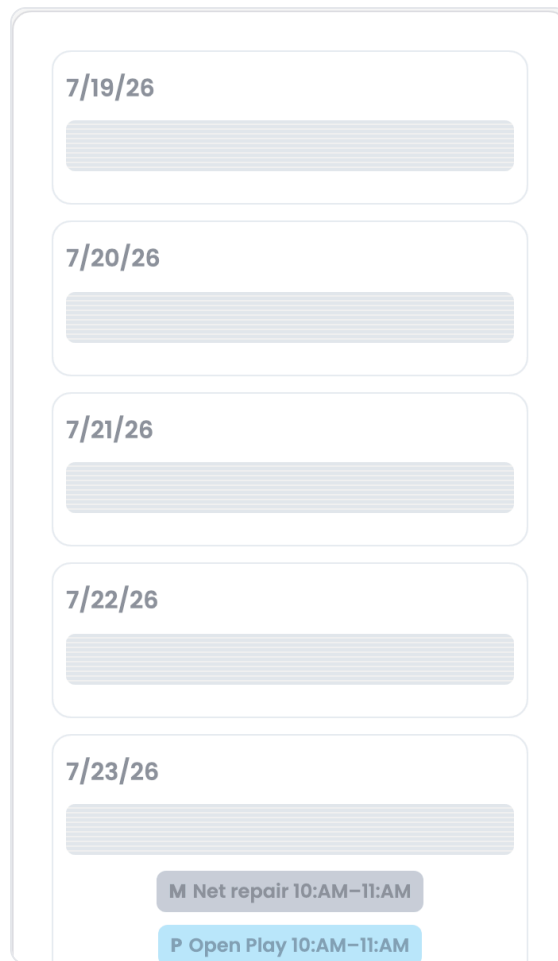
Booking takes two taps: tap an open slot, then tap **Reserve court**.

1. From the home page, choose your **sport by name** (e.g. Pickleball). Home lists sports first, then a link to **My Reservations**.
2. On the sport calendar, if anyone has an open **Find a Player** request for that sport, a short teaser appears above the Day / Week / Month controls (date, optional time, players needed). Tap a row or **View all** → to open the full board filtered to that sport.
3. Use **Day** (default), **Week**, or **Month** at the top of the calendar. **Week** shows seven days with a vertical time heatmap and small colored event pills (hover for full details). **Month** (web only) shows a Sun–Sat calendar grid — seven days across, weeks below — with the same heatmap and pills in each day cell. Tap a day to open that day's grid.
4. In Day view, pick the **date** using Prev / date picker / Next (a **Today** link appears whenever you are viewing another day).
5. On the calendar grid, tap a green **Open** slot (green circle with the court number) for the court and time you want. Your pending selection highlights as **Yours** (blue with a checkmark) before you confirm.
6. Choose session **length** (if choices are offered).
7. Tap **Reserve court** — you see "Reserved!" and receive a confirmation email with a calendar attachment (.ics).

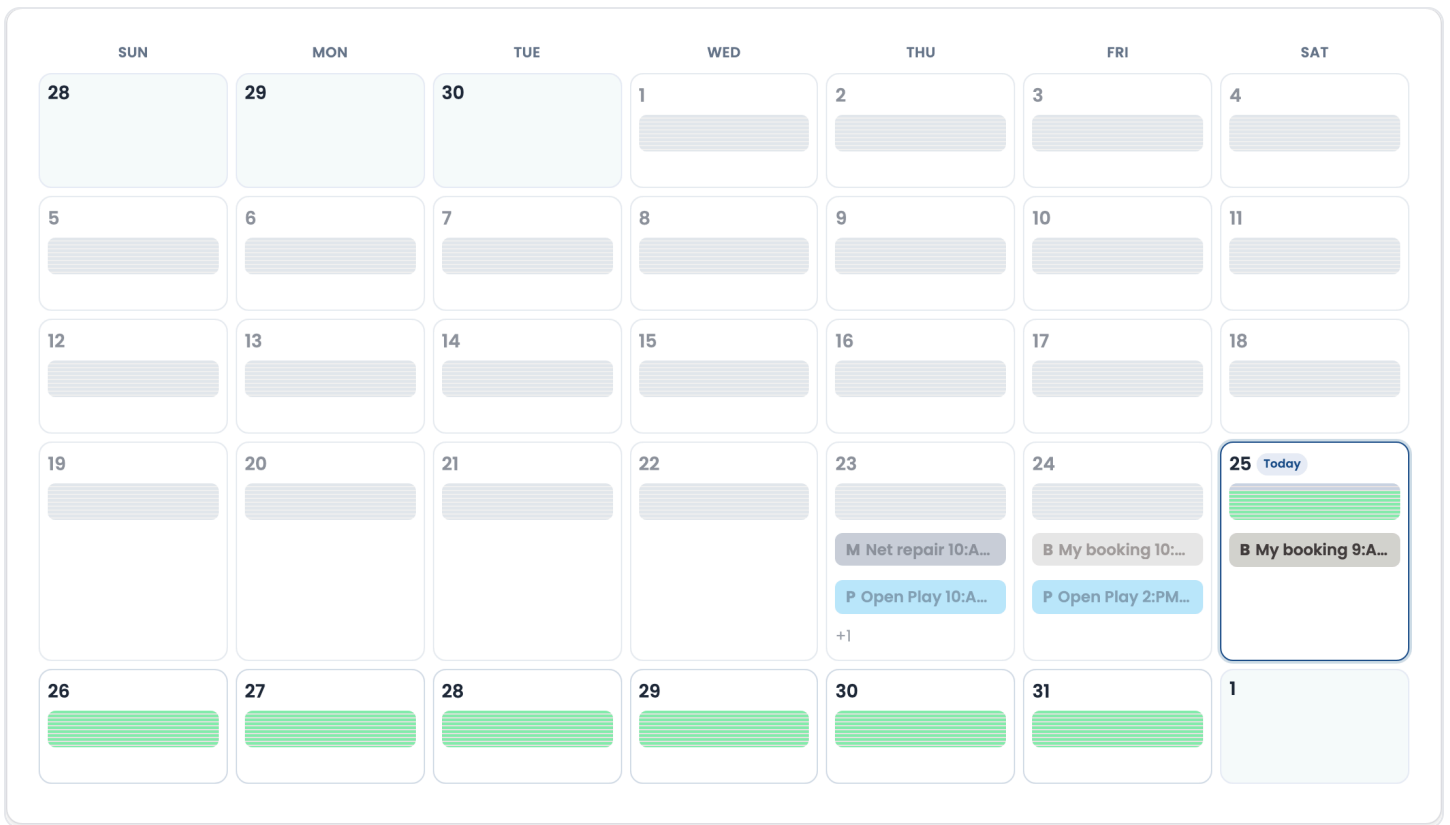
Day-grid color key (matches the circles on the calendar): green with court number = Open · blue ✓ = Yours · **P** Open Play · **L** League · **C** Clinic · **T** Tournament · **M** Maintenance · grey **X** = Booked (someone else) · pale grey · = past / not open. Status letters replace the court number when a slot is not open.

	Open	Yours	Open Play	League	Clinic	Tournament	Maintenance	Booked	Past / not open
9:00 AM		✓						X	
9:30 AM		✓						X	
10:00 AM	1							X	
10:30 AM	1							X	
11:00 AM	1								
11:30 AM	1								
12:00 PM	1								
12:30 PM	1								
1:00 PM	1								
1:30 PM	1								
2:00 PM	1								
2:30 PM	1								
3:00 PM	1								
3:30 PM	1								

Court calendar — **Day** view shows the full grid and color key (Open circles show court numbers); use Prev / Next or the date picker to change days. The **View** toggle switches between Day, Week, and Month.



Week view — vertical time heatmap and colored event pills per day (long-press a pill in the mobile app for full details; hover on web). Full-width rows on phone, seven columns on desktop. Tap a day to book on the grid.



Month view (web) — Sun–Sat calendar with the same heatmap and event pills in each day cell. Tap a day to book on the grid.

Your Sports Club

6:00 PM	1	2	3	4	5	6
6:30 PM	1	2	3	4	5	6
7:00 PM	1	2	3	4	5	6
7:30 PM	1	2	3	4	5	6
8:00 PM	1	2	3	4	5	6
8:30 PM	1	2	3	4	5	6

Court 2 · 9:00 AM – 10:00 AM (60 min)

Sat, Jul 25 · 9:00 AM – 10:00 AM · Court 2 · 60 minutes

Nothing is reserved until you tap **Reserve Court** below.

Reserve Court

Go Back

Your Sports Club · [Help](#) · [Terms](#) · [Privacy](#) · [Contact](#) · [your-sports-club.clubcourtmanager.com](#)

After tapping an open slot — pick session length, optionally invite players, then tap **Reserve court**.

Inviting players (optional)

Before tapping Reserve court (or later, when editing the booking), open **Add players (optional)** to search your club roster by name. Under **More options** inside that section you can load a **saved player group** or invite someone **by email**, and attach a short message. Invited players get a one-tap Accept / Decline email.

Reminders: The day before your court time you receive an email reminder. If you opted in to SMS or use the mobile app, you may also get a text or push notification.

Your Sports Club

How to Reserve a Court

Simple steps for Your Sports Club members.

1. Sign In

Use the **Email link** or **Text code** tab on the [sign-in page](#) (text is available when your club has US carrier SMS approval). Password also works if you have set one.

- Enter the **exact email on your club roster** (same address you used in CourtReserve).
- Check your inbox — and your **Spam** or **Promotions** folder (Gmail often hides the link there).
- Tap the link, then tap **Sign in** on the confirmation page. Links expire in 15 minutes.
- Optional: **Password** sign-in if you have set one (or use forgot-password on the login page).
- **Text code:** enter your roster phone — you receive a one-time code when SMS is approved for your club.

If text sign-in is not yet available for your club, use email link — it works the same way. You can still use **Text the group** on a booking to open your phone's Messages app with other players (that is not sent by the club).

Having trouble? Email raysmith@anymail.com and include the email address you expect to be on the roster.

2. Choose a sport & time

1. From the home page, tap your sport by name (Pickleball, Tennis, Bocce, ...). Home lists sports first, then **My Reservations**.
2. If there are open **Find a Player** requests for that sport, a short list appears above the calendar — tap a row or **View all** → for the full board.

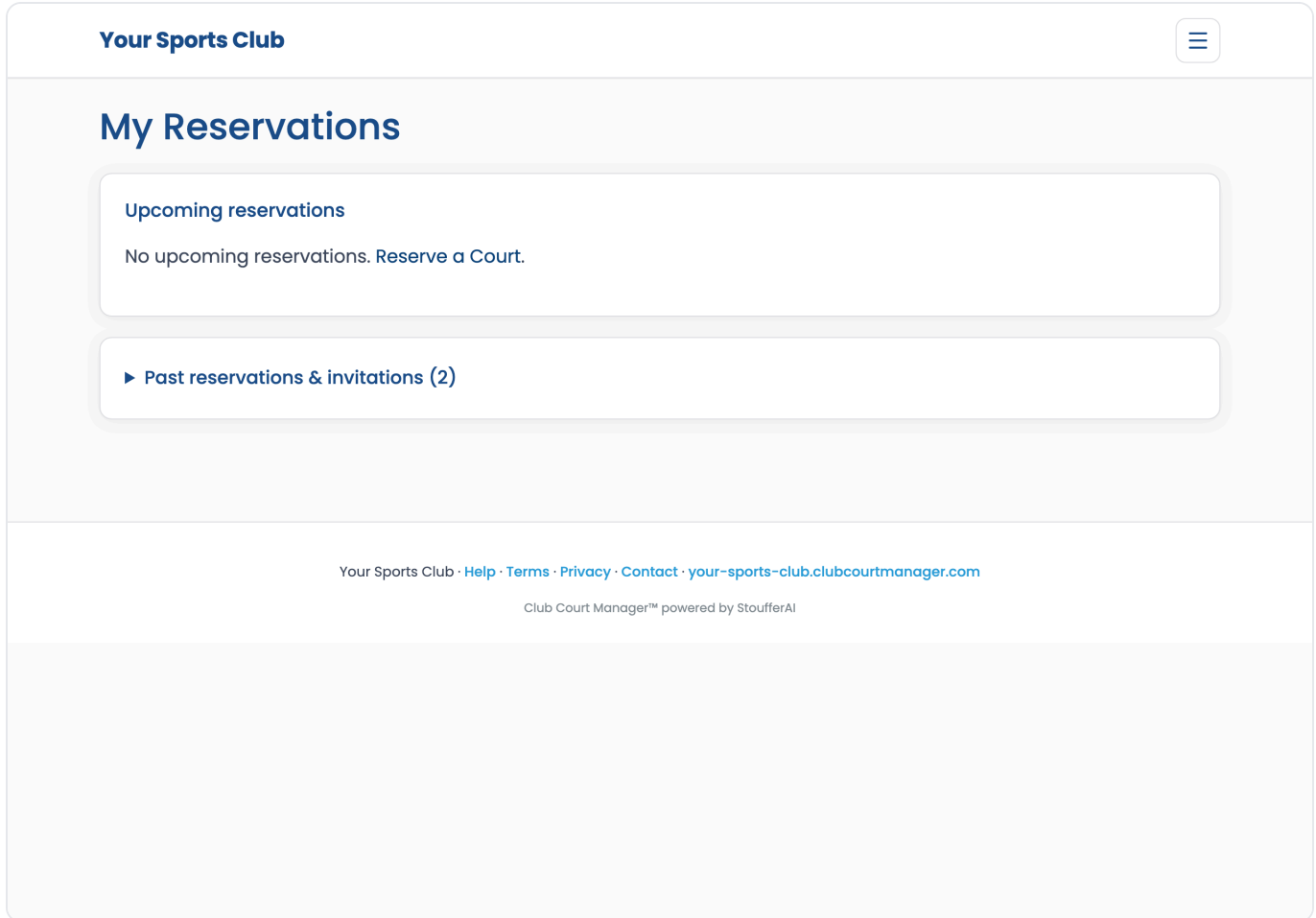
Help in the menu (≡) — printable step-by-step instructions for booking, invites, and cancellations.

1.3 My Reservations

View upcoming and past bookings from **My Reservations** in the menu (≡) or from the link under sports on the home page.

- **Cancel** — when editing a booking, Cancel reservation sits under the **More** disclosure. Allowed until your community's cancel-notice window (set per sport by admins).
- **Invites** — if someone invited you, respond with the one-tap **Accept / Decline** buttons in the invitation email, or from My Reservations.

- **Invite others** — open your booking and add roster members under **Add players**; new invites go out when you save.



My Reservations — upcoming and past bookings; respond to invites or edit from here.

1.4 Find a Player

Use **Find a Player** to post that you need a sub or partner. Only roster members for that sport can see and respond. Open requests for a sport also appear as a compact teaser at the top of that sport's booking calendar (see Book a court).

- **Post a request** — choose sport, date, optional time/court/skill, then tap **Post request**. Confirm before it goes live.
- **Reply** — open a request and tap **Send reply**. Confirm before sending; your name and contact info on file are visible to the poster.
- **Mark filled / Cancel** — if you posted the request (or you are an admin), confirm before closing it.

Find a Player

Post when you need a partner or sub — e.g. “Need one player, 3.0+, Saturday on Court 3.” Roster members can reply with their contact info.

Post a request

Sport	Date	Start time (optional)	End time (optional)
Pickleball ▼	07/25/2026 📅	--:-- -- ⌚	--:-- -- ⌚
Court (optional)	Min skill level (optional)	Players needed	
e.g. Court 3	e.g. 3.0	1 ▼	
Message (optional)			
e.g. Doubles — we have two already, need one more at similar level.			
Post request			

Open requests

Show

All my sports ▼

Find a Player — post that you need a sub or partner; roster members for that sport can respond. Confirm before posting or sending a reply.

1.5 Profile & Photo ID

Open **Profile** to update contact info, skill ratings per sport, and photo ID. Your admin chooses which fields are **required before booking** under Admin → Members → **Member profile rules**. At minimum every member needs first and last name plus **email** on file (an invite email counts as email on file). Phone is optional unless your club requires it.

When you sign in, any missing required fields send you back to Profile until you save. If your admin adds a new requirement later, you will be prompted on your next visit.

- **Contact fields** — email, phone, address, city, state, zip, date of birth, gender (when required).
- **Skill rating** — entered per sport on My Profile when your club requires it; also used for court groups and mini-league eligibility.
- **Photo ID** — upload when required club-wide or for a specific sport (see admin Sections).

If your club collects **membership dues** online, Profile also shows your dues status and published plans. Tap **Pay** to complete Stripe Checkout. Money goes to the club (not StoufferAI). CCM does not add a transaction fee; standard card-processing fees still apply.

My profile

Demo profile — sample data

Member fields are pre-filled and locked so you can book courts without entering real information. This is the same profile screen members see on a live community.

Email

demo-member@clubcourtmanager.com

Member

9000002

First name

Demo

Last name

Member

Gender

Other

Phone

2395550100

☐ I agree to receive automated text messages from Your Sports Club at the mobile number I provide for account sign-in codes and court reservation notifications. Message frequency varies. Message and data rates may apply. Reply STOP to opt out or HELP for help.

Date of birth

Month

June

Day

15

Year

1985

Age

41

Profile — update contact info, skill ratings, and photo ID. Required fields must be complete before booking. Pay membership dues here when your club offers online plans.

1.6 Mobile app

Book courts from a phone in two ways: the **native Club Court Manager app** (iPhone and Android), or your community website in the phone browser. Booking rules match the web — the app adds a community picker, push reminders, and a ≡ menu that can open Rankings and other web pages already signed in.

Get the app

Download **Club Court Manager** free from the stores, then find your community by name or invitation code:



iPhone (App Store): <https://apps.apple.com/us/app/club-court-manager/id6792025015>

Android (Google Play): <https://play.google.com/store/apps/details?id=com.stoufferai.clubcourtmanager>

Phone browser: open <https://app.clubcourtmanager.com> to pick your community, then sign in on the club site.

Find your community

On first launch, search by club name or enter the **invitation code** from your administrator. Your club appears with its **square mark** next to the community name (admins upload that under Admin → Branding).

Club Rankings Migrate Resources FAQ

Start free trial

Find your community

Search by name or enter the invitation code from your community administrator.

Search communities

VeronaWalk

Search

Invitation code

ABC123

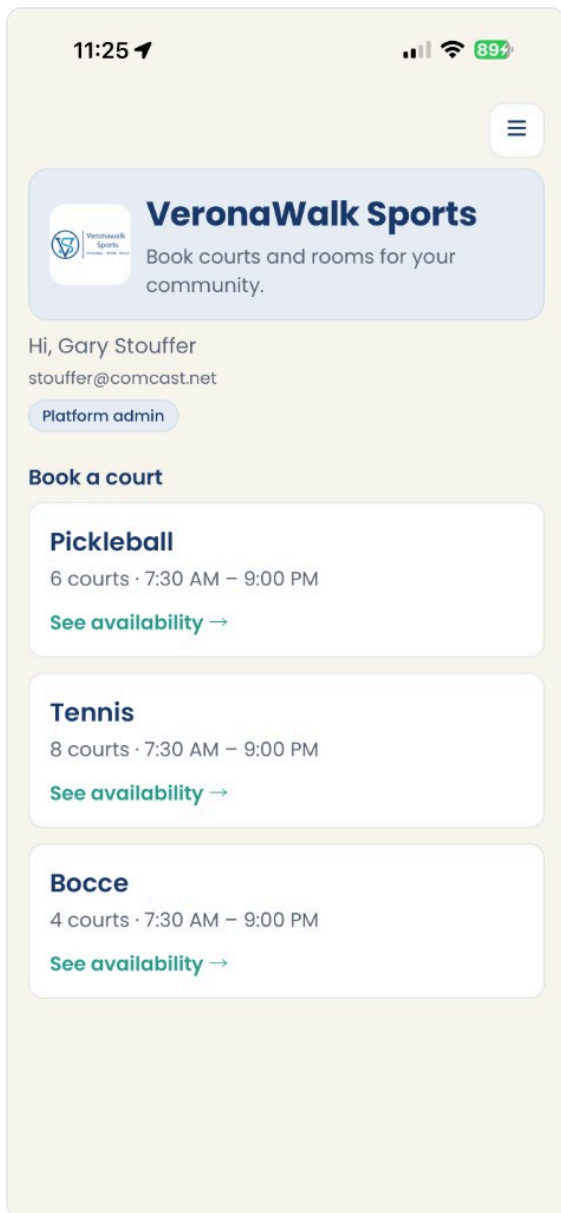
Find

Community picker at `app.clubcourtmanager.com` — search by name or enter an invitation code, then continue to sign-in.

Home and the ≡ menu

After sign-in you see your community home: sports to book, optional rooms, and a ≡ button. Native actions stay in the app; other items open your club site in an in-app browser *already signed in* (no second login).

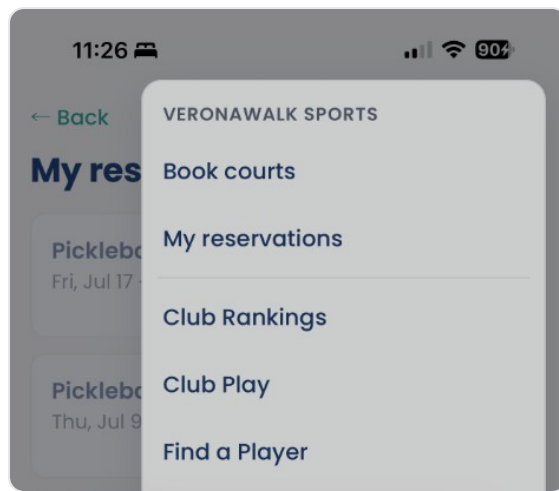
- **In the app:** Book Courts, My Reservations, Reserve a room (when enabled), Sign out.
- **Opens web (signed in):** Club Rankings, Club Play, Find a Player, Profile, Help, and Admin (admins only).



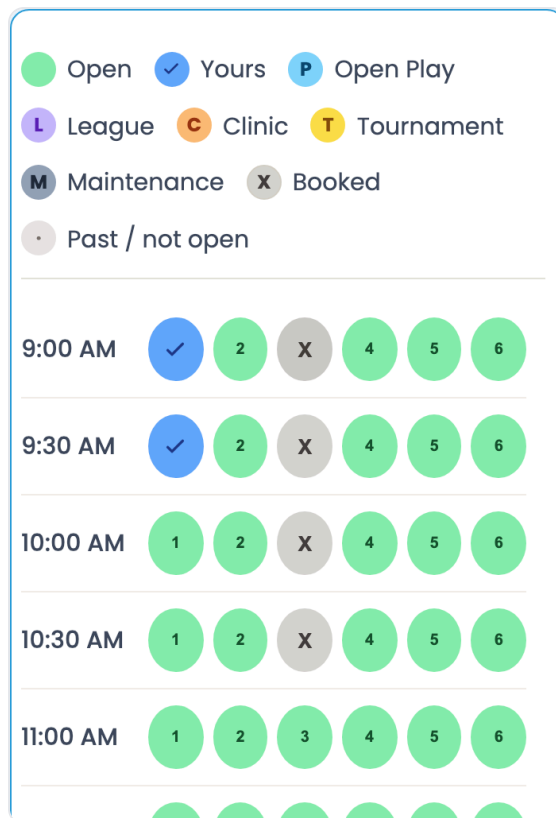
Home — choose a sport to see availability.
Tap ≡ for the full menu.

Book a court

Tap a sport, then use **Day** or **Week** (Month view is on the website). Tap an open slot and confirm — same rules as Part 1 (daily limits, cancel notice, invites).



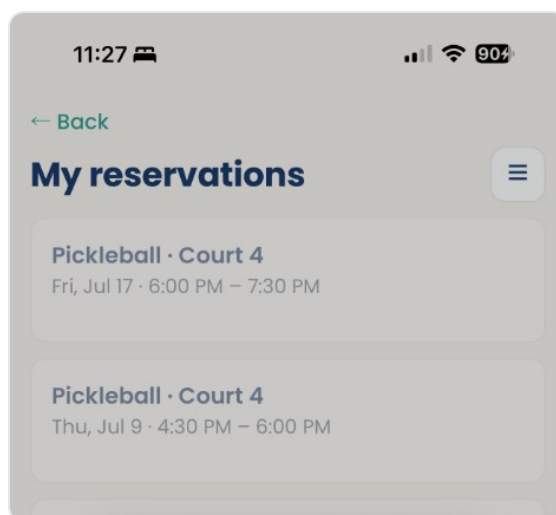
≡ **menu** — Book Courts and My Reservations stay native; Club Rankings and Club Play open signed-in on the web.



Day view on a phone — color key matches the web grid (green Open with court numbers, letters for club blocks); tap an Open slot to reserve. Week view is available in the app; Month is on the website.

My Reservations

Open **My Reservations** from the ≡ menu (or after booking) to review upcoming and past courts, edit, or cancel within your club's notice window.



My Reservations — upcoming and past bookings; use ≡ for Rankings, Profile, and Sign out.

Tip: Find your community appears only on first launch (or after clearing app data). Sign out returns you to that club's sign-in screen. Club Rankings and Club Play open the website already signed in; there is not a separate native Rankings screen yet.

Part 2 — Administrators

Admins sign in the same way as members, then open **Admin** from the menu (or go directly to `/admin`). Full **site administrators** see all Admin tabs. Members granted **Room Admin** (Admin → Rooms → Room Admins list) see only the Rooms tab.

2.1 Sections (sports)

Each sport is a **section** with its own courts, hours, and booking rules.

- **Add a section** — name, court count, open hours, slot length.
- **Booking rules** — advance booking window, minimum lead time, max reservations per day, max session length, cancel notice.
- **Photo ID gate** — optional per sport: require photo ID before members can book that sport, even when club-wide Photo ID is optional. Club-wide Photo ID is set under **Members** → **Member profile rules**.
- **QR code** — download a QR that opens this sport's calendar (sign-in still required).

Your Sports Club

Admin Dashboard

SectionsCourt GroupsRoomsMembersScheduleEventsEmailLaunchReportsActivity LogBrandingBillingMembership duesClub PlayClub Rankings →

Edit: Pickleball

Each sport is set up once. Choose a sport above or click Edit below to change its settings.

Sport

Pickleball

Number of courts

6

Sport presets suggest a starting count; change anytime (2–100). For 13+ courts, organize by skill under Court groups.

Opens

07:30 AM

Closes

09:00 PM

These times set when members **can book** (green open slots). **Open Play** (light blue on the calendar) is set separately on the **Schedule** tab — select slots → Open Play → Block selected.

Max reservations/day (per member)

1

Max length — members (minutes)

60

Book ahead (days)

14

Min lead time (minutes)

0

Min cancel notice (minutes)

Max players per group / invite list

Admin → **Sections** — courts, hours, and per-sport booking rules.

2.2 Court groups

Organize courts into groups (e.g. skill levels). Members may only book courts in groups they belong to, or groups may be hidden from certain members.

2.3 Rooms (optional)

Rooms are separate from sports — card rooms, meeting spaces, or any bookable room with custom names. The room calendar does **not** use Open Play / League / Clinic / Tournament labels; it shows Open (green with room number), Yours (blue ✓), Maintenance, Booked (grey X), and past / not open only.

Admin → **Rooms**:

- **Room settings** — hours, daily limits, advance window, and **Open to all members** (default) or per-room rosters.
- **Room Admins** — site administrators can put selected members on a **Room Admins** list. Those members open **Admin** and see **only** the Rooms area (settings, names, room schedule) — not Schedule, Members, Billing, or Branding. Site admin (full Admin) is separate and mutually exclusive with Room Admin-only access.
- **Room names** — add unlimited names, reorder, activate/deactivate.
- **Room roster** — when open-to-all is off, assign members per room.
- **Room schedule** — day grid to block slots or view member bookings. Tap open slots, then complete the short form: type (**Meeting** or Maintenance), **Meeting / purpose** (required for meetings), and **Save block**. This does not open the member booking panel; it posts a schedule block with the purpose shown on the calendar.

Members open **Reserve a Room** from the menu (≡) when at least one active room exists (not from the home sport list). After tapping an open slot they set **Length**, an optional **Purpose** (e.g. board meeting), and tap **Reserve room** — one short panel, no player invites. Bookings appear on **My Reservations** with court bookings.

2.4 Members & roster

The Members tab shows the sport picker first, then **Member profile rules**, then **Pending approval**, the **Roster**, CSV import, and **Add a member**.

Member profile rules (setup & ongoing)

Choose which **My Profile** fields members must complete before they can book courts. First name, last name, and **email** are always required — invite email counts as email on file. Phone is optional unless you check it below.

Checkbox	Notes
----------	-------

First name / Last name	Always on (locked).
Email	Requires a valid email on the member record (not just the invite address).
Phone, Gender, Date of birth	Standard profile fields.
Street address, City, State, Zip	Mailing address block.
Skill rating	Per sport on My Profile; on by default for existing clubs. Court groups may still use rating to match members to courts.
Photo ID	Club-wide ID image on file. A sport can additionally require ID under Sections even when optional here.

First-time setup: review the checkboxes, check **I've chosen which fields members must complete — ready to invite**, then click **Save & confirm**. Import, add-member, and send-invite stay disabled until then. The welcome checklist and **Required before invites** tag remind you.

After go-live: you can change requirements anytime. Members missing a newly required field are prompted on their next sign-in and cannot book until Profile is complete.

- **Approve signups** — if self-signup is enabled, pending requests appear at the top with **Approve** and **Decline** buttons (Decline asks for confirmation).
- **Roster status** — each member shows plain-English chips: Active, Invited, Waiting approval, Suspended, Terms pending (has not accepted the current Terms of Use and amenity liability release), Admin, and so on.
- **Roster actions** — text-labeled buttons: **Profile**, **Resend invite**, **Remove**, and admin grants. Granting or removing **Site administrator** asks for confirmation. Profile also offers **Room administrator** (Rooms-only Admin access), mutually exclusive with full site admin.
- **Add member** — enter name and email; check **Send invitation email now** to email a magic link immediately, or leave it unchecked and send invites later from the roster list. Invite links are **one-time** and expire in **24 hours**.
- **CSV import** — export from CourtReserve, HOA software, or spreadsheet; import per sport. Map names, emails, phones, ratings, member numbers. Import does not send email and does not record a waiver — members accept the Terms of Use and amenity liability release when they first sign in. Use bulk invite after import.
- **Bulk invite** — select members → send sign-in links (24-hour activation). If a member opens the email late, they can self-serve at Login → **Email link** or **Text code** (phone on file + SMS enabled); use **Resend invite** only when needed.
- **Remove / suspend** — removed members cannot sign in; history stays on file.

- **Rankings wallet** — each rostered member gets a wallet QR + 4-digit confirm code for Club Rankings score confirmation. Regenerate from the member profile if lost.

Your Sports Club

Sport roster

Pickleball

Pickleball roster · 6 courts. Each sport has its own member list.

Member profile rules
Required before invites

Choose which **My Profile** fields members must complete before they can book courts. You can change these anytime; members who are missing a newly required field will be asked to complete it on their next sign-in.

Before your first invite, review the checkboxes below and click **Save & confirm**.

Minimum: first & last name, plus email. Invite email counts as email on file. Phone is optional unless you require it below.

☒ First name (required)
☒ Last name (required)
☒ Email (required)
☐ Gender
☐ Phone

☐ Date of birth
☐ Street address
☐ City
☐ State
☐ Zip

☒ Skill rating
☐ Photo ID

Skill rating is entered per sport on My Profile. Court groups may still use rating to match members to courts.

Photo ID is controlled here for the whole club. A sport can additionally require it under **Sections** → edit section — that per-sport rule applies even if Photo ID is optional club-wide.

☐ I've chosen which fields members must complete — ready to invite

Save & confirm

Admin → **Members** — confirm **Member profile rules** before first invite; roster, import, and bulk invite below.

2.5 Schedule & blocks

The admin schedule shows courts and times in **Day** view (full grid), **Week** view, or **Month** view — use the prominent **View** toggle at the top. Week and Month use a per-hour heatmap and colored event pills per day (hover a pill on desktop for full details). Month is a Sun–Sat grid with seven days across and one week per row. Use Week or Month to scan whether Open Play or league blocks landed on the right weekdays, then tap a day to edit on the day grid. Admins can:

- **Block courts** — set **From / Through** and weekdays, then tap or drag open slots on the grid (or a time row). A **Review & block** panel below the grid shows **Block selected (N)** when you have times picked. Use **Clear selection** to reset.
- **Repeat on weekdays** — the grid shows one view day as the time pattern; matched weekdays control which dates repeat (e.g. Mon only → Mondays in range only, not every calendar day). The review panel lists the exact dates before you block.
- **Posted block series** — multi-day blocks appear as one series (Modify / Delete). The list shows **today forward** by default; use **Archive** to open past series you may reuse with new dates.

- **Day list (this date)** — each row is for reviewing and **Remove** only. Event signup and rankings are not row actions here — use Admin → **Events** for registration pages and participants, and Club Rankings / Events for scoring.
- **Book on behalf of a member** — create reservations for members.
- **Cancel reservations** — members receive notice when appropriate.

Your Sports Club

1 Select slots
Click open times on the calendar

2 Review & block
Tap Block selected below the grid

Click open slots on the calendar, then block as Open Play, Lessons, League, etc. Members book from the same grid with their own 60-minute limit.

Block type
P — Open Play

From date
01/25/2026

Through date
08/03/2026

Reset range

Repeat on
☒ M ☐ T ☐ W ☒ T ☐ F ☐ S ☐ S

Daily time from
--:-- --

Through
--:-- --

Same court times on 55 days — Mon, Thu (Sun, Jan 25 → Mon, Aug 3). Set daily time from/through or drag on the grid.

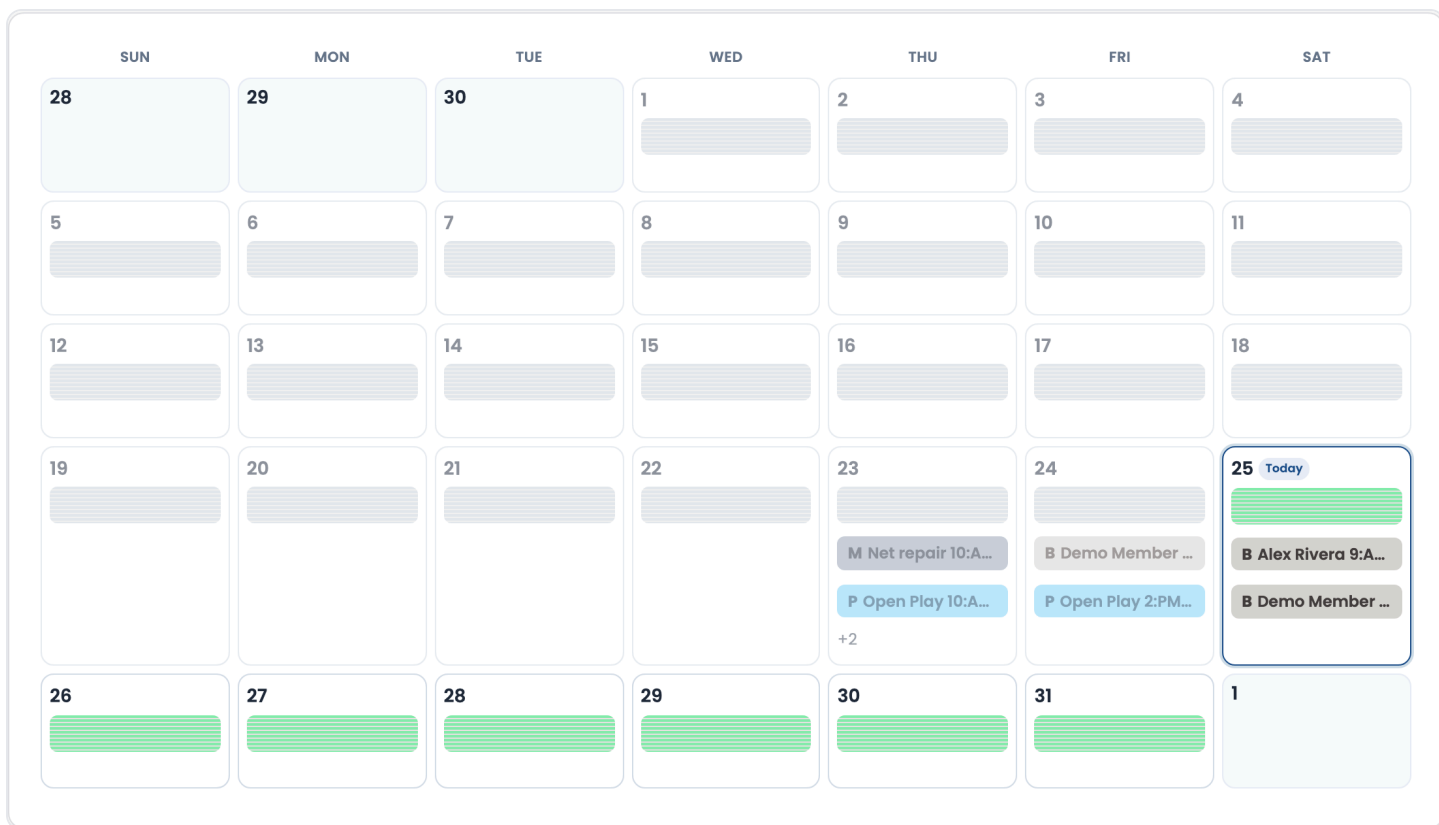
Set **From** and **Through**, then choose which weekdays to repeat. Uncheck days you do not need (e.g. Mon + Thu only). The view date above only changes which day you see on the grid.

Pickleball · 7:30 AM — 9:00 PM · 6 courts

Admin → **Schedule** — **Day** view for blocking courts and booking on behalf of members.

SUN 19	MON 20	TUE 21	WED 22	THU 23	FRI 24	SAT 25
						Today
				M Net repair 10:...	B Demo Membe...	B Alex Rivera 9:...
				P Open Play 10:A...	P Open Play 2:P...	B Demo Membe...
				L League play 11:...		
				B Alex Rivera 12:...		

Week view — time heatmap and event pills per day (hover for details). Tap a day to edit on the day grid.



Month view — Sun–Sat calendar with heatmap and event pills per day. Tap a day to edit on the day grid.

2.5 Email

Send announcement is the first card on the Email tab: send custom bulk email to segments — all active, invited only, or selected members — with a preview of subject and body before sending. Sending-domain and DNS setup are tucked under **Email settings (advanced)** at the bottom of the tab; most communities never need to open it.

Your Sports Club

Admin Dashboard

Sections

Court Groups

Rooms

Members

Schedule

Events

Email

Launch

Reports

Activity Log

Branding

Billing

Membership dues

Club Play

Club Rankings →

Send announcement

Choose a roster below, then check the members who should receive this email. Each person gets their own message with the club logo.

☐ All sports (unique members)

Sport roster

Pickleball

Show roster

Active members only

Search name, email, or phone

Start typing...

Select visible

Select all on list

Clear

Loading roster...

Loading roster...

Admin → **Email** — bulk announcements with preview before send.

2.6 Reports

Export usage, cancellations, and roster data. CSV exports are rate-limited and logged in the security audit trail.

Waiver (amenity liability release)

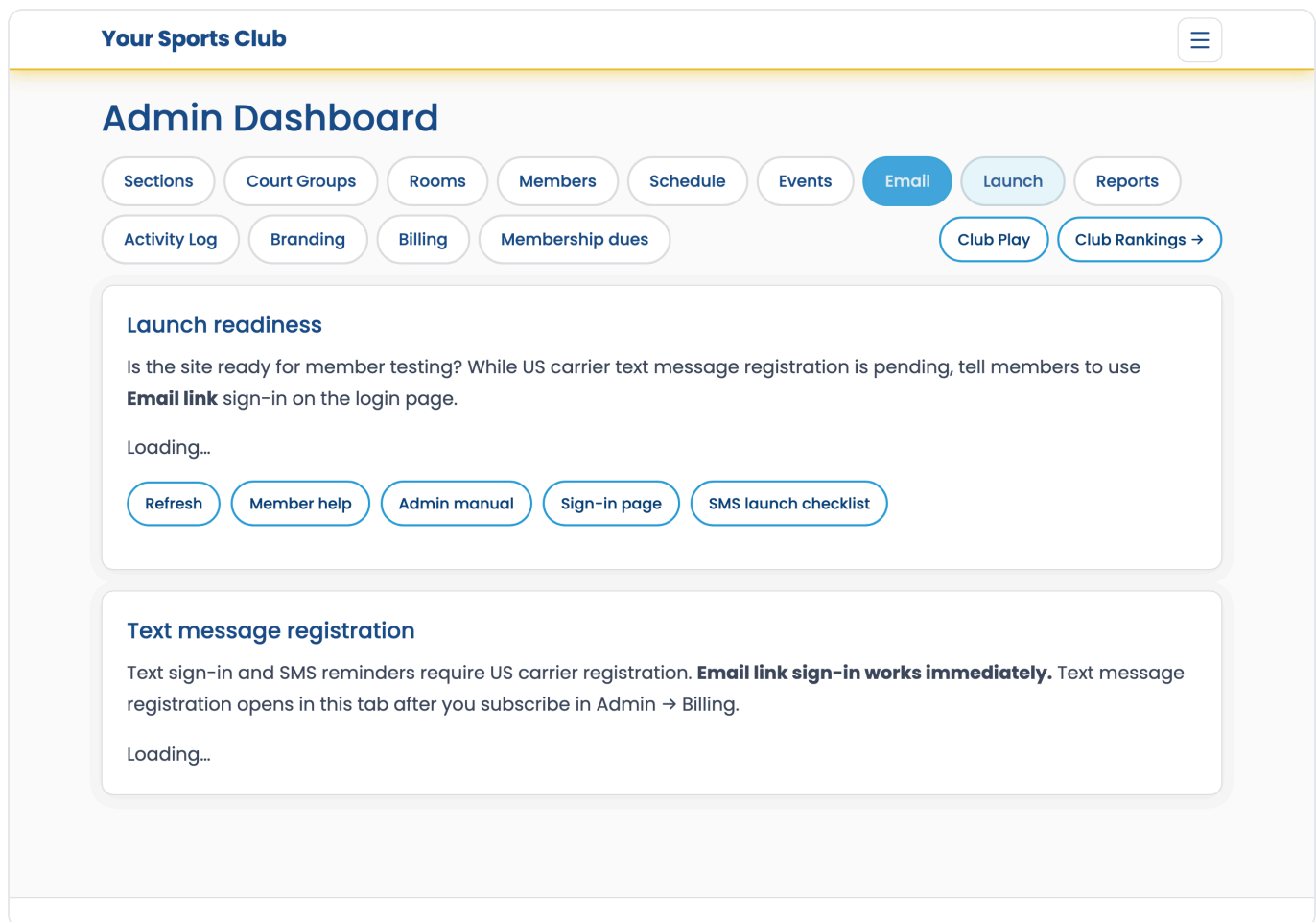
Admin → **Waiver** holds your community's amenity liability release. Members must accept it (and the platform Terms of Use) before they can book courts or rooms.

- **Two documents, two checkboxes.** Terms of Use is the Club Court Manager platform agreement. The amenity liability release is your community's court rules and release of liability.
- **Coverage.** The tab shows how many roster members have accepted the current release and who is still pending. Club Play guests are listed as a gap — guest accept-at-booking is not in this version.
- **Publish a new version.** Paste the full text, optional attorney-review name and date, and publish. Past acceptances stay on file; members must re-accept the new version before they can book. The starter text is a template — have association counsel review it before you rely on it.
- **Re-accept period.** Default is every 12 months. Set 0 if you only want members to accept when the version changes.

2.7 Launch checklist & text message registration

Admin → Launch shows a **Your community** checklist: email ready, text message (SMS) registration status, and billing. (Deeper platform diagnostics are handled by StoufferAI operations and are not shown to community admins.)

Email sign-in works immediately. For **SMS sign-in and text reminders**, complete the **text message (SMS) registration** business details in Admin → Launch. StoufferAI registers your community with US carriers (typically 3–7 business days). Until approved, members should use email link sign-in. New communities use **platform-branded SMS** by default (messages show as **[Your Community Name]** from Club Court Manager). Communities that need their own dedicated sender brand can use optional white-label A2P registration instead.



Admin → **Launch** — email readiness, SMS registration status, and go-live checklist.

2.8 Branding

- Upload a **wide / banner logo** for the website header and emails, or show the community name as text.
- Optionally upload a **square logo** for the mobile app (shown next to the community name). Do not reuse a wide banner as the square mark — that doubles the name on phones.
- Set brand colors, support email, and website link shown to members.
- Configure **custom domain** — point DNS to hosting; enter domain in tenant settings.

Your Sports Club

Sections Court Groups Rooms Members Schedule Events Email Launch Reports

Activity Log Branding Billing Membership dues Club Play Club Rankings →

Community branding

Logo, colors, and contact info appear on sign-in, emails, and the member site header.

Community name Primary color

Support email

support@yourclub.org

Website URL

https://yourclub.org

Footer text (optional)

e.g. Lakeside Pickleball Club · Naples, FL

Desktop header (web)

Choose one — shown at the top of member pages on the website.

Admin → **Branding** — banner logo (web), square logo (app), colors, support email, and custom domain.

2.9 Membership dues (optional)

Admin → **Membership dues** lets the club collect member → club payments (separate from Admin → Billing, which pays StoufferAI for the software):

1. Connect the club bank account via Stripe Express onboarding.
2. Publish monthly, annual, or one-time plans.
3. Review the dues roster (paid / past due / unpaid), mark comps, export CSV.
4. Optionally require paid membership to book, with configurable grace days.

Members pay from **Profile**. CCM does not add a transaction fee by default; Stripe card-processing fees still apply. Rooms do not count toward the CCM court subscription.

2.10 Event registration

Admin → **Events** creates public registration pages for tournaments, clinics, or socials. Use this tab (not the Schedule day list) to create signup pages, manage participants, and enter rankings from the event roster.

- **Create event** — title, date, sport, capacity, registration deadline, optional description.
- **Link mini-league** — optionally tie the event to a mini-league so sign-ups enforce eligibility (gender, rating, singles/doubles) and results feed mini-league standings.

- **Share link** — copy the registration URL or QR; members sign in and register at `/event?code=...` .
- **Enter rankings from roster** — after the event, score registered players in one step; standings update for the linked mini-league and club-wide board.
- **Participant email** — optional message to everyone who registered when the event ends.

Your Sports Club

Admin Dashboard

Sections

Court Groups

Rooms

Members

Schedule

Events

Email

Launch

Reports

Activity Log

Branding

Billing

Membership dues

Club Play

Club Rankings →

Event registration

Create a registration page for tournaments, clinics, and open play. Share the link or QR code at the event. Afterward, email all participants in one step.

Sport

Pickleball

▼

☐ Show past events

Refresh

Create event

Title

e.g. Spring Classic

Date

07/25/2026

📅

Type

Tournament

▼

Max participants (optional)

Unlimited

Description (optional)

Admin → **Events** — registration pages, QR links, and post-event scoring.

2.11 Activity log

Admin → **Activity log** shows an append-only audit log: roster views, exports, member changes, bookings, schedule edits, and more. Admins cannot edit or delete log entries.

Your Sports Club

Sections Court Groups Rooms Members Schedule **Events** Email Launch Reports

Activity Log Branding Billing Membership dues Club Play Club Rankings →

Activity log

Roster, booking, and settings activity. Search by name or filter to admins vs members. Entries are append-only.

Search name or email Who Event type Export CSV

Actor or member in detail: All users All events Refresh

Recent activity

Loading...

Admin → **Activity log** — append-only audit trail of admin actions.

2.12 Getting started checklist

1. Start trial at `clubcourtmanager.com/start` — name community, create admin account, pick sports.
2. Configure sections (courts, hours, rules).
3. Import roster CSV or add members manually.
4. Send bulk invites.
5. Optional: set up rooms and Room Admins; connect Membership dues and publish plans.
6. Optional: complete text message (SMS) registration in Admin → Launch.
7. Optional: review Admin → Waiver (have counsel review the amenity liability release; publish if you change it).
8. Optional: set custom domain and branding.
9. Subscribe in Admin → Billing before trial ends (court-based: \$40 up to 6 courts, +\$5 each additional).

Part 3 — Club Rankings (included in CCM)

Every full CCM plan includes **Club Rankings** — sport-specific leaderboards separate from legacy manual ratings on the roster.

- Open **Club Rankings** from the menu (≡) or Admin → Club Rankings link. Admins also have site nav **Club Play** and an Admin-page **Club Play** link next to Club Rankings.
- Members see the leaderboard (with performance, participation, volunteer, and sportsmanship breakdown), **Sessions** (browse completed club results), **Mini-leagues** (season standings), club stats, personal ranking, and can submit/confirm session results.
- Admins may set visibility to **public** (anyone can view the leaderboard without sign-in) or **members only** per sport.
- Admins enter results, import CSV history, create the first **mini-league**, assign **mini-league captains**, review disputes, and tune club-wide weights. Admins also see the Rankings **Captain** tab. Assigned captains may create additional mini-leagues from the Captain tab.
- Shared **Training** (Member, Captain, or Administrator roles) lets anyone practice with fictional players — see Part 8 of the Club Rankings manual.
- Optionally link **event registration** (Admin → Events) to a mini-league for eligibility and one-step scoring.

Training

Practice ranking weights and Club Play with fictional players. Choose Member, Captain, or Administrator on the welcome screen — nothing touches any real club roster.

Shared practice environment — 24 fictional players (Alex Rivera through Taylor Reed) for Club Play. The Settings tab uses four sample players per scenario for weight presets.

No sign-in required · fictional players only · Training guide (Part 8) · Mini-league Playbook — practice

[Your Sports Club](#) · [Help](#) · [Terms](#) · [Privacy](#) · [Contact](#) · [your-sports-club.clubcourtmanager.com](#)

Club Court Manager™ powered by StoufferAI

Club Rankings — leaderboard, sessions, mini-leagues, and personal ranking (included in every CCM plan).

3.1 Mini-leagues and Club Play

A **mini-league** is a season-style league within one sport — e.g. Women's Doubles 3.5+ for six months. Admins create the first mini-league under Rankings → Admin → Mini-leagues (or use built-in templates). Assigned **mini-league captains** can create additional mini-leagues from the Captain tab. Each mini-league can have:

- Eligibility rules — gender, singles/doubles, minimum/maximum rating.
- Season start and end dates.
- One or more **mini-league captains** — trusted members who enter official results without full admin access.
- Its own standings on the Rankings → **Mini-leagues** tab.
- **Club Play** — captains and admins run a dated play event (day or evening) with signup and game-by-game scores at `/club-play` (captain enters scores; members watch). At Start live, optionally set **Number of rounds** for any format (blank keeps today's defaults).

Captain vs member score entry (live Club Play vs casual **Submit results** + peer confirm): Mini-league Playbook §4. Roles overview: Club Play & mini-leagues — who does what (PDF). Share the Mini-league Captain manual (PDF) with volunteers you assign as captains.

For full detail on confirmations, CSV templates, achievements, volunteer bonuses, mini-league admin, Club Play, and settings, see the dedicated Club Rankings User Manual (PDF).

Part 4 — Billing & support

4.1 Plans & trial

CCM is priced by **courts**, not by member count:

- **Up to 6 courts — \$40/month** (unlimited members).
- **+ \$5/month for each additional court.**
- Branding, custom domain, unlimited sports, admin tools, mobile app access, and **Club Rankings** included.

No CCM transaction fees on membership dues (and other club payments collected through CCM). Clubs keep more of every payment; standard card-processing fees still apply.

14-day free trial — no credit card required at signup. Add payment in Admin → Billing when ready.

Large facilities and property-management firms that run several CCM communities can ask about **Enterprise** — custom pricing plus a read-only portfolio login so a regional manager can see adoption, bookings, and waiver coverage across those communities. Email support@stoufferai.com. Each community still has its own admin dashboard; this is not a new operations product.

4.2 Manage subscription (club → StoufferAI)

Admin → **Billing** is your Club Court Manager SaaS subscription. **Manage billing** opens the Stripe customer portal (update card, cancel). Access continues until the end of the paid period after cancellation. Adding or removing courts updates the extra-court line on your subscription.

4.3 Membership dues (member → club)

Admin → **Membership dues** is separate from SaaS Billing:

1. **Connect bank account** — Stripe Express onboarding so dues deposit to the club.
2. **Plans** — create monthly, annual, or one-time membership products.
3. **Dues roster** — see who is paid, past due, or unpaid; mark comps; export CSV.
4. Optionally require paid membership before booking (with grace days).

Members pay from **Profile**. CCM does not take a cut of dues by default.

4.4 Standalone Club Rankings

Communities that only need leaderboards (no court booking) can use standalone Club Rankings (\$19/mo, 150 active members) at clubcourtmanager.com/platform/rankings. Full CCM customers

already have rankings — no extra purchase. Upgrading to full CCM uses the court-based \$40 + \$5 plan.

4.5 Support

Email support@stoufferai.com · Security details: </platform/security> · Privacy: </privacy>

Club Court Manager™ powered by StoufferAI · Document version August 13, 2026