Online Court Reservation Administrator's Guide

1. Daily
   - Scan the OCR schedule for problems. Mainly that people reserving courts in prime time have done so correctly.
   - User support
       - Login help
       - Lost passwords
   - Resident nonmember user creation.

2. Weekly
   - CA new member list review and create new OCR user
   - Prescheduled Court review and updates
       - USTA
       - Club Leagues
       - Member pre-reserves.

3. Monthly
   - What do we want to do about court usage reporting with OCR?

4. Equator Change
   - In June, block out the 9:30 time slot
   - In Oct, block out the 10:30 time slot

End of Year (1Mar)
   - Reconcile CA new year member list with OCR user list. Delete OCR user no longer members (rather than demoting them to nonmember users). Add anyone missed. Check emails and update.
   - Make sure the OCR software license is renewed by paying Tom.
   - Reconcile the nonmember resident list to make sure these folks are using OCR and still live in SC.