

Reserving the PAPC Ball Machine (Members Only)

Palo Alto Pickleball Club owns a ball machine, and members may reserve time with the machine to practice at the Mitchell Park courts.

We will use *PlaytimeScheduler for Pickleball* as the reservation tool for the ball machine. If you have not already done so, you will need to go to playtimescheduler.com and create an account for yourself in order to reserve the machine. (Once you have an account on playtimescheduler you can also use it to create regular pickleball play sessions of your own and encourage players of similar skill level to join you.)

This is how the ball machine reservation and usage process will work:

- The ball machine is available for reservations only on **Wednesdays** and **Fridays** at Mitchell Park from 8:00am until the courts fill up.
- Only one person at a time may officially reserve the ball machine. However, once you reserve the machine you may arrange to share it with one other person if you choose to.
- To reserve the ball machine go to playtimescheduler.com and click on the **+AddSession** button. In the screen that pops up, fill in the following information:
 - **Date:** Be sure the date you enter is a Wednesday, Friday or Sunday.
 - **Start Time:** Leave the default as “08:00AM”
 - **End Time:** Leave the default as “None Specified”
 - **Location:** Choose “Mitchell Park (Palo Alto)”
 - **Minimum Players:** set this to “1”
 - **Maximum Players:** set this to “1”
 - **Description/Notes:** enter “PAPC Ball Machine”
 - Finally, click on the **Add Session** button at the bottom.
- You should now see your ball machine reservation appear on the calendar for the date you chose.
- At 8am on the morning of your reservation, one of the ball machine team members (Rich, Ed, Monica, Dan C., Dan M., myself) will bring the machine and related equipment to Mitchell Park for you.
- In order to minimize disturbance of other players, the ball machine user must use a corner court, preferably court # P14, the one at the far corner with the angled

fence. The ball machine should be placed on the side of the court that is near the fence such that the player will be hitting the balls back toward the fence.

- If you have not used this kind of ball machine before, the ball machine team member will provide you with instructions focusing on basic operation and safety.
- At this point you will be left alone to use the machine by yourself, i.e., you are responsible for loading, retrieving, and reloading the balls into the machine.
- Once the courts are full and there are people waiting to play, it's time to quit. When finished with the machine, the person who made the reservation is responsible for:
 - Picking up all the balls from the court and putting them back in the two bags.
 - Securing the machine on the trolley and wheeling it along with the two bags of balls, the ball picker upper tube(s) and the external battery into the storage cage and leaving it all the way at the far left near the cabinet. A ball machine team member will pick up the machine later that day, take it home and recharge it.

Last but not least: when you reserve the ball machine, you are fully responsible for the machine that morning until you return it to the storage cage as described above.

Therefore, **if anyone else comes by while you are using the machine and asks if they can use it when you are done, please tell them that to use the ball machine they must sign up in advance using the procedure described in above.**