GTC tennis courts can be booked using our automated system. To make the booking, you will need to use Microsoft Outlook and Room Finder. The steps below will guide you through the process.

1. Open Outlook and then select Calendar.

2. In Calendar, select New Meeting.

3. In the New Meeting dialog box, from Options, select Room Finder.

4. Using Room Finder make the following selections:
   - use Calendar to select the day of your preferred booking
   - From the Show a room list: drop-down choose Green Templeton College
   - Choose Green Templeton Tennis Court 1 or Green Templeton Tennis Court 2
   - From Suggested Times: choose a suitable time.

5. Complete the booking by selecting Send.
   An automated email reply will confirm if the booking is successful.