

Tutor Instructions

- First, reserve a court on GVPC.PICKLEBALL.PLUS.
- Then, reserve the Tutor (Ball Machine) on the same site.
- You will receive an email from the GV Pickleball Club acknowledging your reservation along with the code to unlock the storage unit at the East Center. The code is found at the bottom of the email.
- On the day of your reservation, scan your GVR card at the card reader near the storage unit. Then, enter the code on the key pad. The lock will flash green and you can open the door.
- Before removing the Tudor from the storage unit, empty the storage unit of the ball retrievers and anything else that could impede its removal.
- Unplug the Tutor from the power stripe. Please never unplug the cord to the Tudor. There is black electrical tape on the cord to remind everyone not to remove that cord.
- Roll the cart out of the storage unit. Be careful to use the cart handle and not the front tray to aid in its removal. There is a threshold in the storage unit and using the cart handle and lifting the cart slightly will help to move the cart.
- Prior to heading to your reserved court, return all items you will not be using and were removed from the storage unit, close the door, and ensure it is locked. You will hear a “click” when the lock is engaged and will be unable to open the door without the code.
- Proceed with the cart and Tutor to your reserved court.

Tutor Safety

- **Never walk in front of the Tutor when it is on the court.**
- **If a ball is stuck in the front mechanism of the Tutor, never put you hand into the front of the Tudor machine. Turn off the machine and wait until the white rollers have totally stopped spinning before retrieving a stuck ball.**
- **Do not use the Tutor if it is raining or drizzling.**
- The Tutor machine can be set up on the center/base lines, sidelines, or near the non-volley lines to practice different shots.

- Prior to turning on the Tutor, determine if the oscillating mode will be used. Using the oscillation mode requires using the wooden boards, small and large, and **placing them under the Tutor feet**, not just under the machine.
- Turn the Tutor on. It may take a minute or so for the Tutor to warm up and the balls to begin rolling in the bin. The ball speed and feed can be adjusted depending on where the Tutor is placed on the court. The higher the number, the faster the speed and feed. Using 4 to 5 on both the speed and feed is a good starting point.
- The Oscillator switch can be pressed to the left for Random feed and to the right for 2-Line feed which feeds two courts.
- There is no remote, and the Elevation control should not be touched.
- If there is a malfunction or a ball jams in the machine, turn off the Tutor, wait for the white rollers to completely stop spinning before retrieving the jammed ball with your hand. Also, if the Reset button is popped out, press the Reset button in and see if that alleviates the issue.
- Any cracked orange balls should be placed on one of the shelves on the cart and not loaded back into the Tutor.
- Prior to returning the Tutor to the stage unit, turn off the Tutor, remove any boards from under the Tutor feet and place them in the cart, remove all orange balls from the court and return them to the Tudor bin.
- Return the Tutor and ball retrievers to the storage unit. Plug the Tutor into the power strip.
- Close the storage unit door, making sure it “clicks” and the door is locked.
- The Tutor is best utilized by 4 people. If there are any issues with the Tutor, please contact Maria Acevedo at maceved@sbcglobal.net.