



INSTRUCTIONS FOR ADDING OR REMOVING PLAYER NAMES ON COURT RESERVATIONS

There are several ways to add a participant to your court reservation. Here is our suggestion for the best practice:

- Book your court in your name only
- Once you know who you will be playing with
 - Login to your member account through the website and select Account Information
 - Click account summary
 - Scroll to the bottom of the page: your reservation will be listed at the bottom of the page
 - Click on your Court Reservation
 - Click “Add Member to this Schedule”
 - Click “Search Participant”
 - Enter your partner’s last name: if you are not sure of the spelling, you can enter just the first few letters of their last name. You can narrow your search by adding first name, however, you cannot search by first name alone.
 - Select the correct name and then hit “add”
 - Continue to add additional players the same way
 - When you are done, click on “sign out”

The System will send an email to all participants letting them know their name has been put on a court reservation.

- If you receive a notification and you do not intend to play on that court you have 3 options:
 - Go online and remove yourself from the court
 - Login to your member account through the website and select Account Information
 - Click account summary
 - Scroll to the bottom of the page: your reservations will be listed at the bottom of the page
 - Click on the reservation you do not want to participate in
 - Click “remove”
 - Call the Service Desk and ask them to remove your name from the court
 - Contact the court host and ask them to remove your name (the host name can be viewed online on the court)

COURTESY REMINDERS

- When adding players names to your court, make sure they have agreed to participate in that reservation, do not guess. Once you put a player’s name down they will not be able to book another court that day.
- If you intend to cancel your court, please do so as soon as possible so that others have a chance to play.
- If you remove your name from a court, notify the host
- To avoid double booking, please communicate with your group and review the reservations that were made that day. Cancel any courts that are double booked immediately.