



HOW TO BOOK A COURT RESERVATION ONLINE

- Log-in
 - *Go to the club website and log-in with your on-line user credentials
- Select “Reservations”
- Select “Tennis Courts”
- Select “1 Tennis Court”
- Select your date
 - *Click on the mini calendar then click on your desired date
 - *You will only be allowed to pick a date within 7 days
- Click on “continue”
- Highlight option under *service*
- Highlight option “court # or select all” under *resource*
- Highlight option under *duration*
- Click “search”
- Choose to view either:
 - Calendar view
 - *Hover over the court you want to reserve and then double click to select the court
 - *Click on “continue”
 - List view
 - *Scroll through pages to see available courts.
 - *Choose a court and click “add to cart”
 - *Click “continue”
- Find your name in the list that comes up and click in the circle under the “select host” column
- Click on “continue to cart”
- That’s it, you are done. Click “sign out” to exit the program.
- You will receive a confirmation email within a few minutes

***See back for **court cancellation** instructions**

HOW TO CANCEL A COURT RESERVATION ONLINE

If the court date is **within 7 days:**

- Login
 - *Go to the club website and log-in with your on-line user credentials
- Select "Account Information"
- Click on "Account Summary"
- Scroll to the bottom of the page to view your current reservations
- Select the court you want to cancel by clicking on "1 court reservation"
- The reservation detail page will launch, click on "cancel schedule" in the lower right corner.

If the court is **more than 7 days out:**

- Login
- Click on *Account Information*
- Click *Reservation Report*
- Enter date range
- Click *Show Report*
- Click appropriate reservation under *Schedule* on left side of grid
- Click cancel or add/remove participant