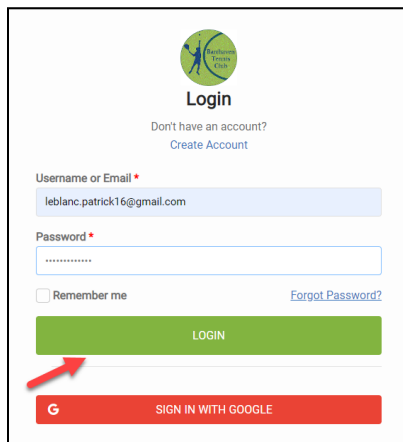
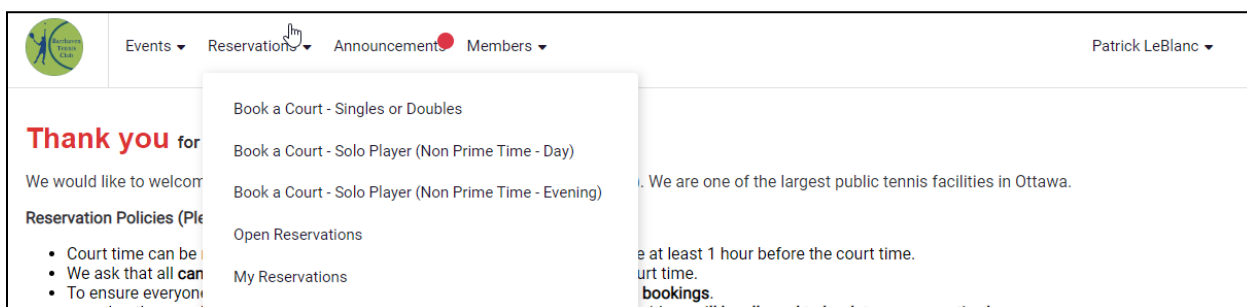


How to Book a Court Through CourtReserve

- 1) [Log In](#) to CourtReserve using the username or e-mail address that was created to purchase your membership.



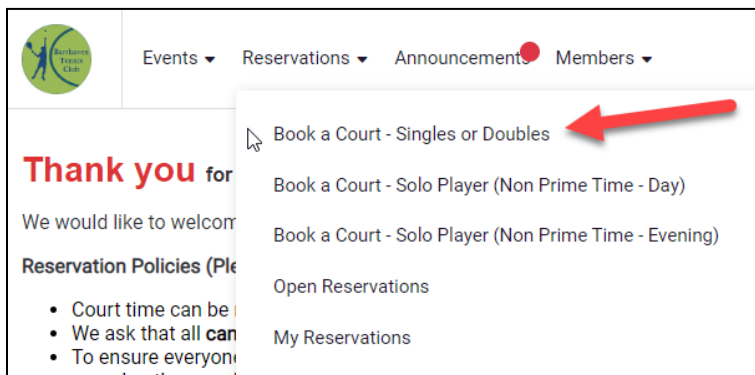
- 2) On the main page, click **Reservations** to see the choice of court bookings.



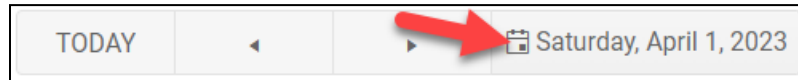
Each different type of court booking will be displayed below:

a) Scenario 1: Book a Court – Singles or Doubles

- i) Select the first option to book a court either in singles or doubles



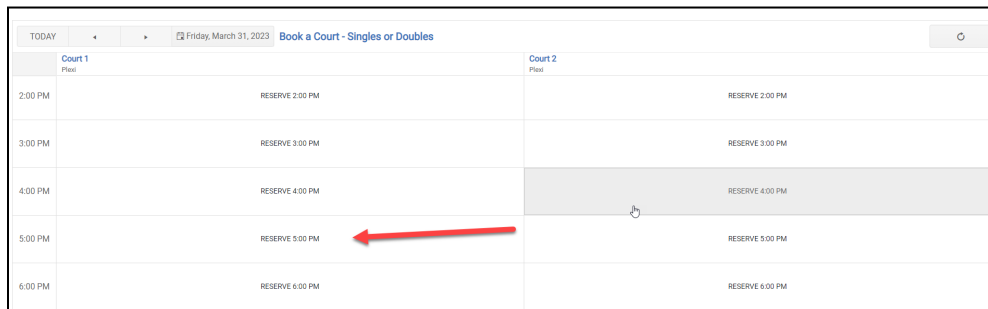
- ii) Members are allowed to book up to two days in advance; to select a different day, next to the date on the screen click on arrows



- iii) CourtReserve will display any courts and times that have already been reserved (red line indicates the current time)



- iv) Select the appropriate date, time and court you would like to book from (in this example, there are only two courts visible; once courts are available for reserving, all eight courts will be visible)



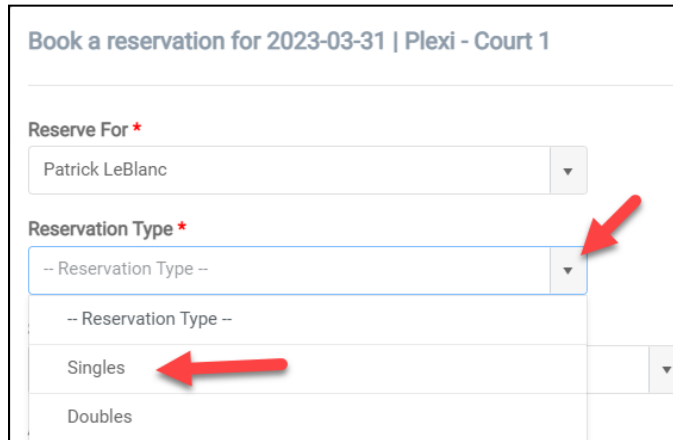
- v) You will then be taken to the **Book a Reservation** window

A screenshot of the 'Book a Reservation' window. The title is 'Book a reservation for 2023-03-31 | Plexi - Court 1'. There are 'CLOSE' and 'SAVE' buttons at the top right. The form includes:

- 'Reserve For *' dropdown menu with 'Patrick LeBlanc' selected.
- 'Reservation Type *' dropdown menu with '-- Reservation Type --' selected.
- 'Start Time' input field with '5:00 PM' and 'Duration *' dropdown menu with '1 hour' selected.
- 'Additional Player(s) (Enter at least 3 letters)' dropdown menu with 'Search for other player(s) to play with' selected.
- 'Player(s)' input field with 'Patrick LeBlanc' entered.

'CLOSE' and 'SAVE' buttons are also at the bottom right.

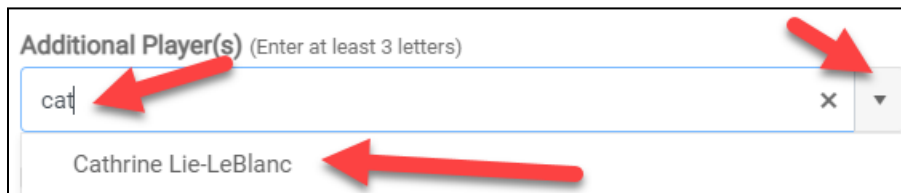
- vi) In the **Reservation Type** dropdown field, select whether you are playing **Singles** or **Doubles**



The screenshot shows a form titled "Book a reservation for 2023-03-31 | Plexi - Court 1". The "Reserve For" field contains "Patrick LeBlanc". The "Reservation Type" dropdown menu is open, showing options: "-- Reservation Type --", "Singles", and "Doubles". Red arrows point to the dropdown arrow and the "Singles" option.

For this example we will choose **Singles**; further instructions for doubles will be displayed below.

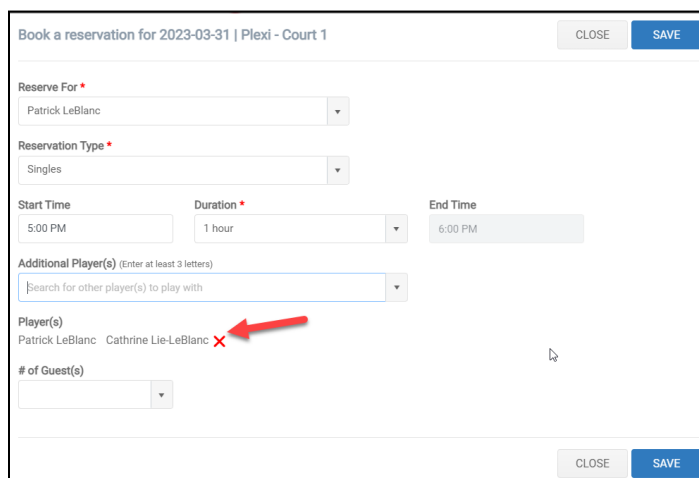
- vii) In the **Additional Players** field, type in the first three letters of the member you will be playing on the court with; a search window should appear listing the members you can choose from



The screenshot shows the "Additional Player(s) (Enter at least 3 letters)" search field. The text "cat" is entered in the input box. Below the input box, a search result "Cathrine Lie-LeBlanc" is displayed. Red arrows point to the input box, the search result, and the dropdown arrow.

- viii) Select the name of the member you are playing with.

- ix) The name will now appear next to yours in the **Player(s)** field



The screenshot shows the completed reservation form. The "Reserve For" field is "Patrick LeBlanc". The "Reservation Type" is "Singles". The "Start Time" is "5:00 PM", "Duration" is "1 hour", and "End Time" is "6:00 PM". The "Additional Player(s)" search field is empty. The "Player(s)" field now lists "Patrick LeBlanc" and "Cathrine Lie-LeBlanc" with a red 'X' next to the latter. The "# of Guest(s)" field is empty. Red arrows point to the "Cathrine Lie-LeBlanc" entry in the "Player(s)" field.

- x) Once all information has been created, click the **SAVE** button to post your court reservation

Book a reservation for 2023-03-31 | Plexi - Court 1

Reserve For *
Patrick LeBlanc

Reservation Type *
Singles

Start Time: 5:00 PM Duration: 1 hour End Time: 6:00 PM

Additional Player(s) (Enter at least 3 letters)
Search for other player(s) to play with

Player(s)
Patrick LeBlanc Cathrine Lie-LeBlanc ✖

of Guest(s)

CLOSE SAVE

Your court will now be displayed in CourtReserve schedule.

	Court 1 Plexi	Court 2 Plexi
2:00 PM	RESERVE 2:00 PM	RESERVE 2:00 PM
3:00 PM	RESERVE 3:00 PM	RESERVE 3:00 PM
4:00 PM	RESERVE 4:00 PM	RESERVE 4:00 PM
5:00 PM	Singles 5:00 PM - 6:00 PM Patrick LeBlanc, Cathrine Lie-LeBlanc Details	RESERVE 5:00 PM

- xi) To book a **doubles** session, follow the same instructions as previously mentioned for Singles (we'll use the following day as an example)

TODAY Friday, March 31, 2023 Book a Court - Singles or Doubles

	Court 1 Plexi	Court 2 Plexi
7:00 AM	RESERVE 7:00 AM	RESERVE 7:00 AM
8:00 AM	RESERVE 8:00 AM	RESERVE 8:00 AM
9:00 AM	RESERVE 9:00 AM	RESERVE 9:00 AM
10:00 AM	RESERVE 10:00 AM	RESERVE 10:00 AM
11:00 AM	Singles 11:00 AM	RESERVE 11:00 AM

Book a reservation for 2023-04-01 | Plexi - Court 1

Reserve For *
Patrick LeBlanc

Reservation Type *
-- Reservation Type --

-- Reservation Type --

Singles

Doubles

Search for other player(s) to play with

Player(s)
Patrick LeBlanc

xii) In this instance, input each player one at a time you will be playing with

Additional Player(s) (Enter at least 3 letters)

cat

Cathrine Lie-LeBlanc

xiii) Eventually your **Player(s)** field should show all four players participating on the court; click the **SAVE** button to book your court.

Book a reservation for 2023-04-01 | Plexi - Court 1

CLOSE SAVE

Reserve For *
Patrick LeBlanc

Reservation Type *
Doubles

Start Time
11:00 AM

Duration *
1 hour

End Time
12:00 PM

Additional Player(s) (Enter at least 3 letters)
[Search for other player(s) to play with]

Player(s)
Patrick LeBlanc Cathrine Lie-LeBlanc X Aiden LeBlanc X Owen LeBlanc X

of Guest(s)

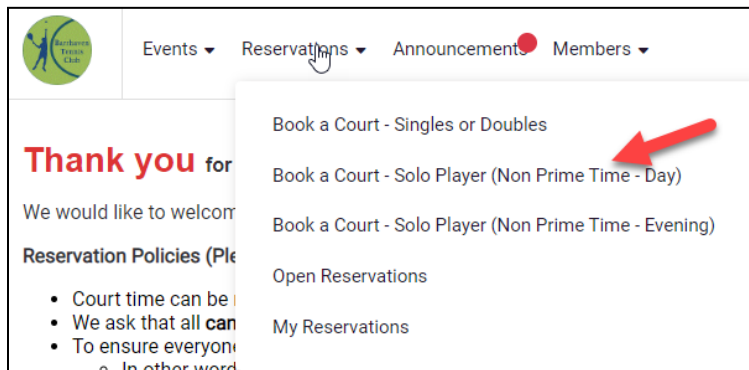
CLOSE SAVE

TODAY Saturday, April 1, 2023 Book a Court - Singles or Doubles

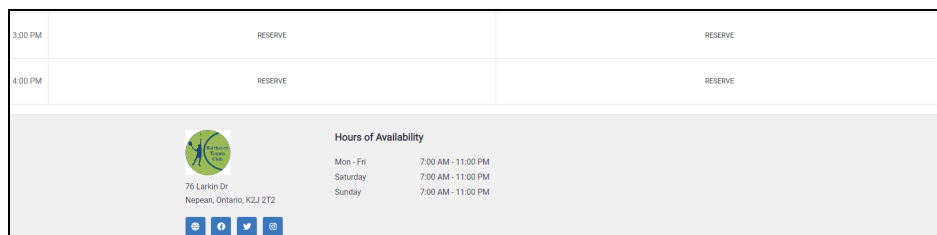
	Court 1 Plexi	Court 2 Plexi
7:00 AM	RESERVE 7:00 AM	RESERVE 7:00 AM
8:00 AM	RESERVE 8:00 AM	RESERVE 8:00 AM
9:00 AM	RESERVE 9:00 AM	RESERVE 9:00 AM
10:00 AM	RESERVE 10:00 AM	RESERVE 10:00 AM
11:00 AM	<p>* Doubles 11:00 AM - 12:00 PM Patrick LeBlanc, Cathrine Lie-LeBlanc, Aiden LeBlanc, Owen LeBlanc Guests</p>	RESERVE 11:00 AM

b) Scenario 2: Booking a Court (Solo – Non Prime Time - Day or Evening)

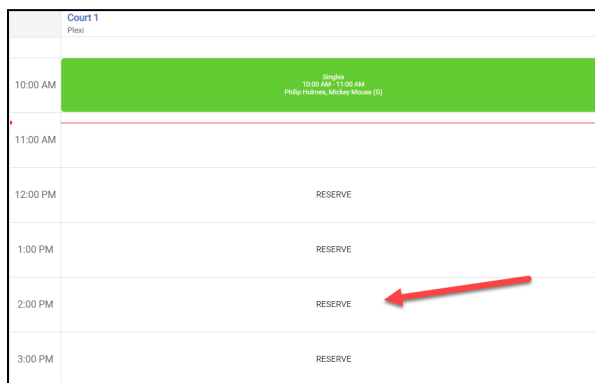
- Booking a Court Solo allows for members as an example to hit against the backboard on Court 4 as an example
- Courts are restricted to Non Prime Time hours (weekdays 7:00 AM to 5:00 PM and 9:00 PM to 11:00 PM; weekends 1:00 PM to 11:00 PM)
 - i) On the main page, click **Reservations** drop down menu and select the time period in which you would like to book a court (for this example, we will use the Non Prime Time - Day option)



- ii) You will notice that the times available are restricted to the daily non prime time hours; using Friday, March 31st as an example:



- iii) The cutoff for this timeslot is **4:00 PM**
- iv) Select the court and timeslot you would like to reserve a court in



- v) Once you have clicked on the booking you will be taken to the **Book a reservation...** window.
- vi) As you will not be playing with other members, you can simply click the **SAVE** button to reserve your court.

Your court has now been booked

2:00 PM	RESERVE	RESERVE
3:00 PM	* Solo (Non-Primetime) 3:00 PM - 4:00 PM Patrick LeBlanc Details	RESERVE
4:00 PM	RESERVE	RESERVE

The same steps can be completed with an evening court booking for solo; the only difference is under the Reservations dropdown, select the Non Prime Time Evening

TODAY	Friday, March 31, 2023	Book a Court - Solo Player (Non Prime Time - Evening)
Court 1 Plexi		Court 2 Plexi
9:00 PM	RESERVE	RESERVE
10:00 PM	RESERVE	RESERVE

Book a reservation for 2023-03-31 | Plexi - Court 2

CLOSE SAVE

Reserve For *
Patrick LeBlanc

Reservation Type *
Solo (Non-Primetime)

Start Time 10:00 PM Duration * 1 hour End Time 11:00 PM

Additional Player(s) (Enter at least 3 letters)
Search for other player(s) to play with

Player(s)
Patrick LeBlanc

CLOSE SAVE

TODAY Friday, March 31, 2023 Book a Court - Solo Player (Non Prime Time - Evening)

	Court 1 Plexi	Court 2 Plexi
9:00 PM	RESERVE	RESERVE
10:00 PM	RESERVE	RESERVE Solo (Non-Primetime) 10:00 PM - 11:00 PM Patrick LeBlanc Guest

c) Scenario 3: Booking a Court (Singles/Doubles) with a Guest

- i) Similar to Scenario 1, begin by clicking **Reservations** dropdown menu and selecting **Book a Court – Singles or Doubles**

Events Reservations Announcements Members

Doubles

Sat, Apr 1st

11:00 AM - 12:00 PM

Canceled

Plexi - Court 1

- Book a Court - Singles or Doubles
- Book a Court - Solo Player (Non Prime Time - Day)
- Book a Court - Solo Player (Non Prime Time - Evening)
- Open Reservations
- My Reservations

- ii) Select the court you wish to book along with the associated time

TODAY Friday, March 31, 2023 Book a Court - Singles or Doubles

	Court 1 Plexi	Court 2 Plexi
11:00 AM		
12:00 PM	RESERVE 12:00 PM	RESERVE 12:00 PM
1:00 PM	RESERVE 1:00 PM	RESERVE 1:00 PM
2:00 PM	RESERVE 2:00 PM	RESERVE 2:00 PM
3:00 PM	RESERVE 3:00 PM	RESERVE 3:00 PM
4:00 PM	RESERVE 4:00 PM	RESERVE 4:00 PM

- iii) Select the appropriate **Reservation Type**; in this example we will use **Singles**.

Book a reservation for 2023-03-31 | Plexi - Court 1

Reserve For *

Patrick LeBlanc

Reservation Type *

-- Reservation Type --

-- Reservation Type --

Singles

Doubles

Search for other player(s) to play with

Player(s)

Patrick LeBlanc

- iv) Within the **# of Guests** field, click the drop down menu and select **1**

of Guest(s)

1

- v) A new field will appear; input the guest's first name, last name and phone number; the cost associated with having a guest will appear below

Guest(s) Information					
#	First Name *	Last Name *	Phone Number	Cost	Due
1	Ryan	Reynolds	613-858-7949	\$10.00	\$10.00

Total Due: \$10.00

vi) From there, click the **SAVE** button to book your court

Book a reservation for 2023-03-31 | Plexi - Court 1

Reserve For *
Patrick LeBlanc

Reservation Type *
Singles

Start Time 3:00 PM Duration * 1 hour End Time 4:00 PM

Additional Player(s) (Enter at least 3 letters)
Search for other player(s) to play with

Player(s)
Patrick LeBlanc

of Guest(s)
1

#	First Name *	Last Name *	Phone Number	Cost	Due
1	Ryan	Reynolds	613-856-7949	\$10.00	\$10.00

Total Due: \$10.00

CLOSE SAVE

Time	Reservation
11:00 AM	
12:00 PM	RESERVE 12:00 PM
1:00 PM	RESERVE 1:00 PM
2:00 PM	RESERVE 2:00 PM
3:00 PM	* Singles 3:00 PM - 4:00 PM Patrick LeBlanc, Ryan Reynolds (2) Details
4:00 PM	RESERVE 4:00 PM

vii) CourtReserve now allows for members to pay for guest fees online rather than simply in person; should you wish to pay in person, please ignore the steps below for this scenario

viii) To pay online, on the dropdown menu next to your name, select **Billing**, then **Transactions**

Patrick LeBlanc ▾

- Personal Information
- My Family
- My Reservations
- My Events >
- My Membership
- Billing ▾
 - Transactions
- Payment Profiles
- My Organizations >
- Website Settings
- Admin Panel
- Log Out

- ix) The next window will display all outstanding transactions; click the **PAY** button to select your method of payment

Transaction Details

Balance
\$10.00 **PAY ALL**

UNPAID PAID PAYMENTS ADJUSTMENTS ALL

Date	Type	Amt L...	Paid ..	Unpai...	Category	Date/Time	Member
2023-03-31	Fee	\$10.00	\$0.00	\$10.00	Singles - Guest Fee	Fri, Mar 31st 3:00 PM - 4:00 PM	Ryan Reynolds (9)

PAY

- x) Input your Credit Card Number and click the **PAY** button to pay the guest fee

First Name * Patrick
Last Name * Lettiano

Card Number *
Card number MM / YY CVC

Billing address
Street Address 146 Asper Trail Circle
Street Address 2 146 Asper Trail Circle
City Kanata Province Ontario Postal Code * K2M0K7
Phone Number 613-291-7459

Save Payment Profile

BACK TOTAL DUE: \$10.00 **PAY**

d) Scenario 4: Cancelling a Court

- i) If you wish to cancel a previously booked court, an easy way to retrieve your court booking is on the main page, click on **Reservations** drop-down menu and select **My Reservations**

Reservations Tennis Club

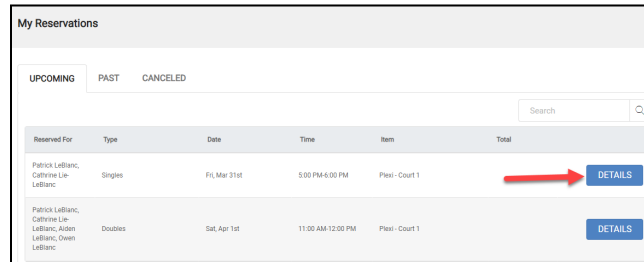
Events Reservations Announcements Members

Thank you for
We would like to welcome
Reservation Policies (Please read)
• Court time can be
• We ask that all can
• To ensure everyone

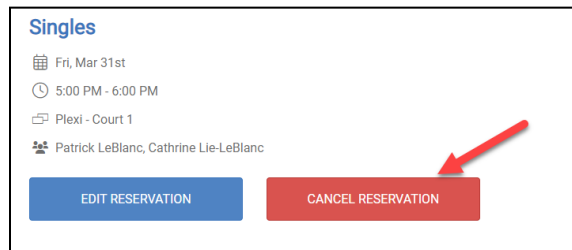
Book a Court - Singles or Doubles
Book a Court - Solo Player (Non Prime Time - Day)
Book a Court - Solo Player (Non Prime Time - Evening)
Open Reservations
My Reservations

- ii) You will see a list of booked courts you have upcoming along with any past bookings and those that have been canceled in the past

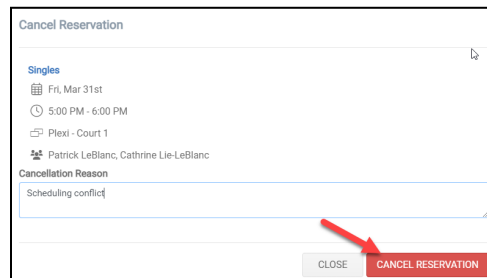
iii) Click the **DETAILS** button for the court booking you wish to cancel



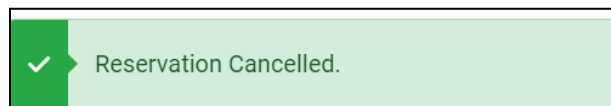
iv) A brief window will appear displaying the date, time, court and players participating; click the **CANCEL RESERVATION** button



v) You can enter a reason for the cancellation if you like; once you have put in your reason, click on the **CANCEL RESERVATION** button



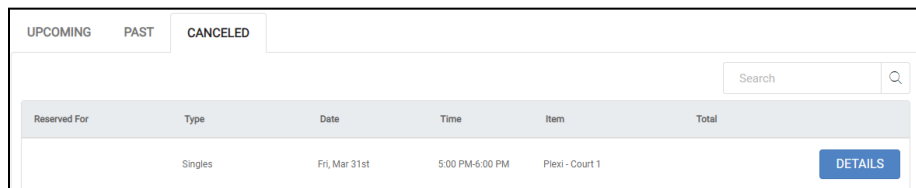
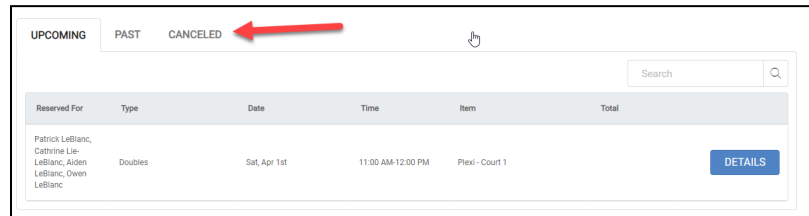
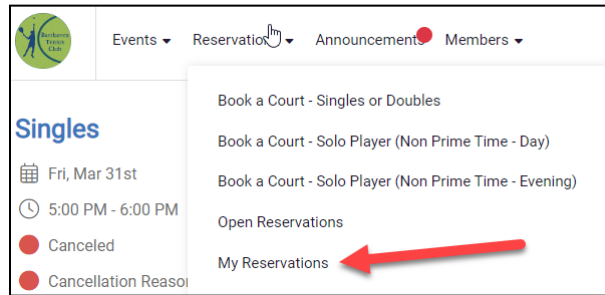
You will see the following window appear



The window for your court booking will now also show the following



vi) If you now go back to **My Reservations**, the court booking will now appear in the **CANCELED** tab.



If you view the courts, you will notice the time slot and court is now available

