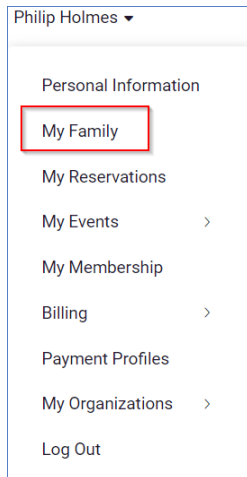


## CourtReserve – Add family members

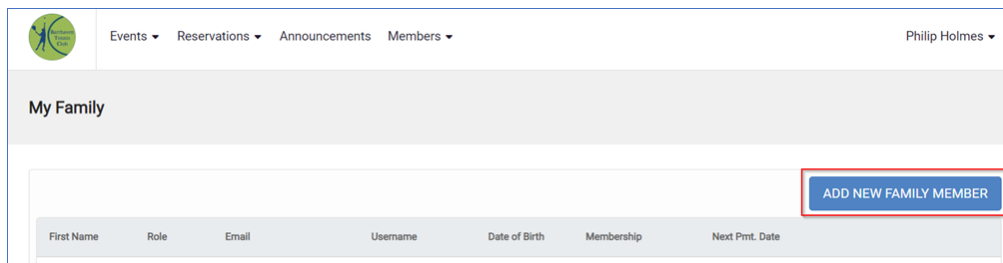
1. Login into CourtReserve: <https://app.courtreserve.com/Online/Portal/Index/8463>
2. From the CourtReserve Main Menu, click on your name in the top right.
3. Next, click **My Family**



Philip Holmes ▾

- Personal Information
- My Family**
- My Reservations
- My Events >
- My Membership
- Billing >
- Payment Profiles
- My Organizations >
- Log Out

4. Click **ADD NEW FAMILY MEMBER**



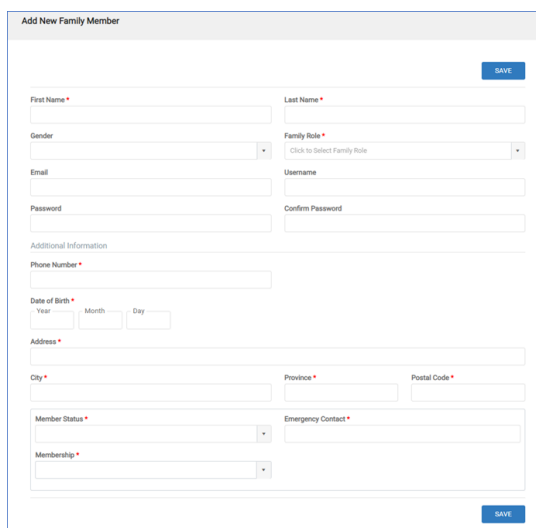
Events ▾ Reservations ▾ Announcements Members ▾ Philip Holmes ▾

### My Family

**ADD NEW FAMILY MEMBER**

First Name	Role	Email	Username	Date of Birth	Membership	Next Prnt. Date
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5. Fill out the details of the family member in the **Add New Family Member** page:



**Add New Family Member** SAVE

First Name \*  Last Name \*

Gender  Family Role \*   
Click to Select Family Role

Email  Username

Password  Confirm Password

Additional Information

Phone Number \*

Date of Birth \*  Year  Month  Day

Address \*

City \*  Province \*  Postal Code \*

Member Status \*  Emergency Contact \*

Membership \*

SAVE

**Note:** Fill out an email address if you want the family member to book their own courts.

6. Click **SAVE**.

**Important:**

- Fill out all details with a Red Asterisk \*
- **Note:** Fill out an email address if you want the family member to book their own courts.
- When creating a reservation, add the family member name to the **Additional Player(s)** field, **not the Guest field**.
- **Note:** on the mobile app put the family name in the **Players(s)** field beside the reservation owner's name.

Book a reservation for 2023-05-17 | Plexi - Court 1

CLOSE SAVE

Reservation Type \*  
Singles

Start Time 9:30 AM Duration \* 1 hour End Time 10:30 AM

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

Player(s)  
Philip Holmes

# of Guest(s)

CLOSE SAVE