

How Do I Log In/Create Account To Court Reserve?

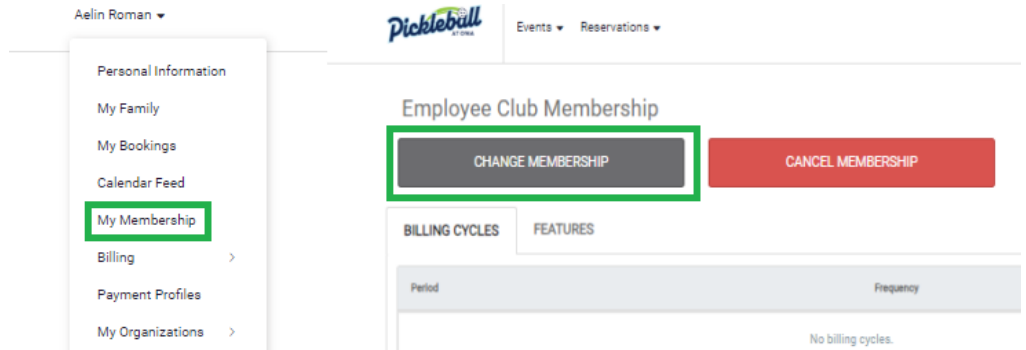
- If registering on your own go to <https://app.courtreserve.com/Online/Portal/Index/11404> to create an account or download the Court Reserve app and click on Join Organization and type in Pickleball at OWA and click Create Account.
- Click on Create Account at the top right and fill out all required information. If using the app click on Join Organization and type in Pickleball at OWA and click Create Account.



- Once you have filled out all the information and have accepted the terms of the Facility you will automatically be logged in.
- Once logged in you will be asked to sign a waiver for facility use.

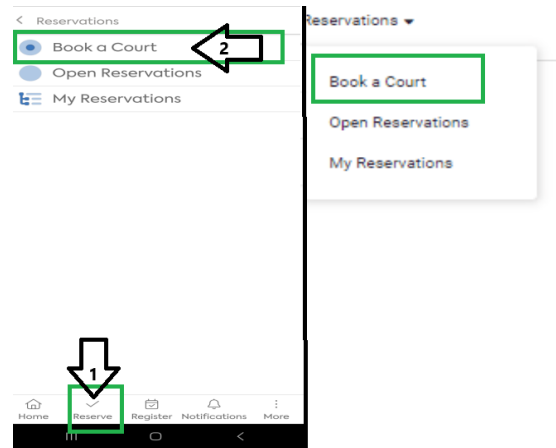
How Do I Upgrade/Choosing My Membership?

- If on the web, in the top right of the page highlight your name and click on Change Membership.
- Click the Membership you would like to acquire, click Join Membership.
- You will then be prompted to input your payment information. Once you have provided your information click pay.
- Congratulations you are now a Member of Pickleball at OWA!



How Do I Book A Court As A Monthly Or Annual Membership holder?

- Log into your Court Reserve account.
- Click Reservations on the top of the page or tap Reservations on the app.
- Select Book Courts. You will be presented with the booking grid for the current day. Use the arrows or calendar to change dates
- Click on RESERVE on the court and time that you want to book
- On the web you will be prompted with a box for your reservation type (Singles or Doubles), Start Time and duration, and Additional players.
- You will be notified by email 15 minutes before your reservation (If after hours you will be provided with a pin code for entry into the facility.)
- Once at the Facility, check in by scanning your QR code on the scanner.



How Do I Book With A Guest?

- Select Reservations, then Book a Court from the top menu bar; You will be presented with the booking grid for the current day; Use the arrows or calendar to change dates
- Click on the "Reserve" button for the court and time that you want for your start time
- Select a Reservation type: Singles or Doubles where you will be able to add between 1-4 guests depending on your reservation type.
- For each guest: Enter guest first name, last name and optionally, phone number. If booking on the app, tap on the \$10.00 guest fee, you will be prompted to enter the guest name.
- Press save to complete the reservation. ***Please Note - The \$10 guest fee must be paid by credit card within 15 minutes or the system cancels the booking.
- All Guest must fill out a waiver at the front desk before checking in.

of Guest(s)

1

Guest(s) Information

#	First Name *	Last Name *	Phone Number
1	John	Doe	(111)999-3333

How Do I Add Additional Players to My Reservation?

- Select Reservations, then Book a Court from the top menu bar; You will be presented with the booking grid for the current day; Use the arrows or calendar to change dates
- Click on the “Reserve” button for the court and time that you want for your start time
- Select a Reservation type: Singles or Doubles where you will be able to add between 1-4 guests depending on your reservation type.
- Add the required number of Additional players
- For each additional player, type the member name in the text box; You will receive a dropdown list of names that match your entry; Select the desired player & Press Add Player.

Reservation Type *
Doubles

Start Time 7:00 PM

Duration * 1 hour

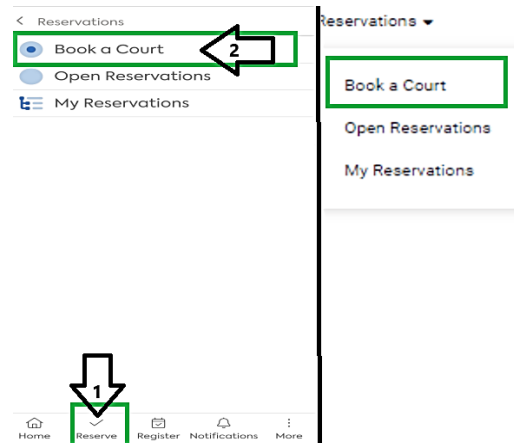
Additional Player(s) (Enter at least 3 letters)
steve

Steven Gautney

Player(s)
Aelin Roman Steven Gautney X

How Do I Book A Court As A Non-Membership Holder (Guest Pass)?

- Log into your Court Reserve account.
- Click Reservations on the top of the page or tap Reservations on the app.
- Click on the “Reserve” button for the court and time that you want for your start time
- On the web you will be prompted with a box for your reservation type (Singles or Doubles), Start Time and duration, and Additional players. (Non-Members may only reserve a court inside of business hours.)
- You will be notified by email 15 minutes before your reservation.
- Once at the Facility, check in with the attendant at the front desk.



How Do I Book With A Guest (Guest Pass)?

- Select Reservations, then Book a Court from the top menu bar; You will be presented with the booking grid for the current day; Use the arrows or calendar to change dates
- Click on the “Reserve” button for the court and time that you want for your start time
- Select a Reservation type: Singles or Doubles where you will be able to add between 1-4 guests depending on your reservation type.
- For each guest: Enter guest first name, last name and optionally, phone number. If booking on the app, tap on the \$10.00 guest fee, you will be prompted to enter the guest name.
- Press save to complete the reservation.
***Please Note - The \$10 guest fee must be paid by credit card within 15 minutes or the system cancels the booking.
- All Guest must fill out a waiver at the front desk before checking in.

of Guest(s)
1

Guest(s) Information

#	First Name *	Last Name *	Phone Number
1	John	Doe	(111)999-3333

How Do I Find Someone to Play With?

- login to Court Reserve.
- Under Reservations, there will be a section labeled Open Reservations. Enjoy the list of all games that are seeking partners to play with



Events ▾ Reservations ▾ News

Aelin Roman ▾

e.g. private

Additional Filter ▾

- My Open Reservations
- Eligible Matches Only

Filter Selected

x Additional Filter (2)

Clear

0 Open Reservations Found