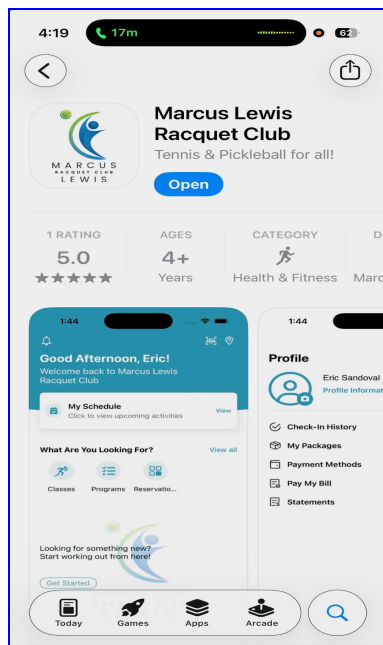

Introducing the MLRC app!

Thank you for installing the Marcus Lewis Racquet Club application. This app is quick to set-up and easy to use - conveniently sign-up for classes, reserve court time, access your schedule and more, right from your phone!

This document will give you step-by-step instructions for main features of the app, starting with information about downloading the app to your phone.

DOWNLOAD THE APP	1
HOMESCREEN	2
EXPLORE	3
PROGRAMS	3
SCHEDULE	6
PRIVATE LESSON REQUEST	7
BOOK A COURT	7
PROFILE	8
PAYMENT METHODS	8
PAY MY BILL	9
STATEMENTS	9
TIPS AND TROUBLESHOOTING	10

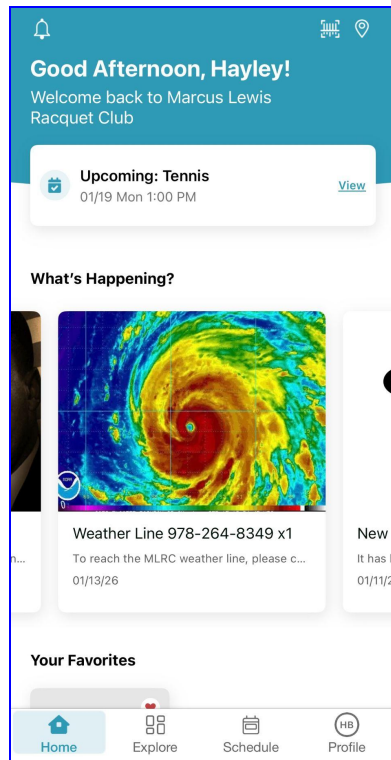
DOWNLOAD THE APP



Go to the App Store on your phone and enter “Marcus Lewis Racquet Club” in the search bar to find the app. Select ‘Get’ to download to your phone. If you have already installed the app, ‘Open’ will appear instead of ‘Get’.

Set-up will require you to enter your login and password. Ensure that the login/password entered here matches the email/password used for your MLRC account.

HOMESCREEN



 Notifications a red dot will appear if there are any new notifications from MLRC

 **Check-in** coming soon. Use your unique barcode to check into the new MLRC facility

 **Marcus Lewis Racquet Club** Hours, Address, Club Phone and access to Programs, Group Activities and Book a Court.

 **Upcoming** class banner and option to [View](#) all of your upcoming classes

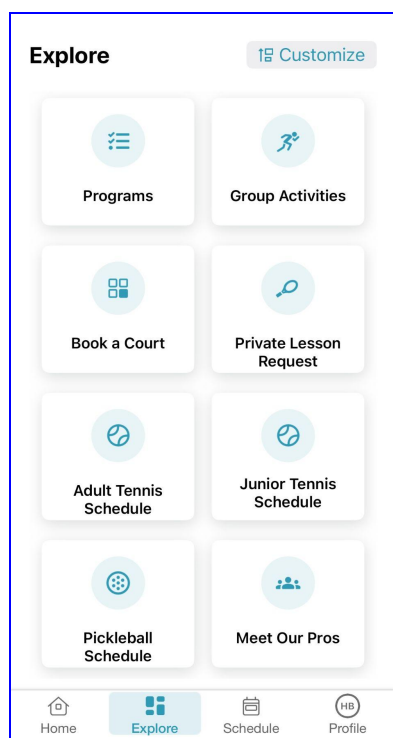
What's Happening? Club Announcements and new information about what's going on at MLRC.

 **Your Favorites.** Set-up programs as favorites for even easier access.

Ability to reorder the homescreen display (option to do so towards the bottom of the homescreen).

The menu items at the bottom of the homescreen allow you to: set up your profile, access your schedule, explore and sign-up for classes.

EXPLORE



Tap the “Explore” menu option at the bottom of the homescreen for access to all club information and classes.

“Explore” allows you to:

- ❖ Search Programs
- ❖ View Group Activities by date
- ❖ Book a Court
- ❖ Request a Private Lesson
- ❖ Access session schedules on the MLRC webpage (Adult Tennis Schedule, Junior Tennis Schedule and Pickleball Schedule)
- ❖ Access MLRC Club information, including: Meet Our Pros, MLRC Facebook, MLRC Instagram and the MLRC

website

To more easily access most-used functions, select the [Customize](#) button at the top-right corner of the Explore screen to re-order the tiles.

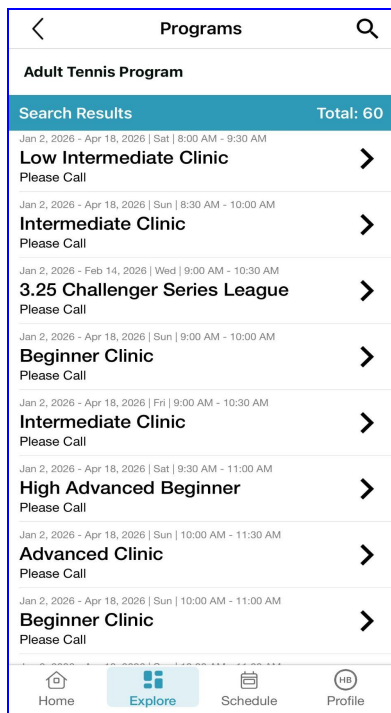
PROGRAMS

There are a few ways to access MLRC program details. From the “Program” tile on the EXPLORE page, you can search programs by inputting the following search criteria:

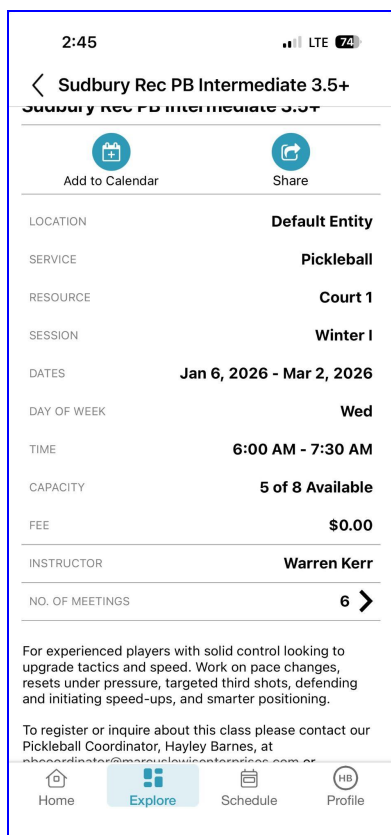
Select a Category This prompt is required. The dropdown menu will give you three options: Adult Tennis, Junior Tennis and Pickleball.

Instructor, Age and Programs: Default to “All”, but allow you to further define your search criteria.





Tapping [SHOW PROGRAMS](#) will compile a list of classes that match your search criteria. The programs listed here are clinics that run weekly, for the entire session. (*For drop-in/weekly sign-up type classes, see “SCHEDULE” and Group Activities below.) From this list of programs, you can quickly see the various clinics, dates and times the classes are offered and how to register.



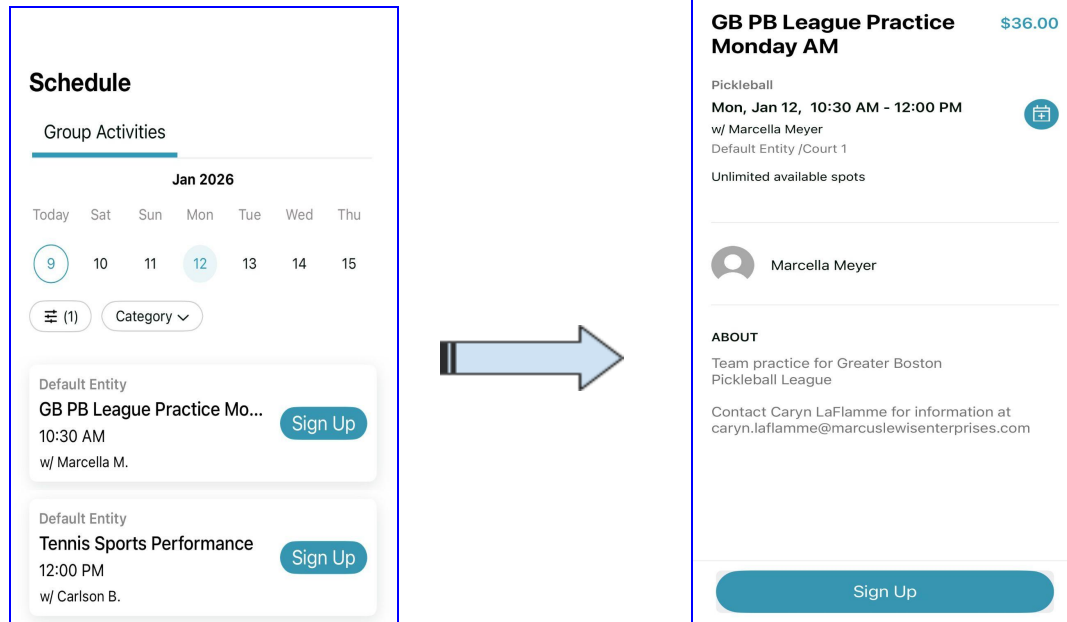
By tapping on the class you are interested in this class details page will appear. On this page you can: Sign-up, Add to your Calendar and Share

- ❖ Add to your Calendar
- ❖ Share
- ❖ View Location, Court #, Session, and other class details
- ❖ View “About” for class information and who to contact
- ❖ Tap “Sign-Up” to register for the class
- ❖ Tap “Call Us” to phone MLRC for help registering

*Please note that different classes have different processes for registering. You may see a “Sign-Up” or “Call Us” button or no button, with registration steps found in the text at the bottom of the screen. For example, classes with weekly sign-ups may allow you to select “Sign-up”, while a levelled, session clinic may require you to contact our Tennis or Pickleball Coordinator.

SCHEDULE

Accessing either **Group Activities** from the EXPLORE tab or tapping the “Schedule” tab at the bottom of the homescreen, will allow you to explore MLRC’s Group Activities. You must select the date and may also choose to define: Category (Any, Adult Tennis, Junior Tennis, Pickleball) and Filters (Category, Instructor and Group Activity Name).



After selecting the class you are interested in, a secondary window will allow you to confirm and pay for your registration. You can also:

 Select the green calendar icon to the right of the class/date/time to add to your phone’s calendar.

 Tap the ♥ at the top right corner to add this class to your Favorites.

PRIVATE LESSON REQUEST

The screenshot shows a mobile app interface for a 'Private Lesson Request' form. At the top, it says 'MLRC Private Lesson Request'. Below this, there are links to 'Sign in to Google' and 'Learn more'. A red asterisk indicates required questions. The form has four main sections: 'Choose a department' with a dropdown menu, 'Full name of participant' with a text input, 'Email address' with a text input, and a 'Your answer' section with a question mark icon. At the bottom, there is a navigation bar with icons for Home, Explore (highlighted), Schedule, and Profile.

Selecting “Private Lesson Request” allows you to submit a request for a private lesson by filling out the information on the form. Specify:

- ❖ Department (Adult Tennis, Jr Tennis or Pickleball)
- ❖ Your contact information
- ❖ The day(s) of the week for the lesson
- ❖ Any additional information (in comment prompt)

This form will generate an email to the MLRC Front Desk and you will be contacted to finalize and book the Private Lesson.

BOOK A COURT

The screenshot shows a mobile app interface for 'Book a Court'. At the top, it says 'Book a Court' with a 'Reset' link. Below this, there are sections for 'DEPARTMENT' (Tennis), 'DATE' (Today, Jan 9, 2026), 'DURATION' (30 MIN, 60 MIN, 90 MIN), 'HOST' (Hayley Barnes), and 'PARTICIPANTS' (Add Participant). There is a '+ ADVANCED OPTIONS' link with a right arrow. Below this is a large blue 'SEARCH' button. At the bottom, there is a 'Save Filters' button with a checkmark icon. The navigation bar at the bottom has icons for Home, Explore (highlighted), Schedule, and Profile.

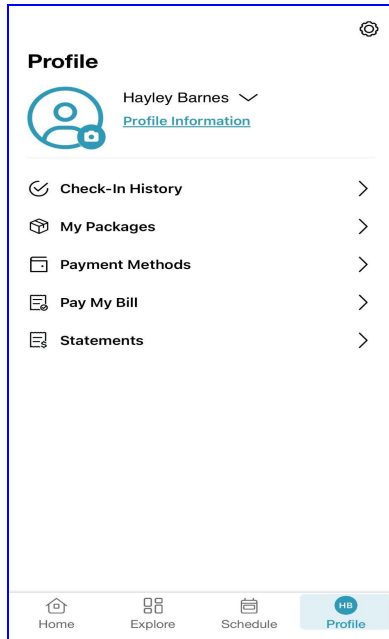
Booking a court can be done quickly. Select the department, date, duration and other participants.

By selecting the +ADVANCED OPTIONS just above the Search button, you can specify which court and whether or not this booking is for a ball machine.

Save Filters for next time!

*Please note, at this time, court reservations cannot be edited on the app. To add participants, cancel the booking and rebook on the app or visit the portal to edit your reservation. The Front Desk is also able to assist.

PROFILE



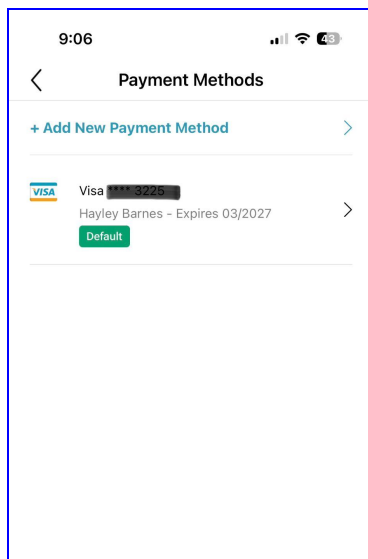
Profile Information:

- ❖ Add your image by selecting the small camera button
- ❖ Select [Profile Information](#) to edit your contact info
- ❖ Profile Information also includes a list of your active user groups/memberships

Profile Settings:

- ❖ View login information and update password
- ❖ Allow Push Notifications
- ❖ Enable Face ID
- ❖ Share App Feedback
- ❖ Contact Us
- ❖ Terms & Privacy
- ❖ Log Out and Request Delete Account

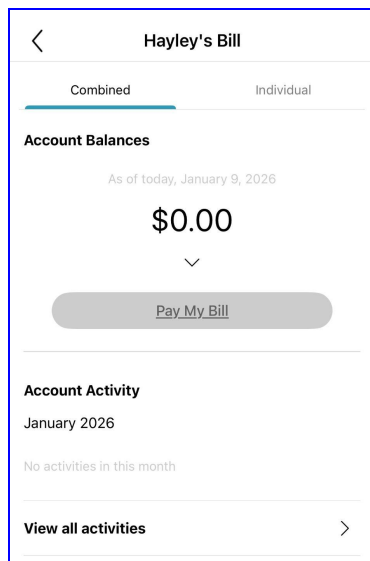
PAYMENT METHODS



From your Profile page, Select “Payment Methods”

You can easily edit an existing credit card or add a new payment method.

PAY MY BILL



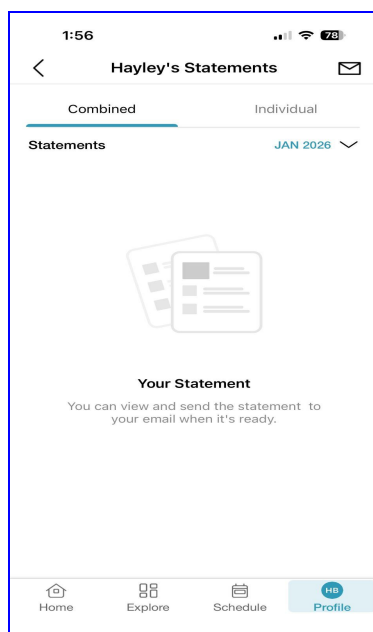
From your Profile page, Select “Pay My Bill”

Select whether you want to view your Individual or Combined statements (if you have linked accounts on your MLRC account)

Your balance will display with a dropdown (tap v) option to view any payments, charges and credits

[Pay My Bill](#) allows you to pay your bill directly from the app

STATEMENTS



Select “Statements” from your Profile Menu to view your current statement.

v Select the dropdown to access prior months’ statements

✉ View your statement on the app or select the ✉ in the top right corner to email yourself the statement. The email tool is helpful for easily submitting this information to your healthcare provider, if they provide fitness reimbursement.

TIPS AND TROUBLESHOOTING

Phone Text Size - For optimal viewing on the MLRC app, the default text size should be used on your phone. Increasing the text size will prevent the full information from displaying (ie, EXPLORE tiles)

Group Activities - Selecting a date is required for compiling a list of programs