



# COURT RESERVE

A HOW TO GUIDE TO ASSIST YOU  
OCTOBER 2021 EDITION

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WINNING TOUCH TENNIS

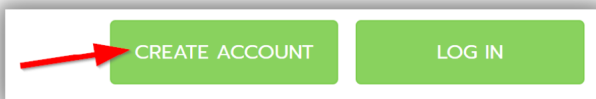
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## HOW TO CREATE AN ACCOUNT

- Click on the link below  
<https://app.courtreserve.com/Online/Portal/Index/6462>
- Click on "Create Account"



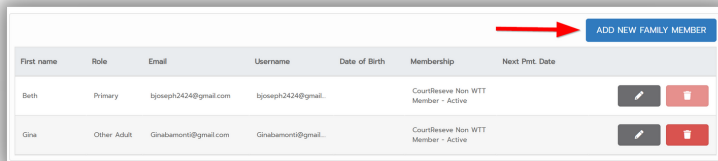
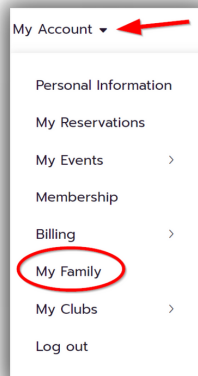
- Complete the form that pop ups
- At the bottom click on "Create Account"

CREATE ACCOUNT





Now you are all set up to add your family members and enjoy all the features and benefits of Court Reserve!

## ADDING FAMILY MEMBERS

- Once logged into your account, navigate to the top right and hover over "My Account"
- Select "My Family" from the dropdown menu
- Click on the blue "Add New Family Member" (be sure to add all members including your children if they will be participating in any Junior programs)



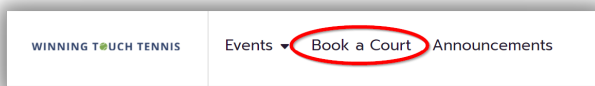
A screenshot of a table showing family members. A red arrow points to a blue button labeled "ADD NEW FAMILY MEMBER" in the top right corner. The table has columns for First name, Role, Email, Username, Date of Birth, Membership, and Next Print Date. There are two rows of data, each with edit and delete icons.

First name	Role	Email	Username	Date of Birth	Membership	Next Print Date
Beth	Primary	bjoseph2424@gmail.com	bjoseph2424@gmail...		CourtReserve Non WTT Member - Active	 
Gina	Other Adult	Ginabanoni@gmail.com	Ginabanoni@gmail...		CourtReserve Non WTT Member - Active	 

- Complete the form that pop ups and click "Save"
- Repeat these steps until all your family members have been added

## RESERVING A COURT

- Once logged into your account, navigate to the top left and hover over "Book a Court"
- At the top click on the date and select what day you want to book a court
- Navigate to the time you are looking for (note it will say RESERVE if it's available to book)
- Click on "RESERVE" for the time you want to book
- Be sure to select what member of the family and reservation type. Complete rest of the pop up form and click "Save"



TODAY	WTT Court 1	WTT Court 2	WTT Court 3
8:00 AM	RESERVE	RESERVE	RESERVE
8:30 AM	RESERVE	RESERVE	RESERVE
9:00 AM	RESERVE	<b>RESERVE</b>	RESERVE
9:30 AM	RESERVE	RESERVE	RESERVE
10:00 AM	RESERVE	RESERVE	RESERVE
10:30 AM	RESERVE	RESERVE	RESERVE
11:00 AM	Reserved	RESERVE	RESERVE
11:30 AM	Reserved	Reserved	Reserved
12:00 PM	Reserved	Reserved	Reserved
12:30 PM	Reserved	Reserved	Reserved
1:00 PM	Reserved	Reserved	Reserved

Book a reservation for 10/1/2021

Indoor - WTT Court 2

Reserve For **Beth WTT Marketing**

Reservation Type **-- Reservation Type --**

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

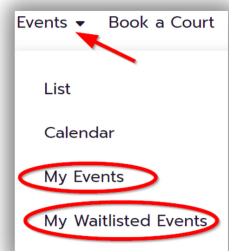
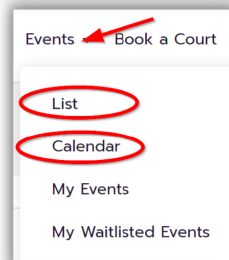
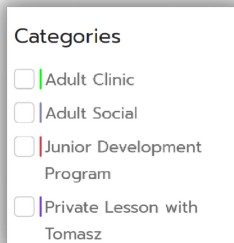
Additional Player(s) (Enter at least 3 letters)  
Search for other player(s) to play with

Selected Player(s)  
Beth WTT Marketing

CLOSE **SAVE**

## SIGNING UP FOR EVENTS

- Events include: clinics, socials, programs, private lessons, round robins, and more!
- Once logged into your account, navigate to the top left and hover over "Events"
- You can select a list of events or visit the calendar
- From either "List" or "Calendar" you can click on "More Info" / "Details" on an event to learn more and get registered
- Click on "Register" if you would like to sign up for that particular event
- Be sure to select which family members you are signing up and click "Save"
- From the home page you can hover over "Events" and select "My Events" to view everything you and your family members are registered for. You can also select "My Waitlisted Events" for any events that were booked up but you were able to join a waitlist.



## ANNOUNCEMENTS

- Announcements is a dedicated area for WTT to keep you updated. We will use this to announce new exciting programs, memberships, events, and more. It will also be used to keep you updated on any closures, change in our operating hours, and other essential communications.
- From the home page click on "Announcements" and you will see all the latest announcements to keep you informed!

