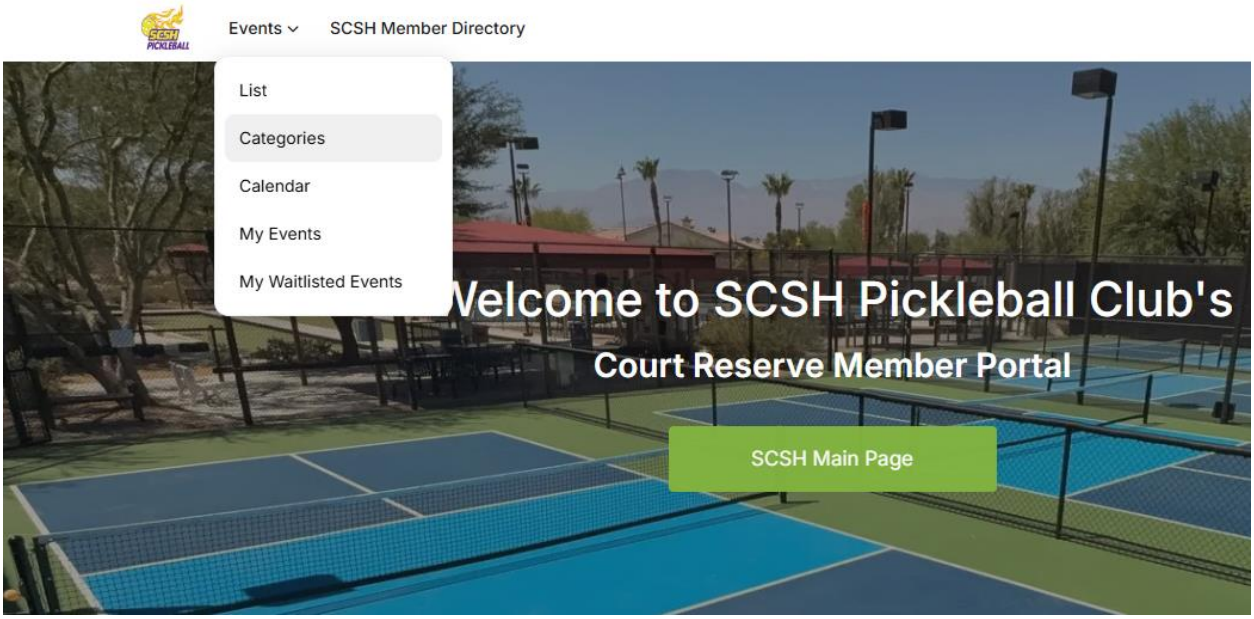
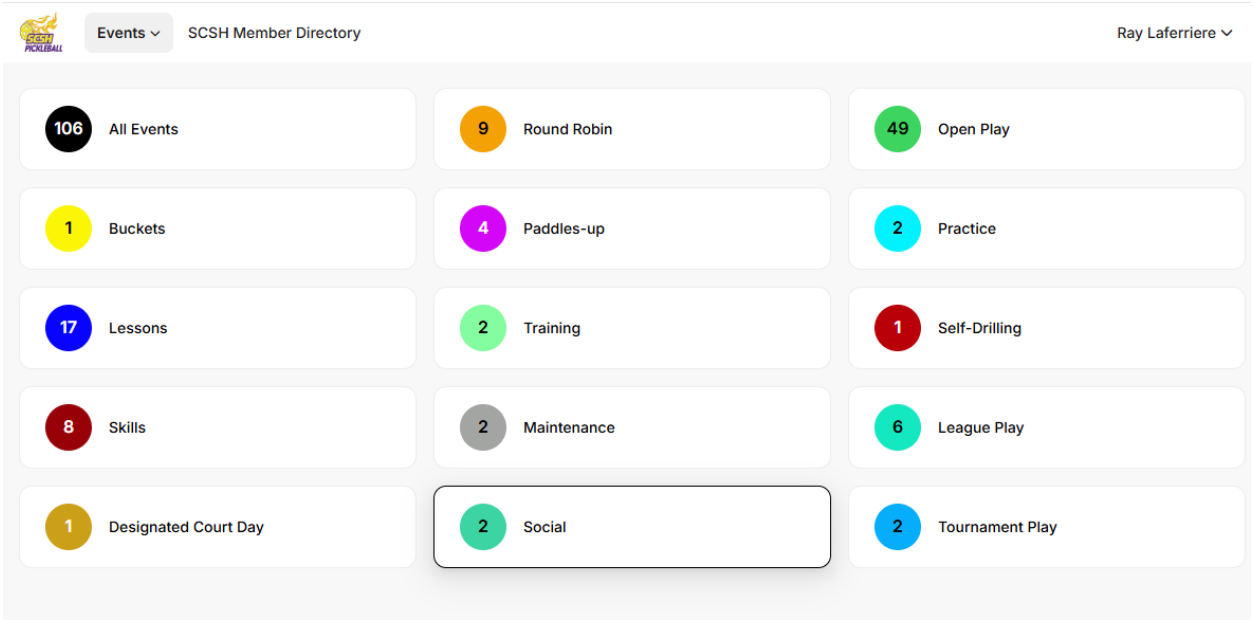
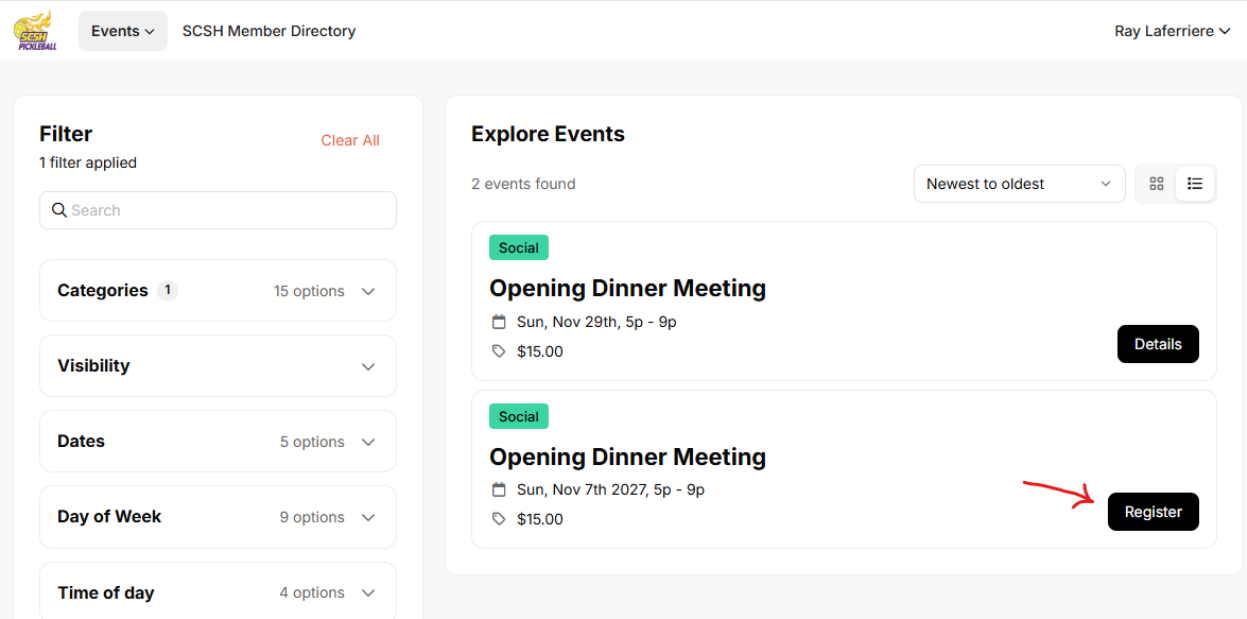
How to sign up for our opening dinner. Begin by logging into CourtReserve. Next click the **Events** menu item in the top left of the portal screen. Next select **Categories**.



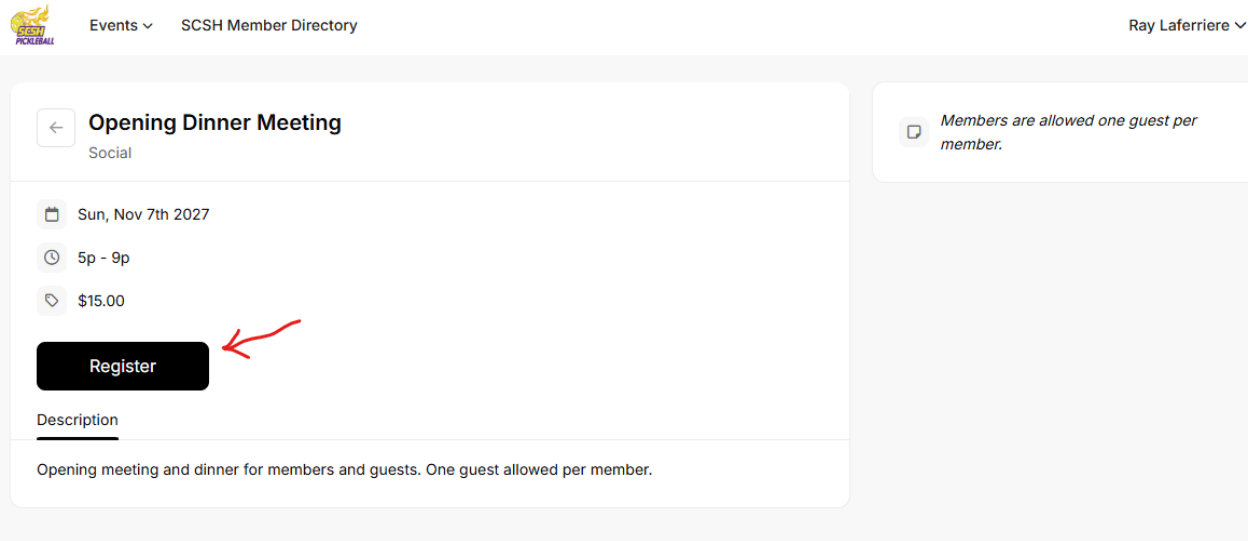
You will be taken to a screen showing all the different types of categories in our CourtReserve portal. Keep in mind that this method can be used to register for all types of events in CourtReserve. Next, select the **Social** category.



For this example, I created a fictitious event on November 7, 2027, because the actual Opening Dinner was not available for registration, which will be available on November 15th. At this point you need to click the **Register** button for the event.

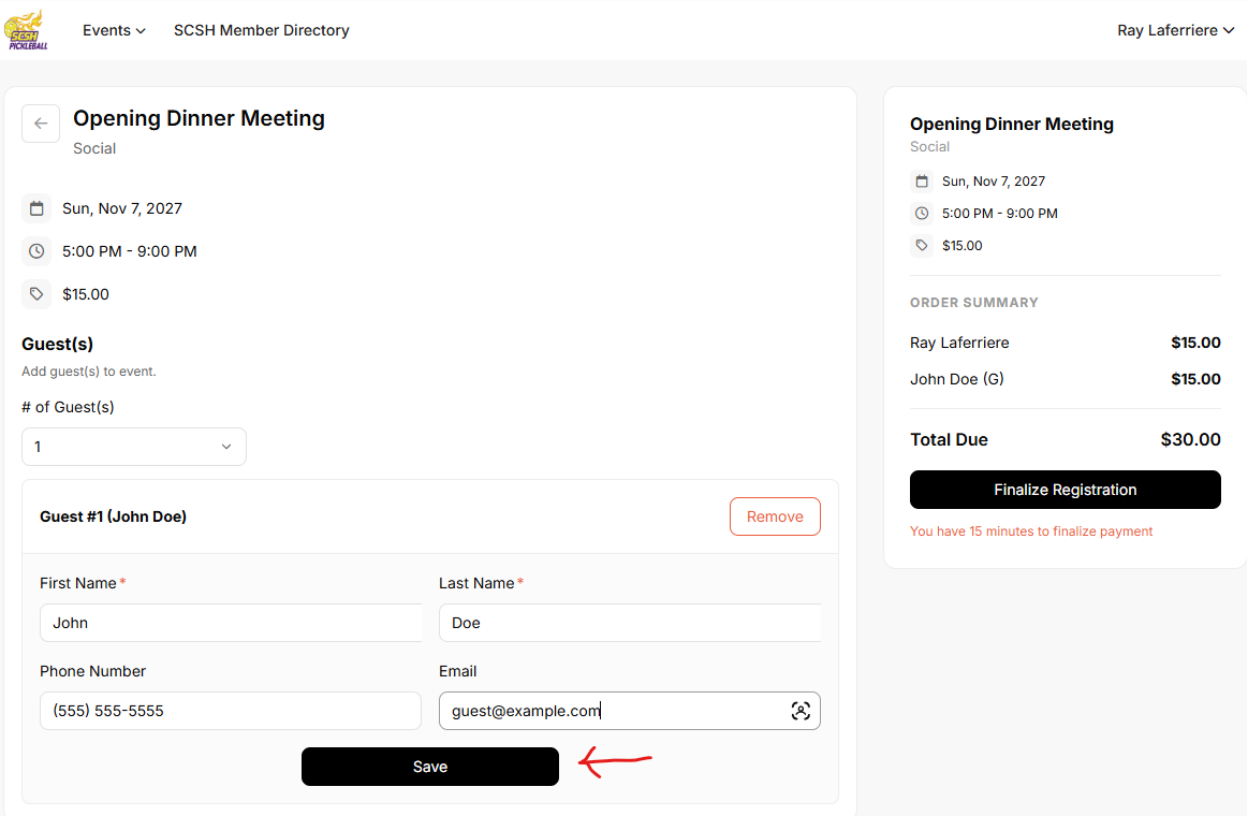


Check the date and time and click the **Register** button again.

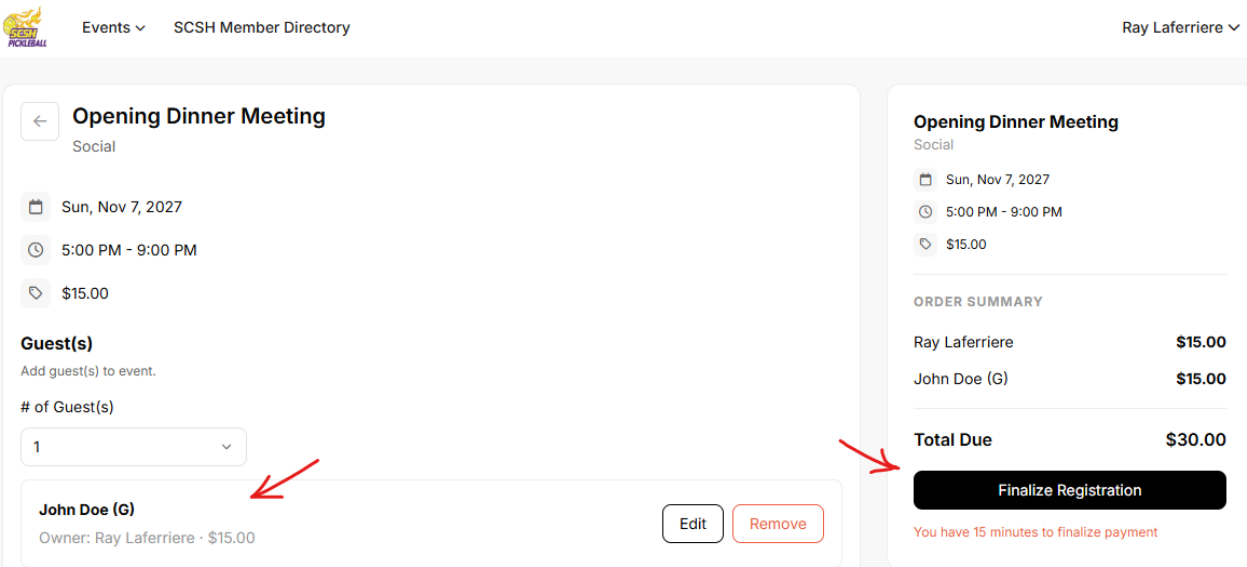


On the next section you will be able to register yourself and a guest. Even though you have the option to select many additional guests we need you to select only one guest. If you and your partner are members, this does not mean that you each get to bring a friend. This is strictly for members to bring their partner. If your partner is a member, you may register them here and save them the trouble of going through the registration process again.

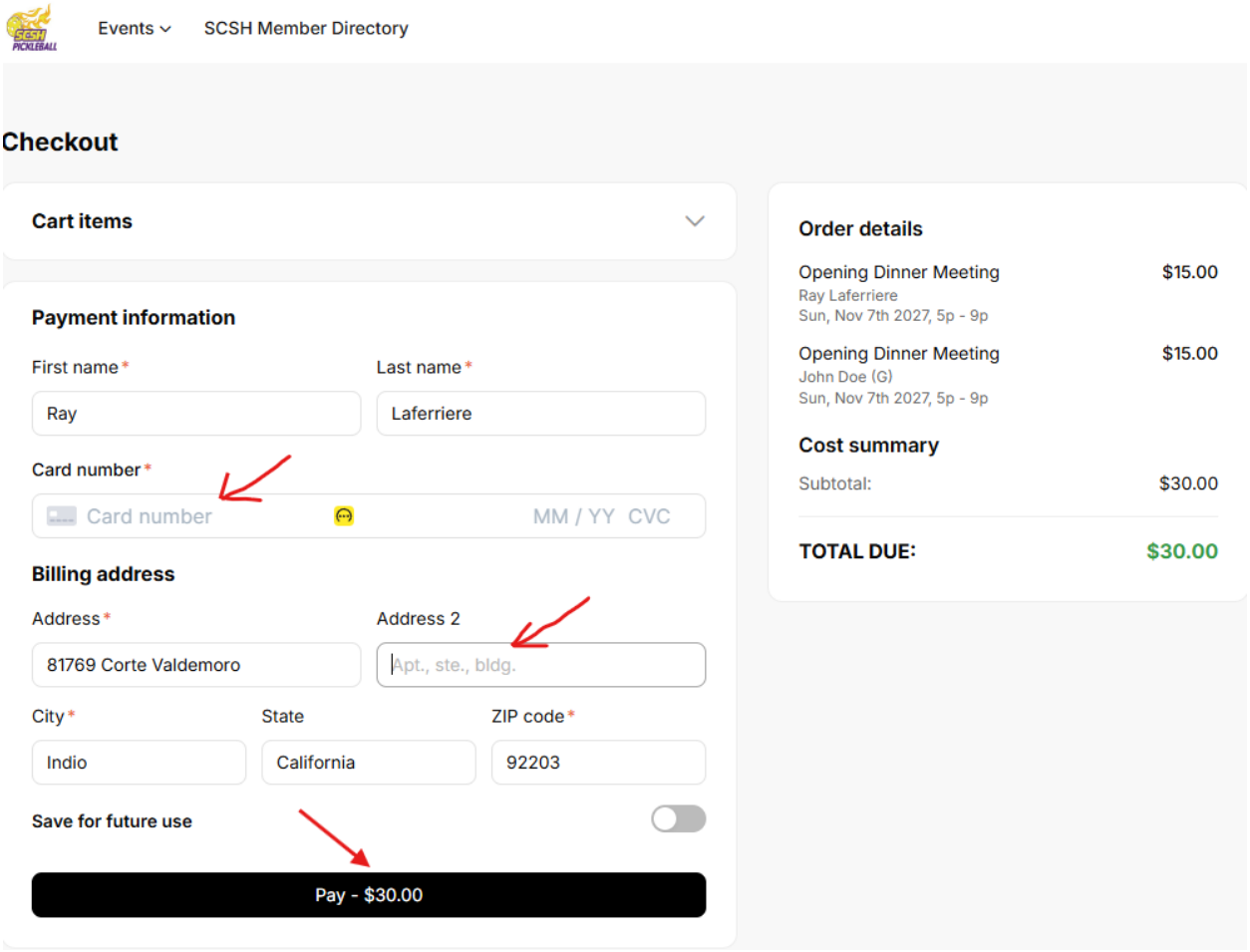
If you are not registering a guest, then you can skip this section. Under the **# of Guest(s)** select **1** and fill out their information. CourtReserve added the phone & email fields. We will not be contacting your guest. Remember to click the **Save** button before moving on.



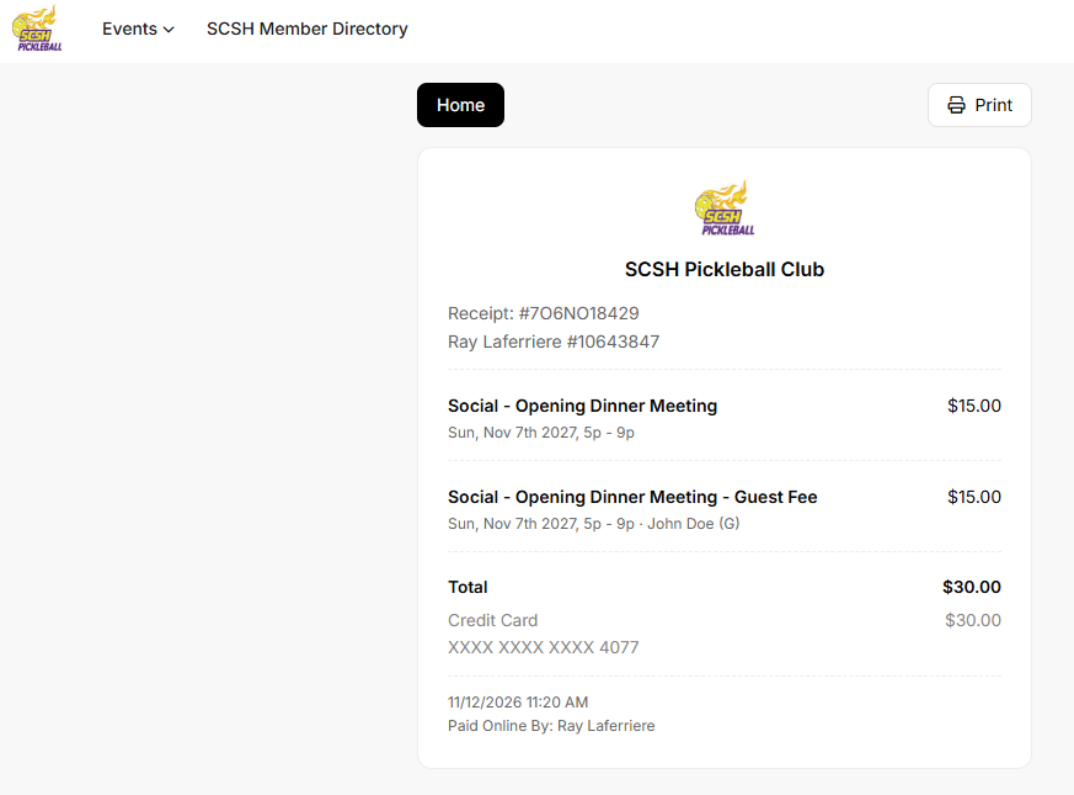
Check your guest's information and click the **Finalize Registration** button.



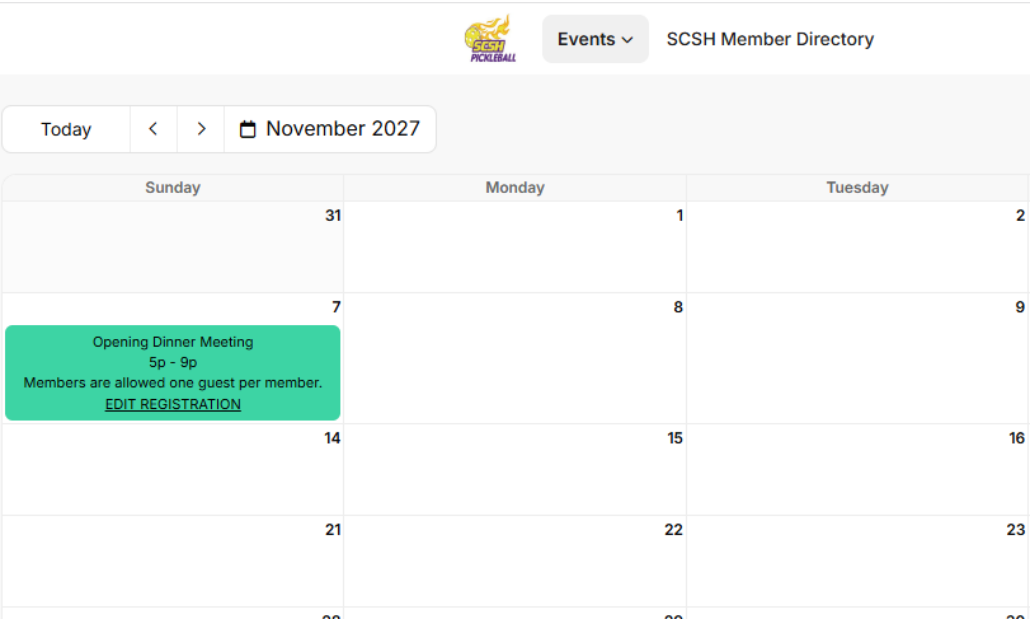
Next, you will need to provide your credit card information and click the **Pay** button. The breakdown of the costs will be listed on the right-hand side.



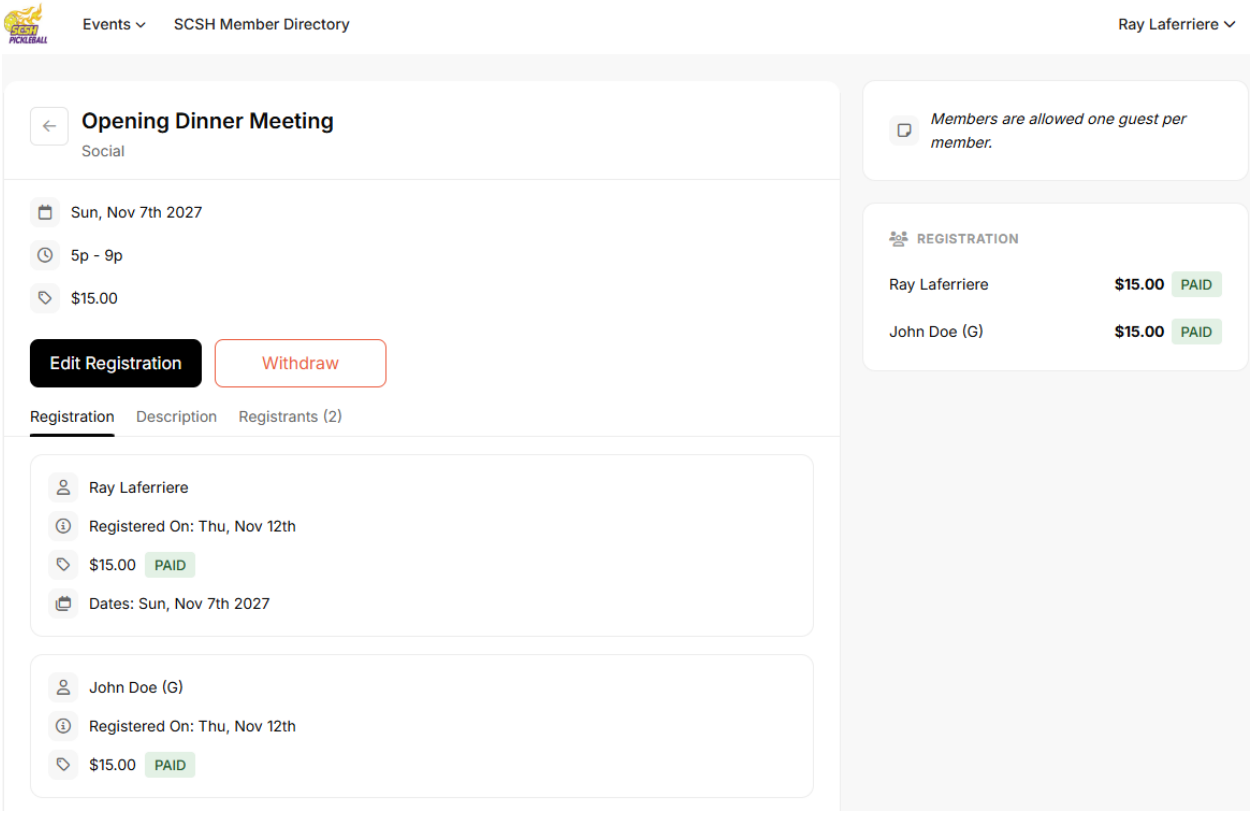
You will now see a receipt of your transaction. You can print it out for your records.



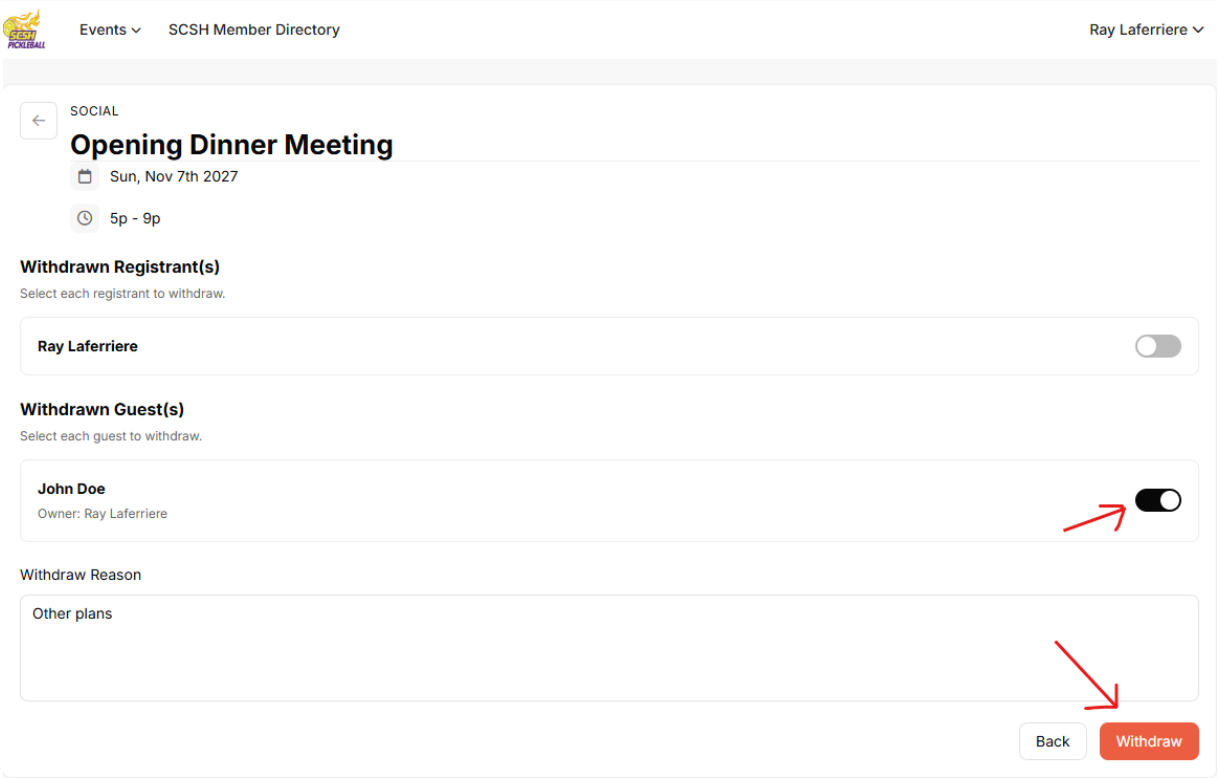
If you need to review or edit your registration you can get to it by selecting **Events,** then **My Events** and clicking on the specific event or you can go to the Calendar for the event date and click on it there.



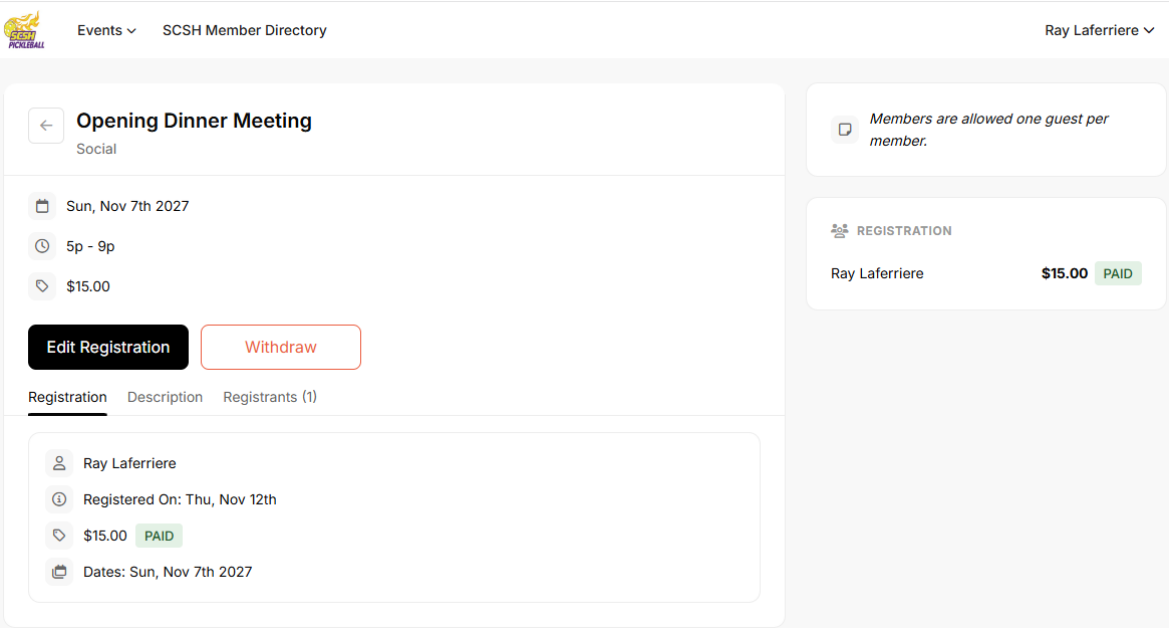
From this screen you can edit your registration or use the **Withdraw** button to remove people.



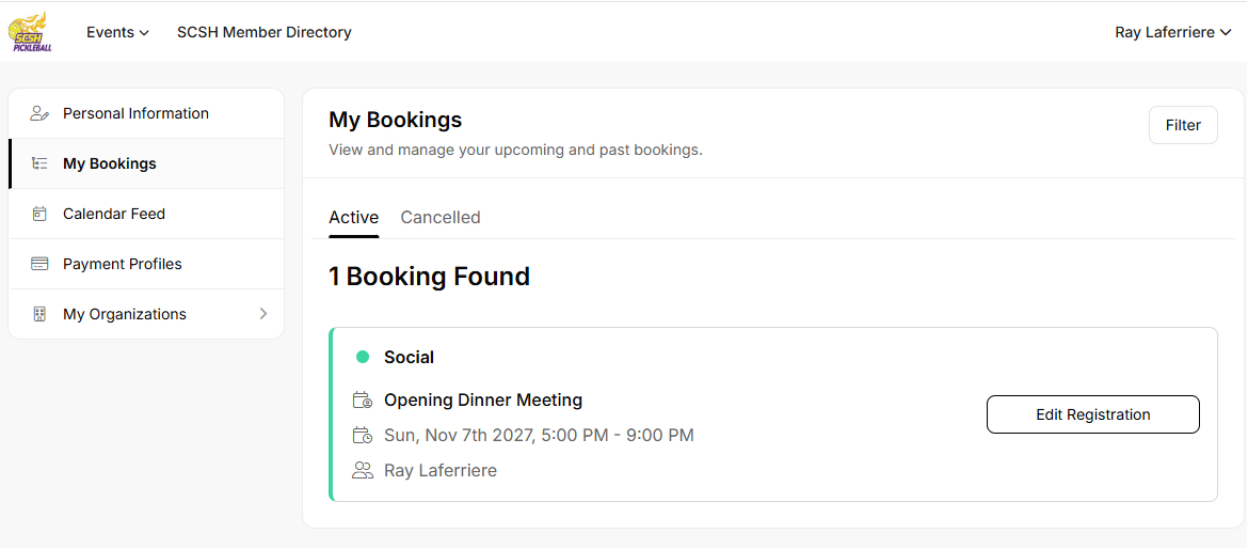
If you select the **Withdraw** button, you will see this screen. Moving the button to the right will remove the person. You cannot remove the member without removing the guest, but you can remove the guest only. Press the **Withdraw** button to continue.



This screen will display the current registered person. You may need to notify the board to facilitate the refund.



As I mentioned earlier, you can view your booking by going to **Events** then **My Bookings**. Remember that this should work for all events that you register for, such as, lessons and skills training. You must use Swish to withdraw from any round robins that you may have signed up for, not CourtReserve.



If you have any questions or concerns, feel free to contact Ray Laferriere at raylaf82@gmail.com or by cell at (978) 852-6261. If you read this to the end, then I am so proud of you. You're now a CourtReserve expert.