

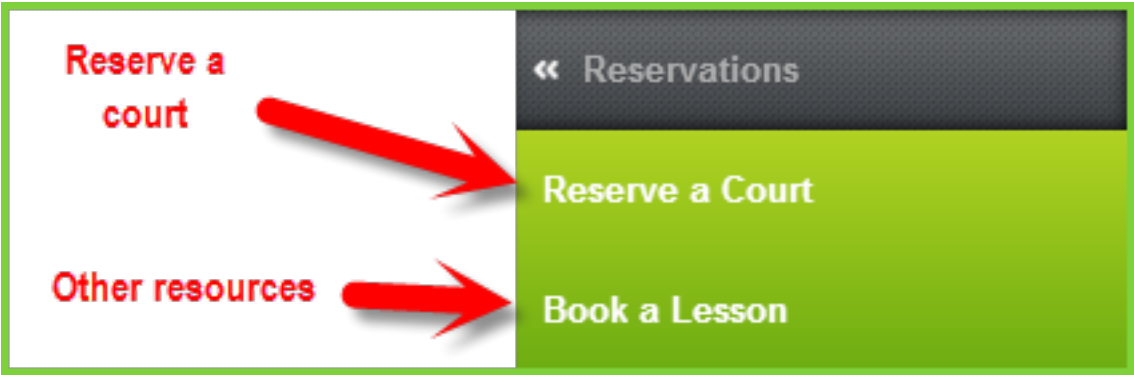
YourCourts.com Reservations

Creating a Reservation

To reserve a court (or other club resources that can be reserved), click on the Reservations menu option.



Depending on your club's resources, you may be able to reserve other resources besides courts. The menu options displayed will depend on your specific club's available resources.



When you click the Reserve a Court menu option, the court schedule will be displayed. The schedule will default to the current date. Select an alternate date by clicking the date field and using the calendar then click **Go**. You will see existing court reservations and "Open" time which is available to be reserved. Click **Open** to start a reservation, the Reservation Details screen will be displayed. Click **Print Schedule** and a printable version will open in a new window for printing.

Demo Tennis Club

Sat Mar 15

[Click here for club information](#)

Reserving a Court for Demo Tennis Club

Click an Open time slot to reserve a court or hover over an existing reservation to edit. If you are the reservation owner, you can click on a future reservation to edit. Based on the account settings set by the club, you can book reservations 14 days in advanced.

[Print Schedule](#)

Click here
for the
calendar to
pick a date

Click Go to
view the
Reservations

Demo Tennis Club Reservations for Sunday March 16

03/16/2014 [Go](#)

Time	North Court 1	North Court 2	North Court 3	North Court 4
8:30 AM	Walk-up Court	Open	Open	Open
9:00 AM	Walk-up Court	Open	Open	Open
9:30 AM	Walk-up Court	Open	Open	Open
10:00 AM	Walk-up Court	Open	Open	Open
10:30 AM	Walk-up Court	Open	Open	Open
11:00 AM	Walk-up Court	Open	Open	Open
11:30 AM	Walk-up Court	Open	Open	Open
12:00 PM	Walk-up Court	Open	Open	Open
12:30 PM	Walk-up Court	Open	Open	Open
1:00 PM	Walk-up Court	Open	Open	Open
1:30 PM	Walk-up Court	Open	Open	Open
2:00 PM	Walk-up Court	Open	Open	Open

Select any
Open time to
start a
Reservation

Reservation Detail

On the Reservation Details screen, select the Duration you would like to reserve (the default is 30 minutes). You must choose a Purpose before you can complete the reservation. You can add the number of guests and optional notes that may be helpful for others, these will be included in the email confirmation.

Complete the Reservation

Please complete the information below and click the Reserve button to complete your reservation. Mandatory fields are marked with an asterisk *.

Click
Reserve to
book

Click here
to book
and send
emails to
other

Saturday March 22 on Indoor Court @ Tennis Courts



Reserve

Reserve & Add Emails



Cancel

Select the
duration

Reservation Details

Begin Time: 11:00AM

Duration: *

30 Minutes

Type: *

-Choose a Type-

Guests (Non Members):

Enter a reservation note (up to 255 characters)

Instructions

Here are some tips for making

- Choose the **Duration** you need for the reservation. Duration is a **required** field.
- Choose the correct reservation **Type**. Reservation type is also a **required** field.
- Add a reservation note if you want others to see something about the reservation.
- An email will automatically be sent to the reservation owner. You can send a copy to other players by clicking the Reserve & Add Emails button above. Otherwise, click on the Reserve button to complete the reservation..

You can
cancel at
any time

Save the Reservation by clicking **Reserve**. A confirmation email (with court and time details) will be automatically sent to you (if your preferences are turned on to receive notifications). You can also choose to send copies of the reservation information to other email addresses by clicking on the **Reserve & Add Emails** button. You can include emails to players both within your community and also ones from outside your community.

Reservation Confirmation

A confirmation message will be displayed if the Reservation was successful. Click **Email** to send the confirmation to others. Your new Reservation will be displayed over the block of time you chose.

The reservation has been successfully booked and an automated email sent to the reservation owner(s).

Demo Tennis Club Reservations for Saturday March 22



03/22/2014

Go



Confirmation
that you
Reservation
was completed

Your new
Reservation

Time	Raquetball Court Raquetball Court	Tennis Courts Indoor Court	Tennis Courts Outdoor Court 2	Tennis Courts Outdoor Court 3
5:30 AM	Open	Open	Open	Open
6:00 AM	Open	Open	Open	Open
6:30 AM	Open	Open	Open	Open
7:00 AM	Open	Open	Open	Open
7:30 AM	Open	Open	Open	Open
8:00 AM	Open	Open	Open	Open
8:30 AM	Open	Open	Open	Open
9:00 AM	Open	Open	Open	Open
9:30 AM	Open	Open	Open	Open
10:00 AM	Open	Open	Open	Open
10:30 AM	Open	Open	Open	Open
11:00 AM	Open	11:00AM - 12:00PM John Test	Open	Open
11:30 AM	Open	Casual Play	Open	Open
12:00 PM	Open	Open	Open	Open