

How to Reserve a Court (Schedule View)

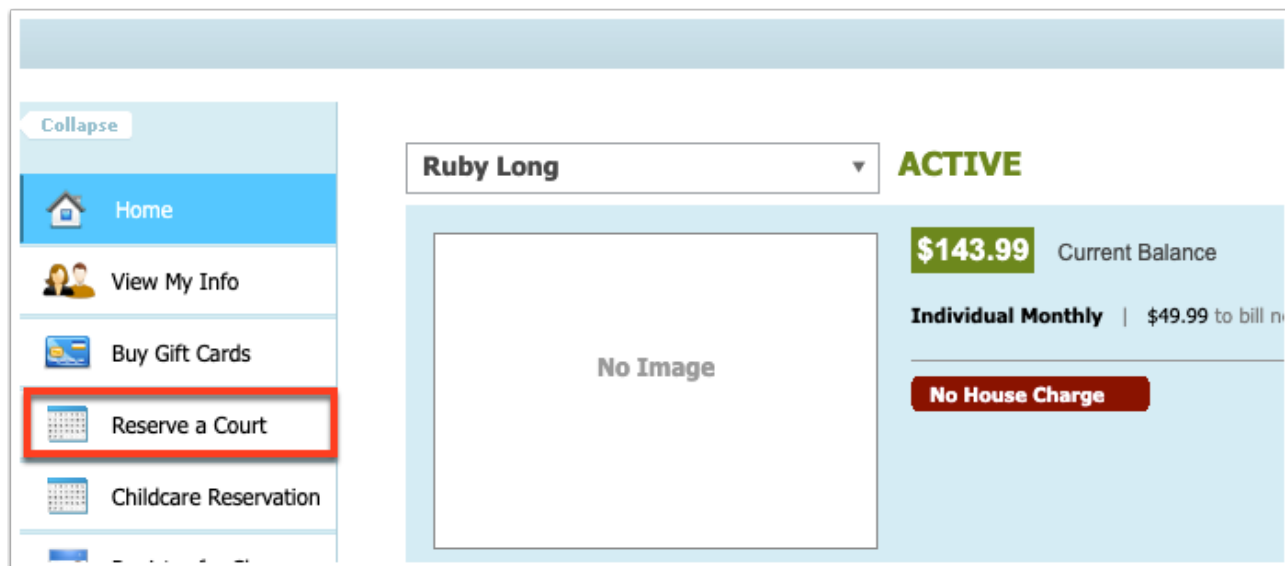
Purpose: This page will walk you through what a member sees when reserving a court through the member portal.

Objectives: After reading this page, you will know how to...

- Navigate to the Reserve a Court feature within the Member Portal
- Add additional members or guests to a reservation
- Select day and time
- Confirm the reservation
- View confirmed reservations

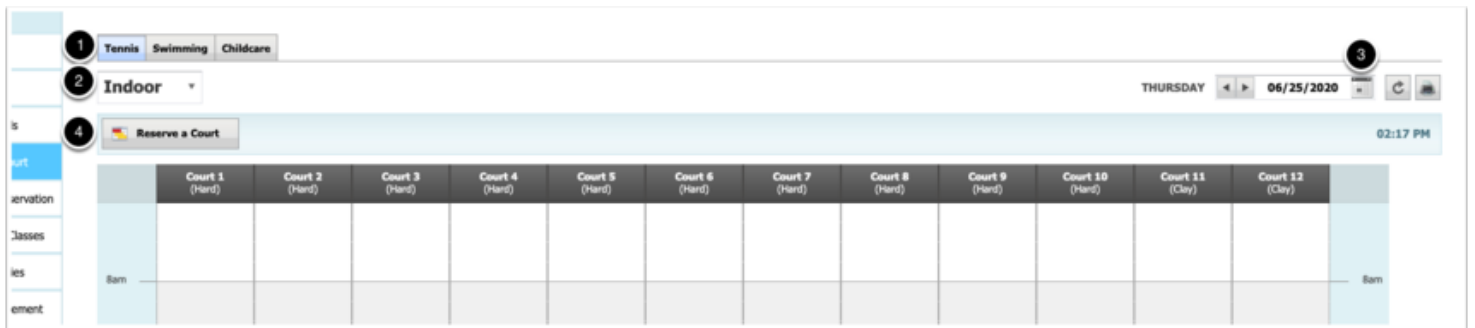
⚠ This page outlines instructions for reserving a court in Schedule View. If your site is configured to Custom View, [visit this page instead](#).

Navigate to Court Reservations



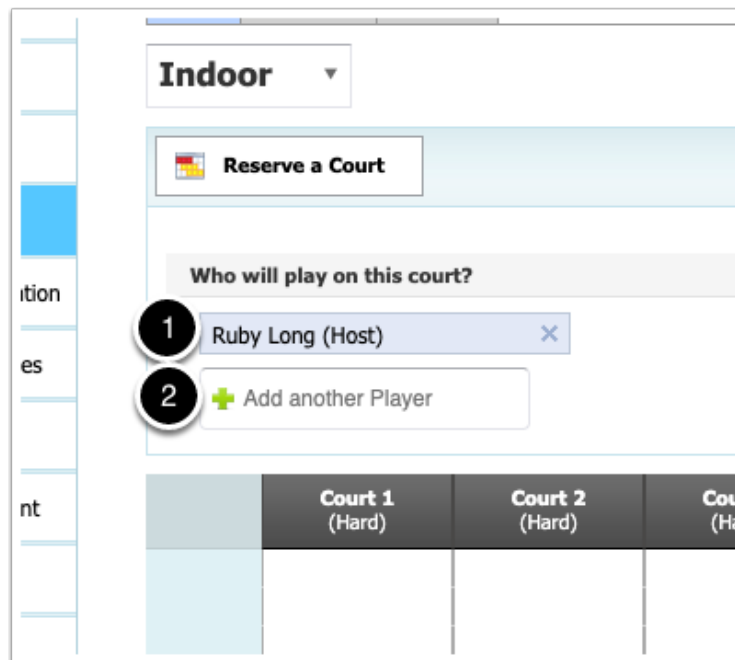
After logging into the Member Portal, select the Reserve a Court link.

Reserve a Court Overview



1. Use the top tabs to navigate to which department you're booking, such as a tennis court or swimming lane.
2. Select which location within the department.
3. Select the date on the far right.
4. Select Reserve a Court.

Select Participants



1. By default, the person logged into the Member Portal will come up as the host. This person can be removed from the booking once additional participants are added.
2. Use the box below to add additional players.

Reserve a Court

Who will play on this court?

Ruby Long (Host) ×

Dorothy Reganauer ×

+ Add another Player

	Court 1 (Hard)	Court 2 (Hard)	
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Select Court and Time

Who will play on this court?

Ruby Long (Host) ×

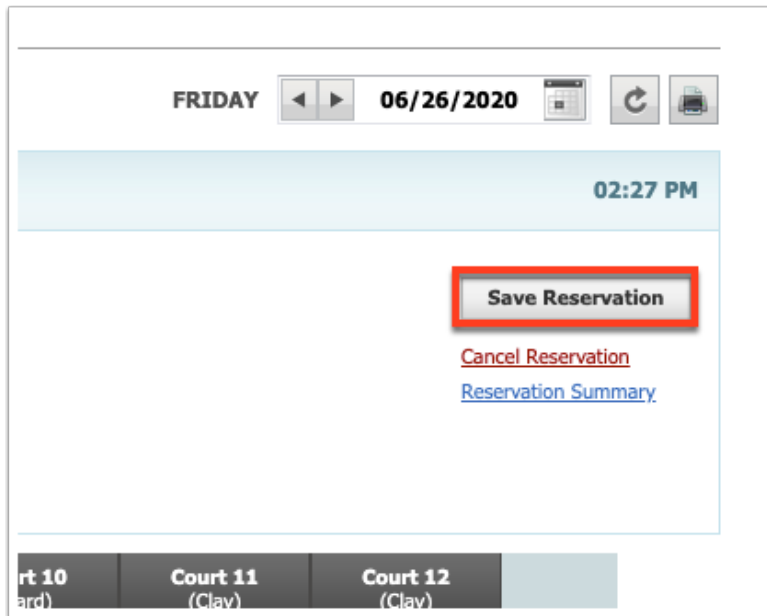
Dorothy Reganauer ×

+ Add another Player

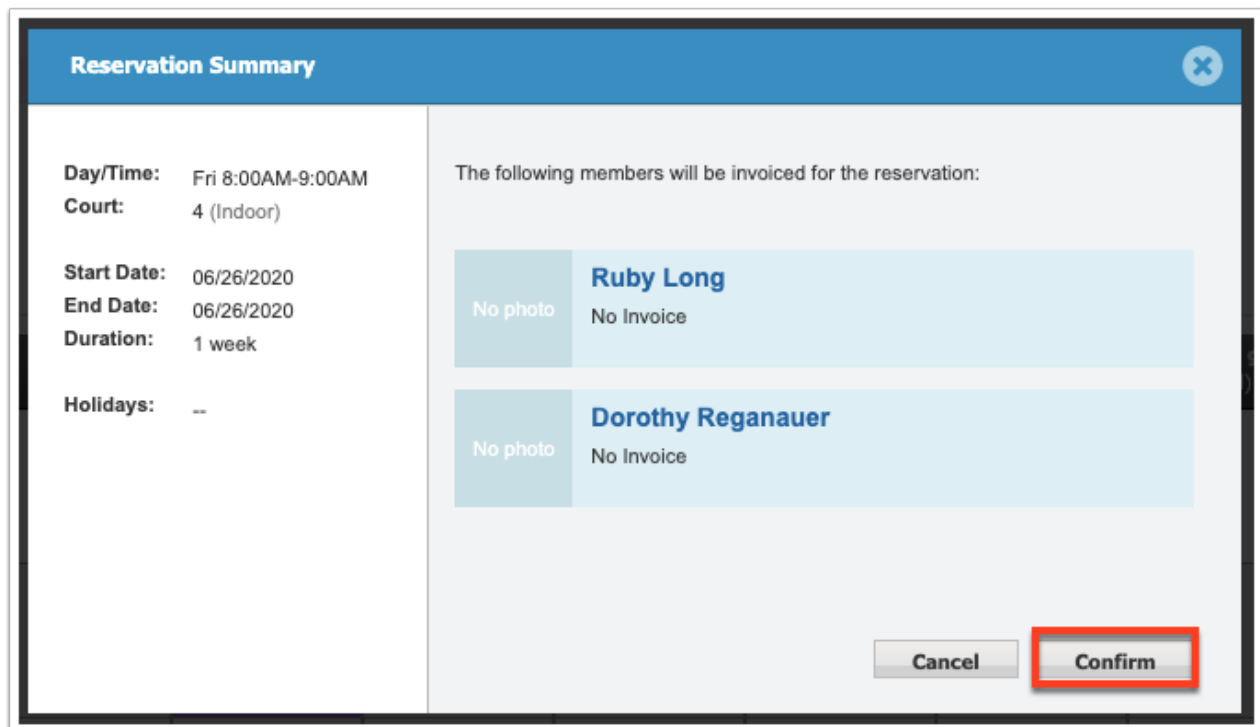
	Court 1 (Hard)	Court 2 (Hard)	Court 3 (Hard)	Court 4 (Hard)	Court 5 (Hard)
8am					
9am					

Use your mouse to block off an amount of time in the desired, available court.

Confirm the Reservation



On the right side of the screen, select Save Reservation.



If there are associated reservation fees, they will generate on the confirmation page. Select Confirm to complete the reservation.

View Confirmed Reservations

Tennis Swimming Childcare

Indoor

Reserve a Court

	Court 1 (Hard)	Court 2 (Hard)	Court 3 (Hard)	Court 4 (Hard)	Court 5 (Hard)
8am				Court Time Long Reganauer	
9am					

Confirmed reservations will be visible in the calendar grid, including participant names. They will additionally be visible on the users' home pages in the member portal.

MY EVENTS Next 7 days

JUN 25 6:00pm - 7:00pm
Court time

JUN 26 8:00am - 9:00am
Court time

Was this article helpful?

