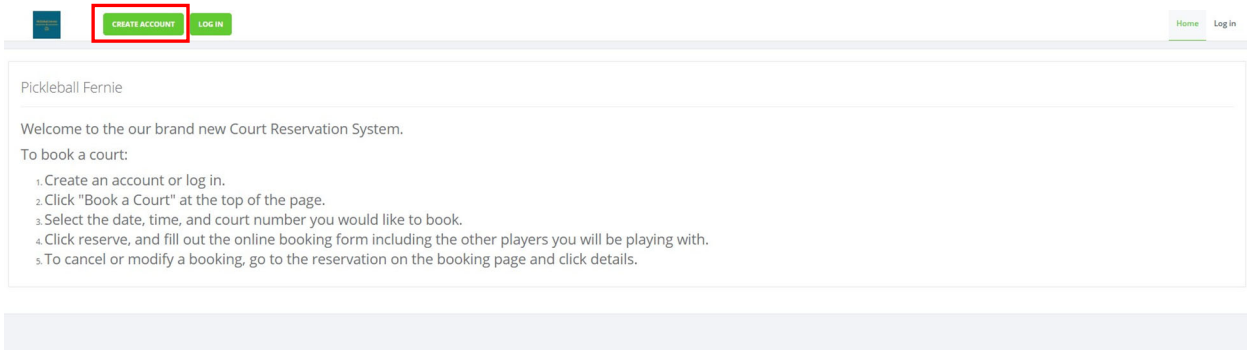


User Instructions for CourtReserve

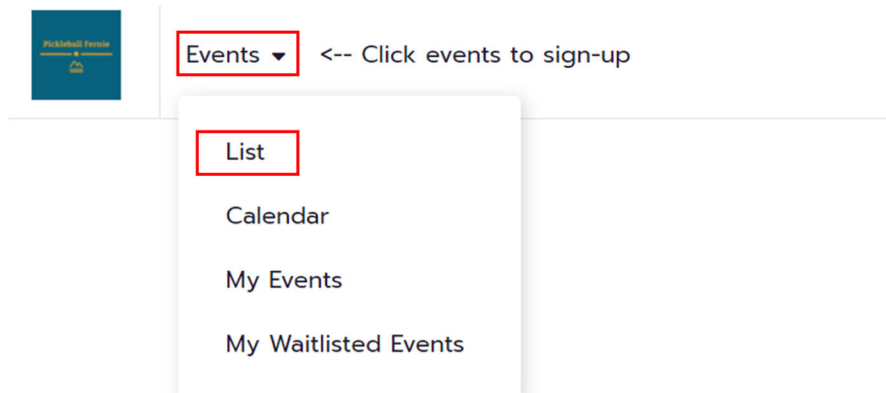
1. Go to <https://app.courtreserve.com/Online/Portal/Index/5927> or download the CourtReserve App
2. To create an account, click CREATE ACCOUNT.



3. Fill in the requested information on the sign-up form and click **SUBMIT**

The screenshot shows a sign-up form titled 'Create Account & Request Access For Pickleball Fernie'. The form is divided into two sections: 'User Account Information' and 'Additional Information'. The 'User Account Information' section includes fields for 'First Name *', 'Last Name *', 'Email *', 'Password *', and 'Confirm Password *'. The 'Additional Information' section includes a field for 'Phone Number *'. A green 'Submit' button is located at the bottom right of the form.

4. After you have created your account, you are ready to reserve your spot for one of the Pickleball All Play Sessions! Click on **Events** at the top of the page, and then **List**.



5. Scroll to the date you want to sign-up for and click **MORE INFO**. Sign-up opens 48 hours before the session and is capped at 20 people.

Events <-- Click events to sign-up My Account <

e.g. private

Categories <

Pickleball All Play

Dates <

Today

Tomorrow

This Week

This Month

Custom

Day of Week <

Weekend

6 Events Found Sort by: NEWEST TO OLDEST <

Pickleball All Play

Tuesday Pickleball All Play

Tue, Oct 19th

8:30 AM - 11:00 AM

20 of 20 spots remaining

MORE INFO

[VIEW UPCOMING DATES](#)

Pickleball All Play

Wednesday Pickleball All Play

Wed, Oct 20th

8:30 AM - 11:00 AM

Registration opens in 5 days and 13 hours

DETAILS

[VIEW UPCOMING DATES](#)

6. Click **Register**. Each session will show how many spots are available. You can put your name on the waitlist if the session is full, and you will receive an email when a spot is available.

Events <-- Click events to sign-up

Pickleball All Play

Tuesday Pickleball All Play

Tue, Oct 19th

8:30 AM - 11:00 AM

20 of 20 spots remaining

REGISTER

7. Check the box to agree to the booking terms. Click **Save**.

Court Bookings

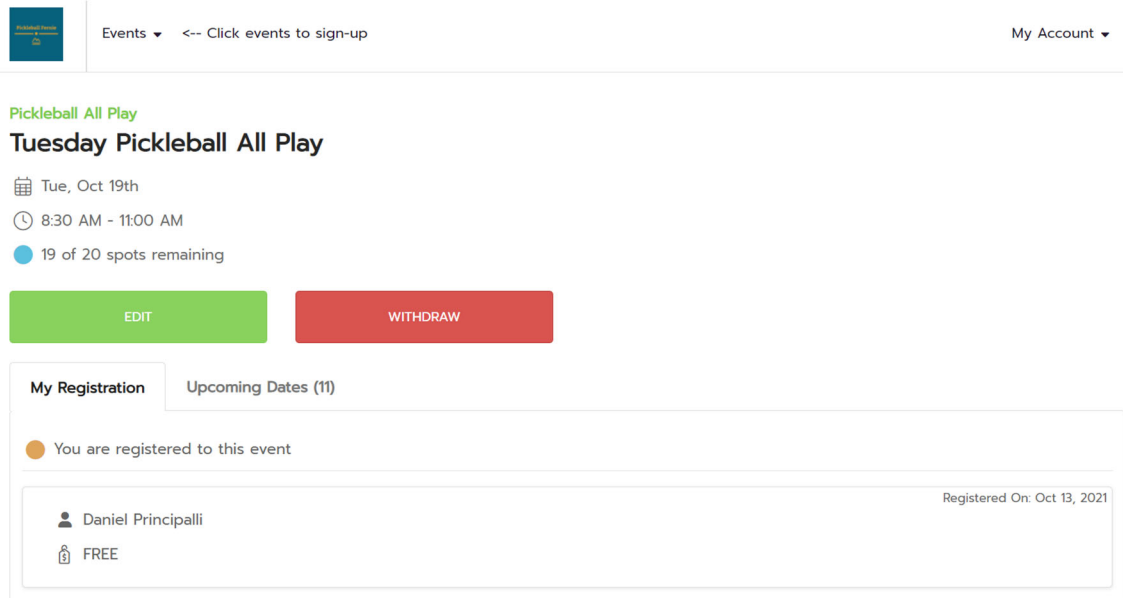
Sign-up can be made online 48 hours in advance. We ask that if you are unable to attend, please cancel your booking. COVID-19 By booking a court with Pickleball Fernie, you are required follow the COVID-19 related procedures, guidelines, and operationa ...

VIEW MORE

By checking this box, you are agreeing to the above

[BACK](#) **SAVE**

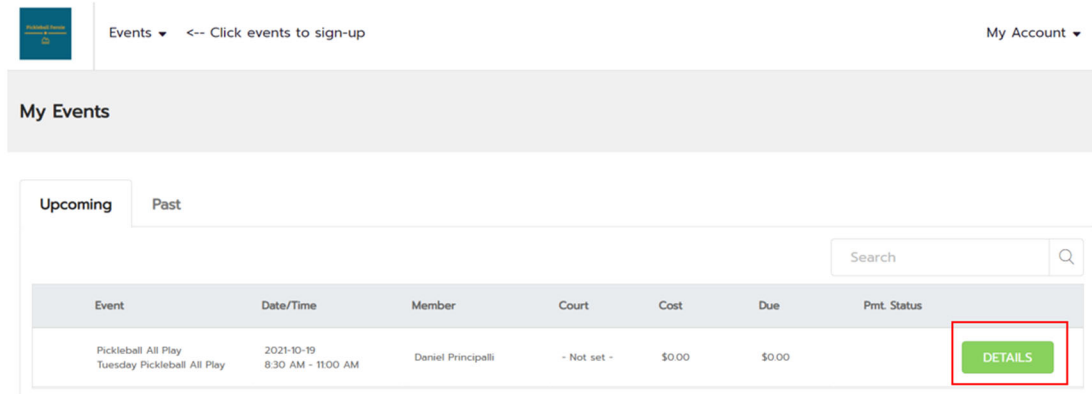
8. Your sign-up is confirmed, you will receive a confirmation email.



The screenshot shows the registration confirmation page for "Tuesday Pickleball All Play". At the top, there is a navigation bar with a logo on the left, "Events <-- Click events to sign-up" in the center, and "My Account <" on the right. Below the navigation bar, the event title "Tuesday Pickleball All Play" is displayed in green. The event details include the date "Tue, Oct 19th", the time "8:30 AM - 11:00 AM", and "19 of 20 spots remaining". There are two buttons: a green "EDIT" button and a red "WITHDRAW" button. Below these buttons, there are two tabs: "My Registration" (selected) and "Upcoming Dates (11)". Under the "My Registration" tab, it says "You are registered to this event". Below this, there is a registration card showing the member name "Daniel Principalli" and the cost "FREE". The registration date is "Registered On: Oct 13, 2021".

To cancel your Sign-up

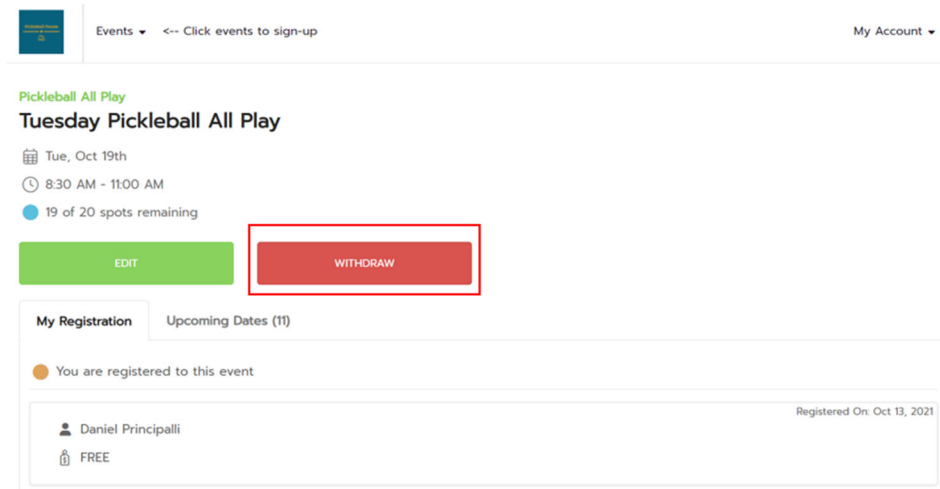
1. Go to your events, click **Details**.



The screenshot shows the "My Events" page. At the top, there is a navigation bar with a logo on the left, "Events <-- Click events to sign-up" in the center, and "My Account <" on the right. Below the navigation bar, the title "My Events" is displayed. There are two tabs: "Upcoming" (selected) and "Past". Below the tabs, there is a search bar and a table of events. The table has columns: Event, Date/Time, Member, Court, Cost, Due, and Pmt. Status. The first row of the table is highlighted and has a red box around the "DETAILS" button in the last column.

Event	Date/Time	Member	Court	Cost	Due	Pmt. Status
Pickleball All Play Tuesday Pickleball All Play	2021-10-19 8:30 AM - 11:00 AM	Daniel Principalli	- Not set -	\$0.00	\$0.00	DETAILS

2. Click **Withdraw**.



The screenshot shows the registration page for "Tuesday Pickleball All Play". At the top, there is a navigation bar with a logo on the left, "Events <-- Click events to sign-up" in the center, and "My Account <" on the right. Below the navigation bar, the event title "Tuesday Pickleball All Play" is displayed in green. The event details include the date "Tue, Oct 19th", the time "8:30 AM - 11:00 AM", and "19 of 20 spots remaining". There are two buttons: a green "EDIT" button and a red "WITHDRAW" button, which is highlighted with a red box. Below these buttons, there are two tabs: "My Registration" (selected) and "Upcoming Dates (11)". Under the "My Registration" tab, it says "You are registered to this event". Below this, there is a registration card showing the member name "Daniel Principalli" and the cost "FREE". The registration date is "Registered On: Oct 13, 2021".