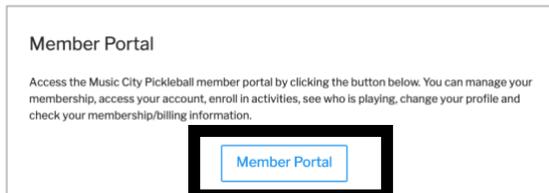


COURT RESERVE USER GUIDE – DESKTOP BROWER

(see separate document for mobile app)

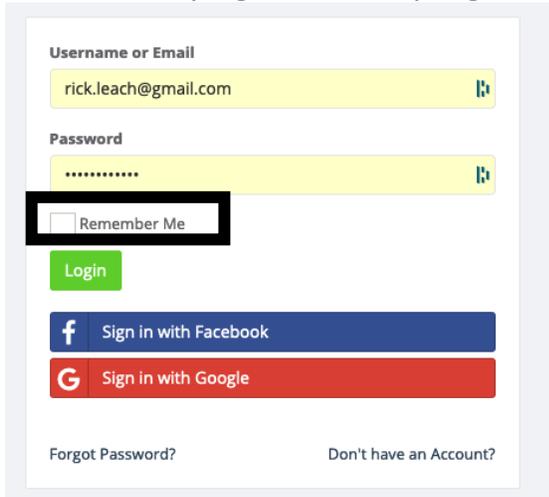
To Access The MPC Member Portal (licensed from Court Reserve)

1. From Music City Pickleball [website](#) – click on Member Information, then hit the Member Portal Button



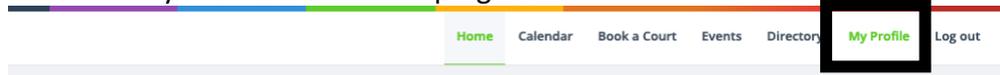
2. Or directly to the portal via <https://app.courtreserve.com/Online/Account/Login/5789>

3. Enter the email address you signed up with and your password. Click the “Remember Me” button for easy login next time you go to the site. The hit the Login button.



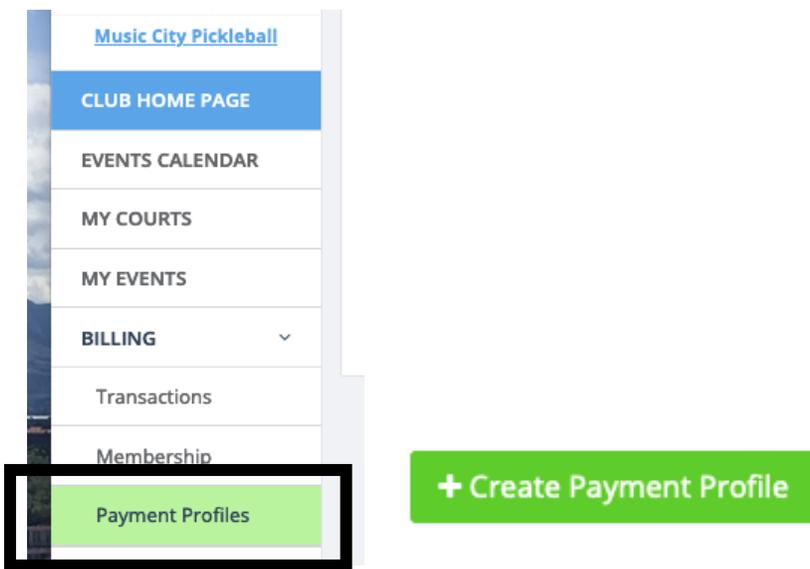
To Add Payment Profile (Credit Card)

1. Hit the My Profile tab in the top right area



City Pickleball Club Member Portal

2. Then hit the Payment Profile tab on the left side – and click on the Create Payment Profile button.



3. Add your credit card and save it.

To register for Open Play

1. Login to Court Reserve

2. Hit the Events tab in top right area

City Pickleball Club Member Portal

3. Click the Register button for the day you want to play.

Date/Time	Event Details	Register	Waitlist
Thu, Oct 1, 2020 08:00 AM - 12:00 PM Open Play	AM Open Play (TOA) Click for Details	Register Registration opens in 5 days and 16 hours	N/A

4. This window will appear to confirm your registration.

Registration Confirmed

Thanks! Your registration was submitted successfully.

Close

5. You will receive a confirmation email shortly.

To reserve a court

1. Login to Court Reserve
2. Hit the Book a Court tab
3. Choose a date



All Courts **Consolidated**

Today ◀ ▶ 📅 Thursday, October 1, 2020

4. Hit the Reserve button for the time and court number you want to reserve

11:00 AM					
12:00 PM	Reserve		Reserve	Reserve	Reserve
12:30 PM	Reserve		Reserve	Reserve	Reserve
1:00 PM	Reserve		Reserve	Reserve	Reserve

5. Complete the form by adding number of hours, other players or guests, check the “agree” box and hit Save Changes

Book a reservation for **10/1/2020**

Reservation Type: Reservation (min: 1 hour, max: 2 hours) | Court: TOA - TOA #1

Start Time: 12:00 PM | Duration: 1 hour | End Time: 1:00 PM

Additional Players (Enter at least 3 letters): Search for other members to play with | Add Member

of Guests: [dropdown]

You will have 15 minutes to pay for this reservation! **Total Due: \$10.00**

Liability Waiver
YOU ACCEPT THESE DISCLOSURES ON BEHALF OF YOURSELF AND YOUR GUESTS IF ANY. YOU ARE REQUIRED TO HAVE YOUR GUESTS SIGN IN BEFORE PARTICIPATING IN ANY CLUB ACTIVITY. MEMBER RELEASE, PERMISSION, AND INDEMNITY AGREEMENT in consideration of my acceptance... [View More](#)

By checking this box, you are agreeing to the above

Close | **Save changes**

6. Complete Reservation by Hitting the Pay Now button in the next screen

Reservation - Pending Payment

Registration is not complete unless payment for this registration is made within 15 minutes.

Pay Now | Cart

Approval Status: approved

Reserved For: Rick Leach
Court(s): TOA - TOA #1
Total: \$10.00

Close

7. Confirm payment and hit the “Pay” button on the next screen

Payment Summary

Payment Amount: \$10.00 | Cart

Payment using a saved profile: Credit Card *****1666

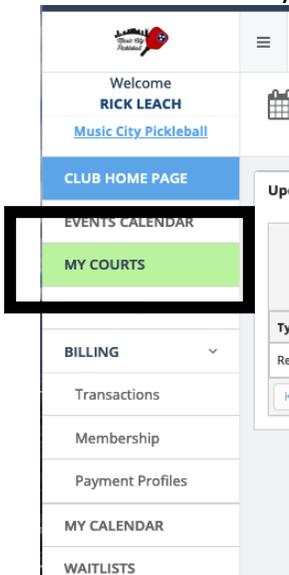
Pay

8. Watch your email for a confirmation and receipt.

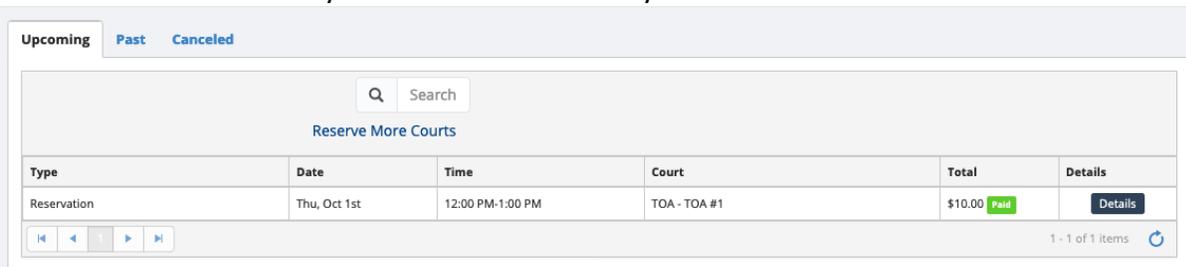
9. To check on the details of an existing reservation in the member portal, click on My Profile



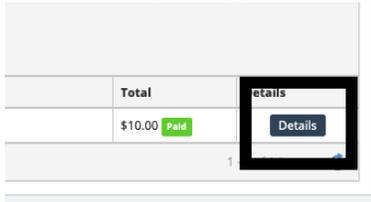
10. Then hit the My Courts tab in the left menu



11. View the reservation you are interested in on your list.



12. To view, change or cancel your reservation, hit the details button



13. Hit the Cancel Reservation or Update Reservation to make changes – or back to return to previous screen.

