

# COURT RESERVE USER GUIDE – MOBILE APP

(see separate document for desktop browser)

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

1. From your mobile phone, download the Court Reserve member portal app:



iPhone link: <https://apps.apple.com/us/app/courtreserve/id1392556575>

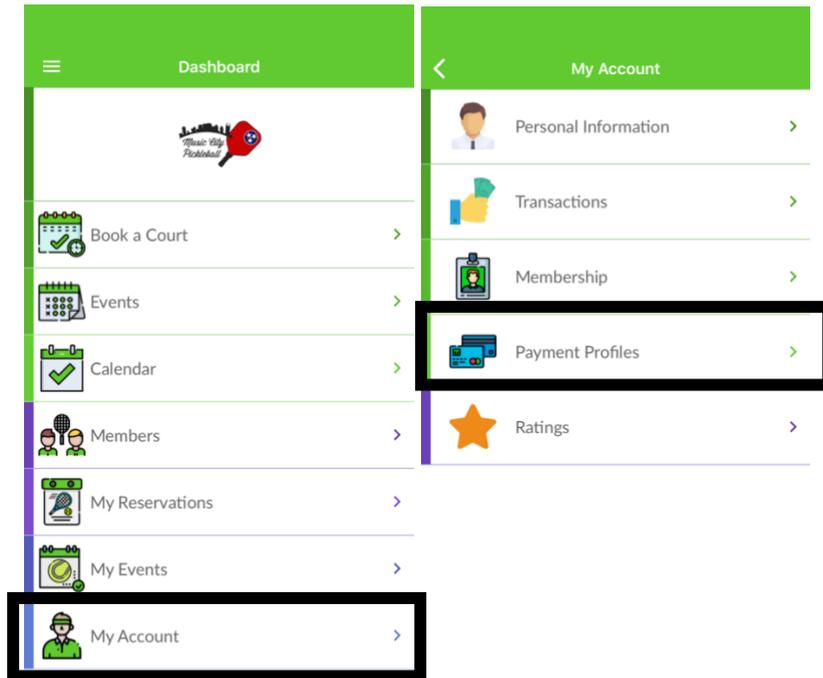
Android link: [https://play.google.com/store/apps/details?id=com.courtreserve&hl=en\\_US](https://play.google.com/store/apps/details?id=com.courtreserve&hl=en_US)

2. After installing the app on your phone, log into the app using the email address you registered with as the username and the password you set up. If you forgot your password, use the “FORGOT PASSWORD” link at the very bottom of the screen.



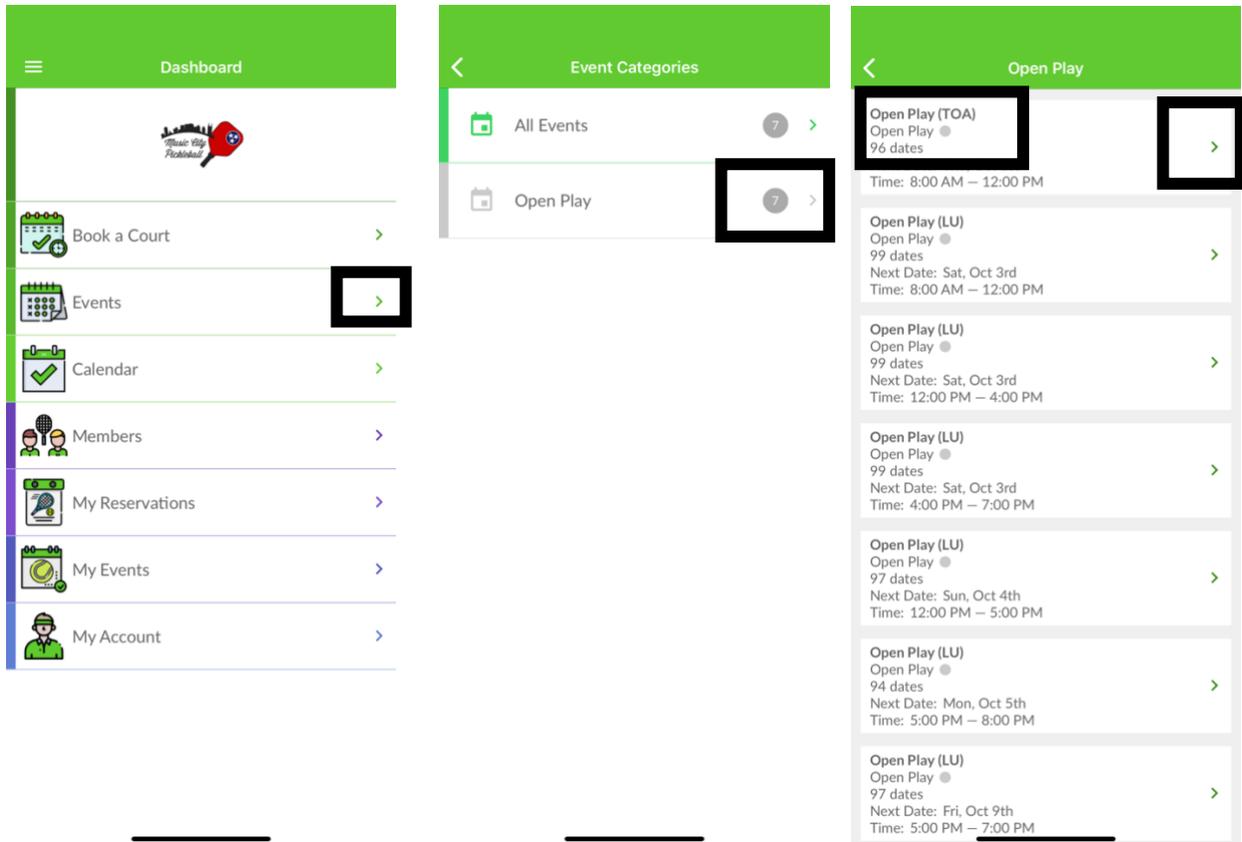
## To Update Your Profile

1. Tap My Account then tap and tab to update that section. Tap Payment Profiles to add your credit card.

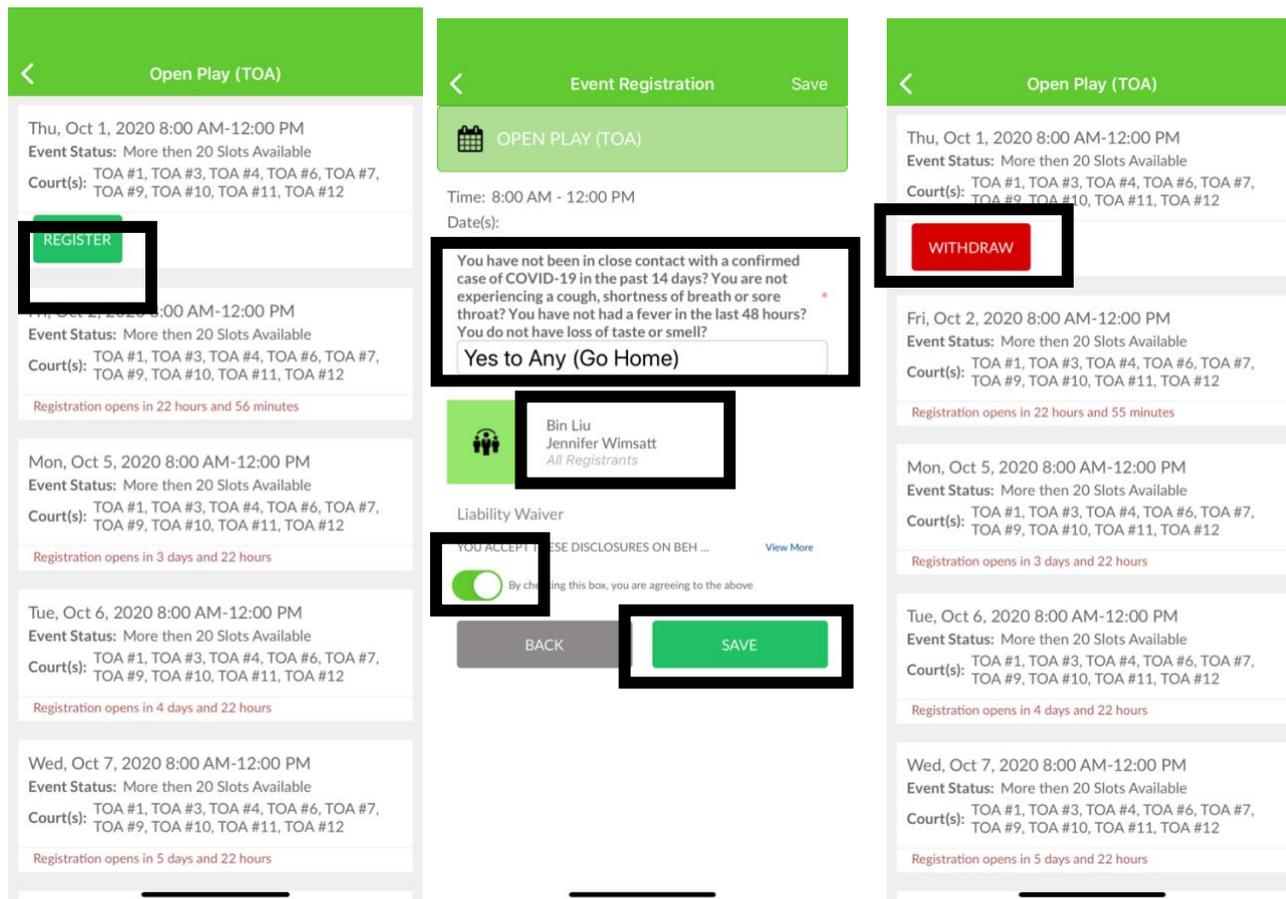


## To register for Open Play

1. Tap the Events right arrow and then tap the Open Play right arrow to select the location where you want to play.



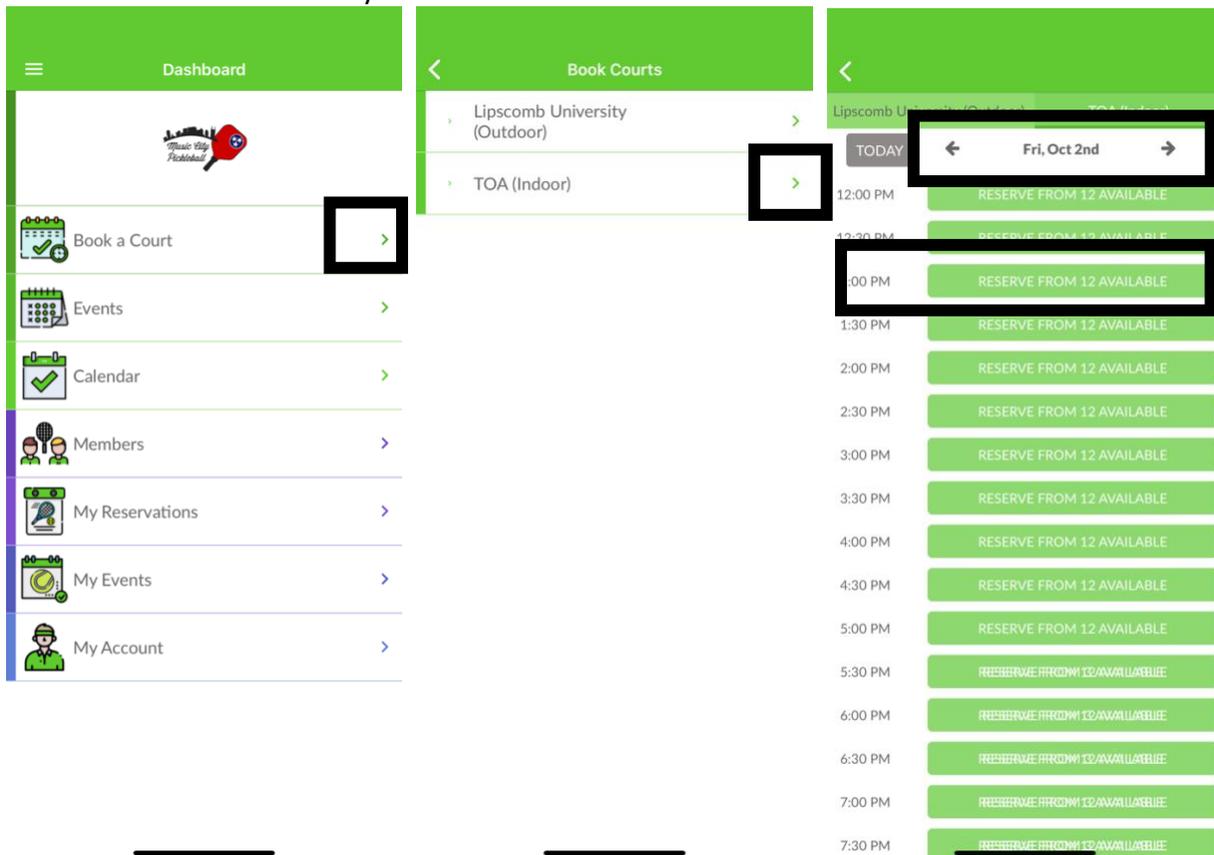
2. Next, select the day you want to register for by tapping on the Register box that contains the date you want to play (can register 7 days in advance). After that, answer the required Covid questionnaire and tap on the “I agree” button and then hit save. On that screen you can see which other members have registered. If you need to cancel that registration, just tap on the Withdraw button that displays after you register.



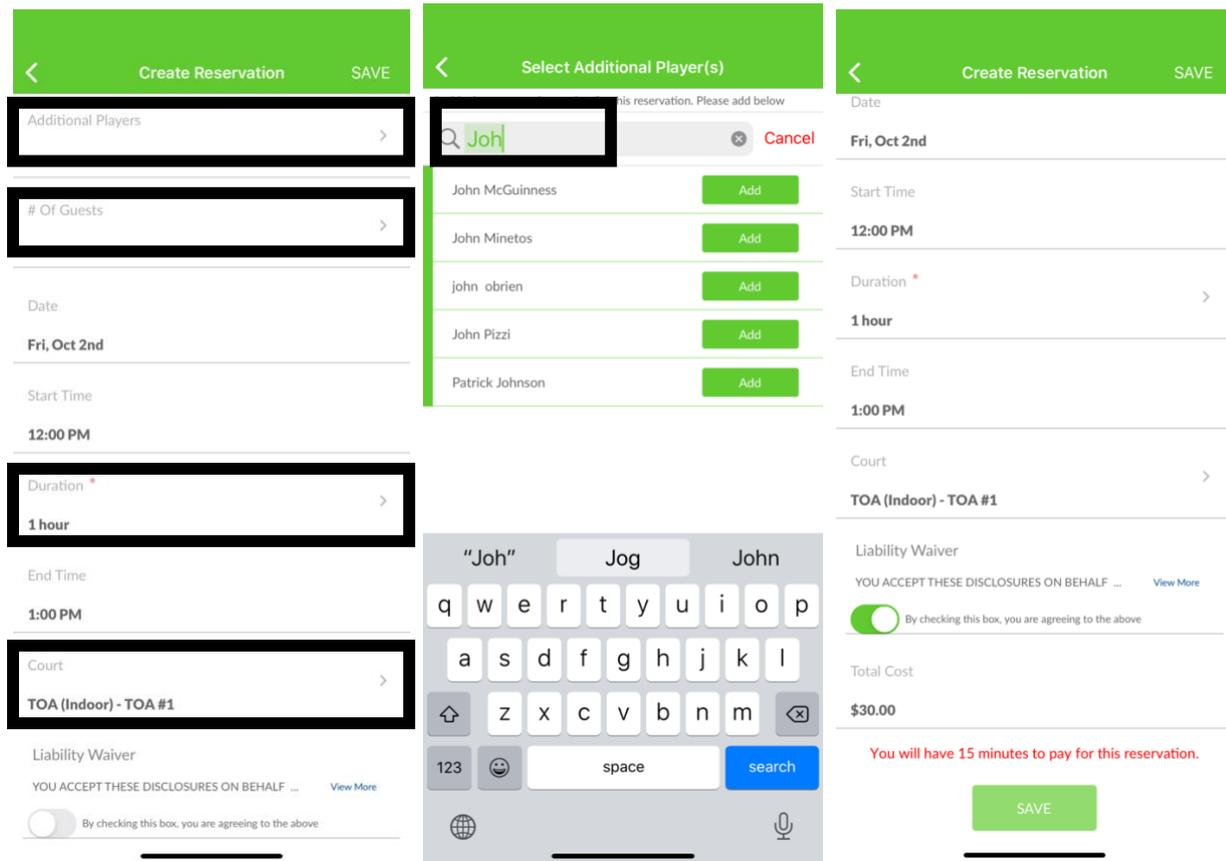
3. You will receive a confirmation email shortly.

## To reserve a court

1. Tap the Book a Court right arrow. Then tap the right arrow of the location where you want to reserve a court. Then, choose a date by tapping on the left or right arrow. Finally tap the Reserve button at the time you would like to reserve.



2. Add other members by tapping the Add Members right arrow and enter several letters of the other member's name and select the correct one. If adding guests, tap the # of Guests right arrow and add the names of each guest. Select from one or two hours for your reservation by tapping on the Duration right arrow. Select a court by tapping the Court right arrow. Finally, tap the Disclosures toggle to accept. Review the cost and tap the Save button to finalize the reservation.



3. You will receive an email confirmation shortly and your account will be charged.