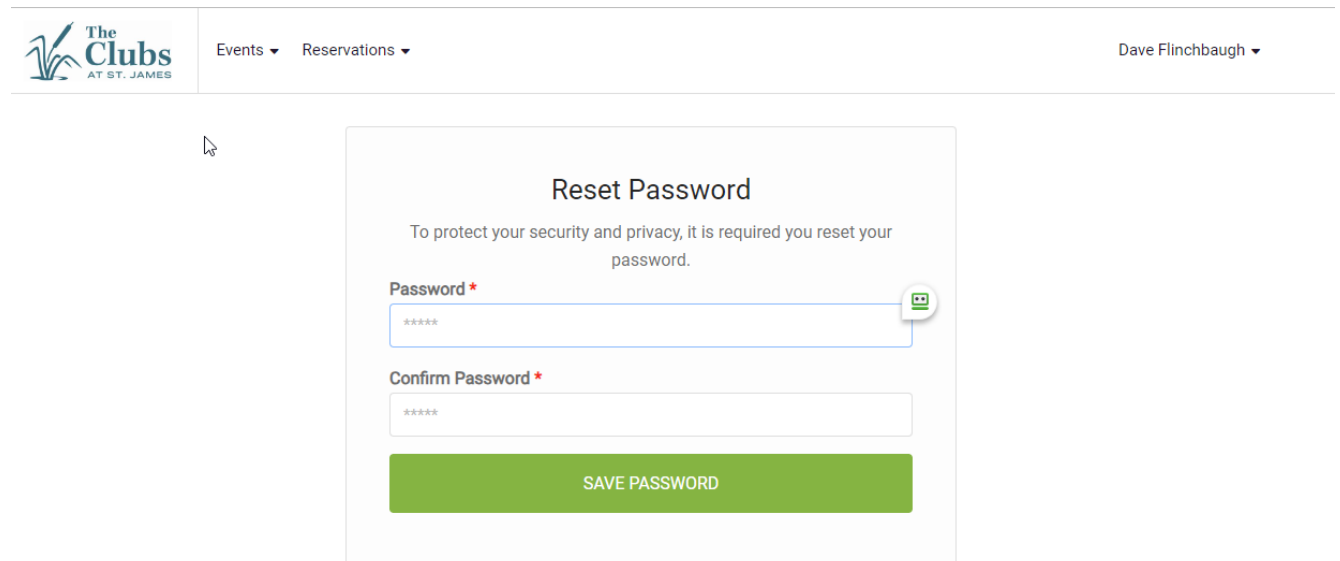


Court Reserve Tennis and Pickleball Reservation Tutorial

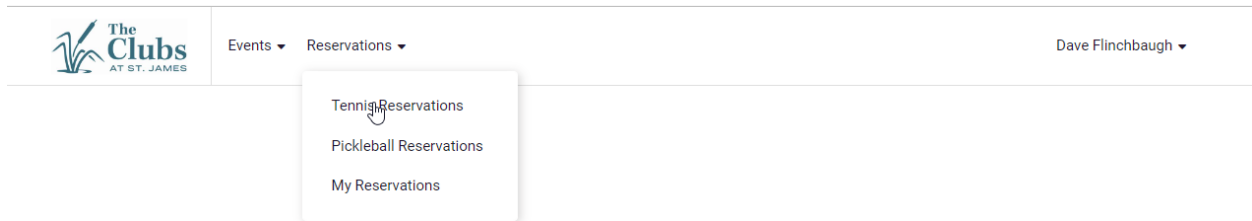
The first thing you will receive from Court Reserve is a Welcome email. You will only receive this if you were already in Chelsea and had a unique email address. If you shared an email with another spouse or family member, only one of you will get the email. The other person's name will have transferred to Court Reserve, but you will need to call the tennis shop and add a new email, different from the duplicate one. An example of that email is below:



When you click on the link embedded in the email, you will come to the following screen where you can set your password:



After you set up your password, you will come to the following screen showing you the option to book either Tennis or Pickleball Reservations or to view your current Reservations.



Hours of Availability

Mon - Fri 7:30 AM - 9:00 PM

Saturday 7:30 AM - 9:00 PM

Sunday 7:30 AM - 9:00 PM

3779 Members Club Blvd, SE
Southport, NC, 28461

Clicking on one of these will bring up the court grids for each available date to book using the date bar at the top left of the screen. Clicking on a date will display the grid and available spots.

Events ▾ Reservations ▾

Dave Flinchbaugh ▾

TODAY ◀ ▶ 📅 Saturday, July 15, 2023 🔍

	FC1 Clay	FC2 Clay	FC3 Clay	Founders 4 Clay	Founders 5 Clay	Founders 6 Clay	Members 1 Clay	Members 2 Clay	Players 1 Clay	Players 2 Clay	Seaside 1 Clay	Seaside 2 Clay	Seaside 3 Clay
7:30 AM	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed
8:00 AM	RESERVE	RESERVE	RESERVE	Mixed Open Tennis 8:00 AM - 10:00 AM	Mixed Open Tennis 8:00 AM - 10:00 AM	Mixed Open Tennis 8:00 AM - 10:00 AM	RESERVE	RESERVE	RESERVE	RESERVE	Clay Closed	Clay Closed	Clay Closed
8:30 AM	RESERVE	RESERVE	RESERVE				RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
9:00 AM	RESERVE	RESERVE	RESERVE				RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
9:30 AM	RESERVE	RESERVE	RESERVE				RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
10:00 AM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
10:30 AM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
11:00 AM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
11:30 AM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
12:00 PM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
12:30 PM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
1:00 PM	Adult Clinic for and above (2 Hrs) 1:00 PM - 2:00 PM # of 6 spots remaining Details	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
1:30 PM		RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
2:00 PM		RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE

Place the cursor on the spot you want to book and click. It will bring up the following screen. Check to see if this is correct and click "Save". You can continue to book a court with only your name if you wish.

Create Reservation

CLOSE

SAVE

Reservation Type *

Doubles

Start Time

10:00 AM

Duration *

2 hours

End Time

12:00 PM

Court(s) *

Clay - Founders 4 x

Additional Player(s) (Enter at least 3 letters)

Search for other player(s) to play with

Player(s)

Dave Flinchbaugh

of Guest(s)

CLOSE

SAVE

You will be brought back to the grid and see your court is booked on the following screen. You will get a confirmation email that is has been accepted.

The Clubs AT ST. JAMES

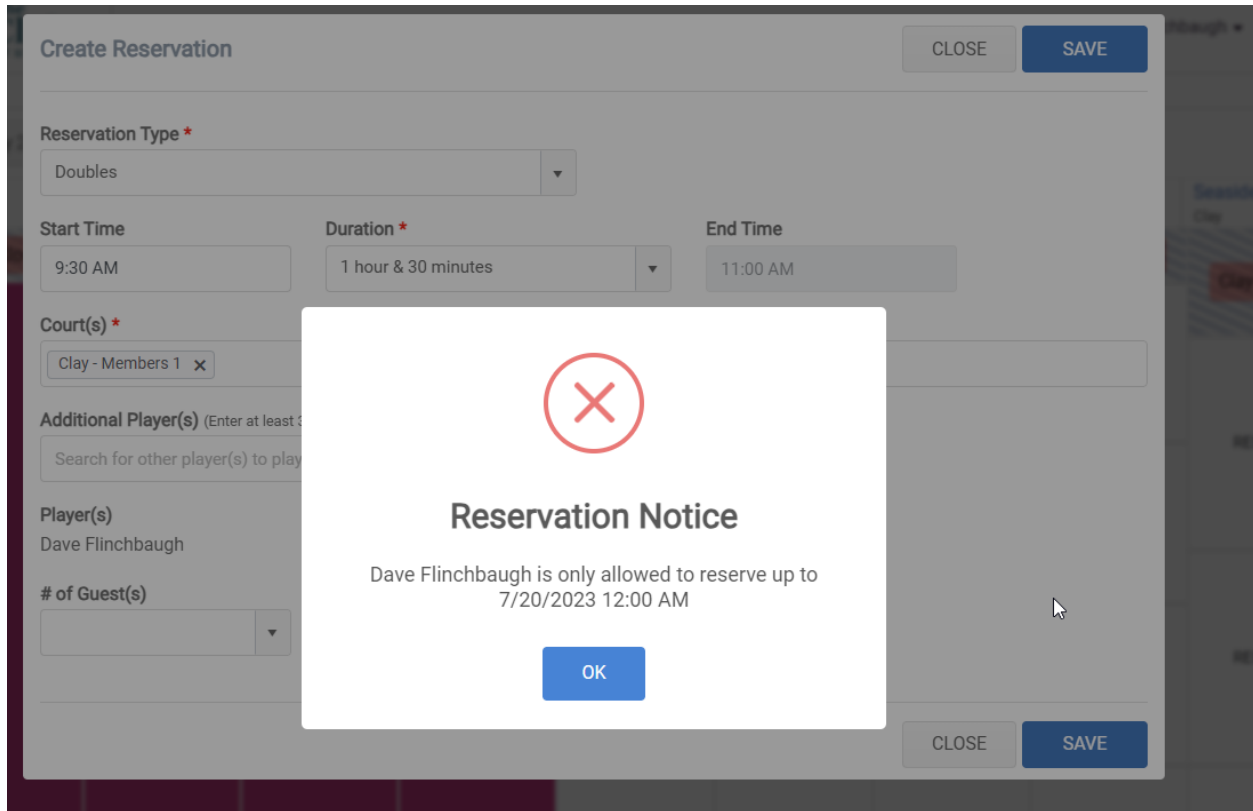
Events ▾ Reservations ▾

Dave Flinchbaugh ▾

TODAY	FC1 Clay	FC2 Clay	FC3 Clay	Founders 4 Clay	Founders 5 Clay	Founders 6 Clay	Members 1 Clay	Members 2 Clay	Players 1 Clay	Players 2 Clay	Seaside 1 Clay	Seaside 2 Clay	Seaside 3 Clay
7:30 AM	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed	Clay Closed
8:00 AM	RESERVE	RESERVE	RESERVE	Mixed Open Tennis 8:00 AM - 10:00 AM	Mixed Open Tennis 8:00 AM - 10:00 AM	Mixed Open Tennis 8:00 AM - 10:00 AM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
8:30 AM	RESERVE	RESERVE	RESERVE	Doubles 10:00 AM - 12:00 PM Dave Flinchbaugh Details	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
9:00 AM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
9:30 AM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
10:00 AM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
10:30 AM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
11:00 AM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
11:30 AM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
12:00 PM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
12:30 PM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
1:00 PM	Adult Clinic for and more to tennis 1:00 PM - 3:00 PM 4.0 & 4.5 mixed Details	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
1:30 PM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE
2:00 PM	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE	RESERVE

From there, you may book courts for any times within the seven-day advance period. We show eight days on the list so you can see what will be available on the next date when the booking

window opens at 7 AM the following day. If you try to book that date, you will get the following error message indicating you are beyond the seven-day range:



From the main screen, you can also click “Reservations” on the top toolbar and get a list of all of your court bookings for the next seven days:



My Reservations

UPCOMING PAST CANCELED

Search

Type	Date	Time	Item	Total
Doubles	Sat, Jul 15th	10:00 AM-12:00 PM	Clay - Founders 4	DETAILS
Doubles	Mon, Jul 17th	10:00 AM-12:00 PM	Clay - Founders 4	DETAILS
Doubles	Tue, Jul 18th	10:00 AM-12:00 PM	Clay - Founders 5	DETAILS
Doubles	Wed, Jul 19th	10:00 AM-12:00 PM	Clay - Founders 5	DETAILS

Also, from the top toolbar, you can click on “Events” and see a list of all events, register for them, sort them according to your preferences, etc.



- List
- Categories
- Calendar
- My Events
- My Waitlisted Events



3779 Members Club Blvd, SE
Southport, NC, 28461

Hours of Availability

Mon - Fri	7:30 AM - 9:00 PM
Saturday	7:30 AM - 9:00 PM
Sunday	7:30 AM - 9:00 PM

This opens a variety of options for you to select from:

15 Events Found Sort by: NEWEST TO OLDEST

Categories: Adult Clinic, Adult Social, Cardio Tennis, Private Lessons, Round Robin

Visibility: Hide Full / Ineligible

Dates: Today, Tomorrow

Adult Clinic hit and move Sat, Jul 15th, 1p - 2p Jason Hester 6 of 6 spots remaining REGISTER

Adult Clinic Advanced Hit and Move Wed, Aug 2nd, 10a - 11a FREE Brian Preston 6 of 6 spots remaining REGISTER

Also, from the “My Reservations” tab you can click on the “Details” box, and it will open the following window where you can edit, cancel, or change from your name to a different person. The system will take you through a couple of verification steps and then change the booking.

The Clubs AT ST. JAMES Events Reservations Dave Flinchbaugh

Doubles

Sat, Jul 15th

10a - 12p

Clay - Founders 4

Dave Flinchbaugh

EDIT RESERVATION CANCEL RESERVATION SUB

Finally, please go to the upper right corner, click on your name, and then “Personal Information”. You can edit these areas as you wish. If you click on “Notifications”, you will see the following screen where you can then opt out of receiving any or all emails for Court Reserve.



My Profile

Personal Information

Notifications

Notification

Reservations

Reservation Confirmation (By Player)

Sent as a confirmation when I book a reservation.

Reservation Confirmation (Staff Member)

Sent when a staff member books a court on my behalf.



Reservation Email Alert

Sent when a staff member sends me an email alert.



Reservation Cancellation Notice

Sent when my reservation is canceled by myself or another player.



New Recurring Reservation Notice

Sent to confirm a recurring reservation.



Reservation Update Notice

Sent when a staff member updates one of my reservations.



Reservation Cancellation

Sent when a staff member cancels one of my reservations.



Reservation Confirmation - Pending Approval

Sent that my reservation is pending approval.



Reservation Declination Notice

Sent if my reservation is declined.



Reservation Approval Notice

Sent when my reservations has been approved.



Reservation Reminder

Sent to remind me of an upcoming reservation.



Personal Information

My Family

My Reservations

My Events >

My Membership

Billing >

My Organizations >

Log Out

That's the whole tutorial. If you have had any problems or need some assistance, please contact Brian Preston at 910.477.8500 x2010 or email him at bpreston@troon.com

Hope to see you around the courts soon.