Instructions for Hold MY Court

1) Navigate to our site here: https://Holdmycourt.xzy /reserve2/wwpb

I will also put this link in our winnipegwestpickleball.club website under Club Play.

2) Register an account



- 3) Then Fill in the Registration information. Your email address will become your login name. Your full name appears in the booking time.
- 4) Fill in Our Club ID: (this can be changed when necessary to prevent nonclub players from accessing our signups).

| | | / | | | Winnipeg West Pickleb |
|--|---------------------------------------|----------------------------------|-----------------|--|-----------------------|
| Please s | ign in to make a res | ervation. | | | |
| Forgot p | assword? Leave blank to | o have a new pass | vord emailed to | you. See the tips for re | ceiving email below. |
| Email | : [| | | | |
| Passwor | d: | | | | |
| | S | an In | | | |
| OR | | | | | |
| OR New Re | gistration | | | 1 | |
| OR New Re Name: Email: | gistration | | |] | 7 |
| OR New Re Name: Email: Phone: | gistration | | |]] | |
| OR New Re Name: Email: Phone: Club ID | gistration | hat must be obtair | ed from your cl |]]]] ub not holdmycourt.coi | |
| OR New Re Name: Email: Phone: Club ID | gistration The Club ID is a code t | hat must be obtain [Register] | ed from your cl |]]] Jub not holdmycourt.com | |

5) The program will then return you to the same page, for you to login, using the upper box. The password you supply will become your current password. You can change it anytime in the Change Profile menu.

6) You can now select a time and court for play on the main page. You then will be taken to the review and submit button for your reservation.

| | | Court-1 Player1 | Court-1 Player2 | Court-1 Player3 | Court-1 Player4 | Court-1 Player5 |
|--------------|-----------------------------|--|--|--|--|--|
| | 8;00am | Too Cold |
| \backslash | 9:00am | Too Cold |
| \mathbf{n} | 10:00am | <u>10:00am</u> | <u>10:00am</u> | <u>10:00am</u> | <u>10:00am</u> | <u>10:00am</u> |
| | | Not | Not | Not | Not | Not |
| | 11.00/11 | Available | Available | Available | Available | Available |
| l | 12:00pm | Available 12:00pm | Available <u>12:00pm</u> | Available 12:00pm | Available 12:00pm | Available 12:00pm |
| | 12:00рн 1:00рн | Available <u>12:00pm</u> Not Available | Available <u>12:00pm</u> Not Available | Available <u>12:00pm</u> Not Available | Available <u>12:00pm</u> Not Available | Available <u>12:00pm</u> Not Available |
| | 12:00pm 1:00pm 2:00pm | Available <u>12:00pm</u> Not Available <u>3:00pm</u> | Available <u>12:00pm</u> Not Available <u>2:00pm</u> | Available <u>12:00pm</u> Not Available <u>2:00pm</u> | Available <u>12:00pm</u> Not Available <u>2:00pm</u> | Available <u>12:00pm</u> Not Available <u>2:00pm</u> |

Signed in as Evelyn Harrison

To make or change a reservation, select the duration (if there is more than one choice), then click the Submit button. **Court-1 Player1** at **Noon** on **Sat, Apr. 24**. Duration: $\bigcirc 1$ hr @ 2 hrs.

| Evelyn Harrison | Submit |
|-----------------|--------|

7) Then push "submit", and return to the reservation page. You will also receive an email confirmation. We prefer each person to sign up individually.

| | | Court-1 Player1 | Court-1 Player2 | Court-1 Player3 | Court-1 Player4 | Court-1 Player5 |
|---|---------|----------------------------------|--------------------|--------------------|--------------------|--------------------|
| / | 8:00am | Too Cold | Too Cold | Too Cold | Too Cold | Too Cold |
| | 9:00am | Too Cold | Too Cold | Too Cold | Too Cold | Too Cold |
| | 10:00am | <u>10:00am</u> | <u>10:00am</u> | <u>10:00am</u> | <u>10:00am</u> | <u>10:00am</u> |
| | 11:00am | Not Available | Not Available | Not Available | Not Available | Not Available |
| | 12:00pm | <u>Evelyn</u> <u>Harrison</u> | <u>12:00pm</u> | <u>12:00pm</u> | <u>12:00pm</u> | <u>12:00pm</u> |
| | | Not | Not | Not | Not | Not |

- 8) Note the color coding (orange, blue, etc), the color coding shows courts and times that are reserved for specific activities or groups. Courts can also be blocked out for a day so no one can book time as that court is being used for a clinic, for example.
- 9) Don't have a partner. Use the "Partner Search" button in Hold MY Court. You can send an email to any other person that has signed up.