



How to Create a CourtReserve Account- Computer Browser

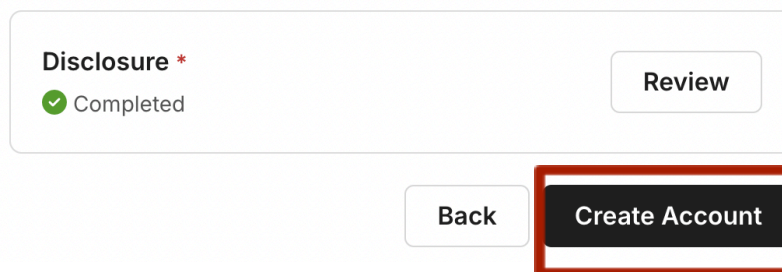
1. Follow this link to get to CourtReserve:
(<https://app.courtreserve.com/Online/Portal/Index/16038>)
2. From there, select 'Create an Account' to join our organization:
 - *Note: Only one account is needed per family, you can add children and/or a spouse to your account after (instructions are included on this document)*
 - *Note: you'll be creating the account for the parent/legal guardian first if the athlete is under 18 years old*



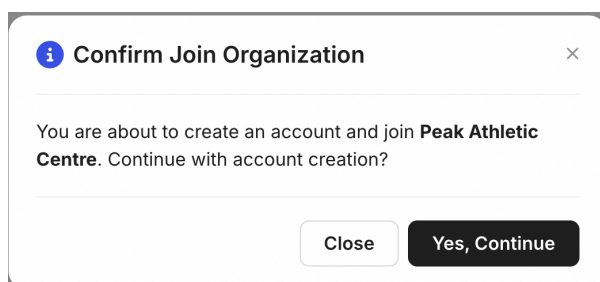
Book a Pickleball Court Become a Member Today!



3. Follow the sign up steps
 - Email
 - Password
 - Personal Details
 - Billing Information
 - Payment Details - *creating a payment profile is preferred for creating an account*
 - Disclosure - *review and agree*
 - Click 'Create Account' to continue



4. A 'Confirm Join Organization' pop-up will ask you to select the 'Yes, Continue' button



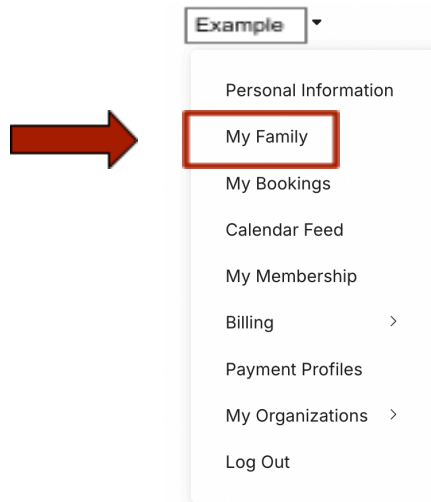
5. View and review our general waiver - *check the box and electronically sign the form*
6. Now that you have an account, to add an athlete/spouse as a family member, click on your name drop down in the top right corner



Clinic/camps ▾ Book a Pickleball Court

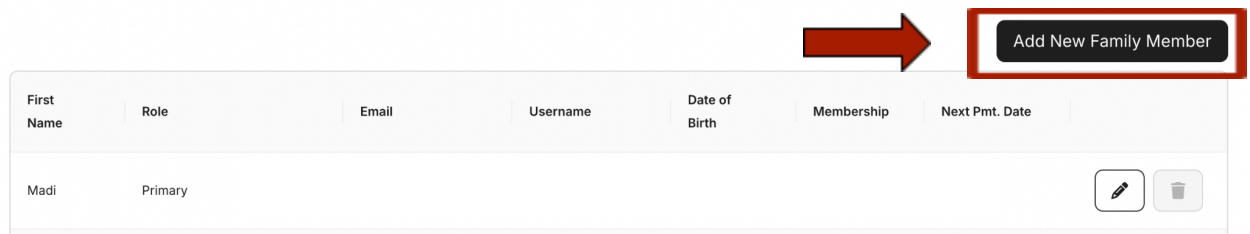


7. Select 'My Family' from the drop down options



8. Then, select the 'Add New Family Member' button

My Family



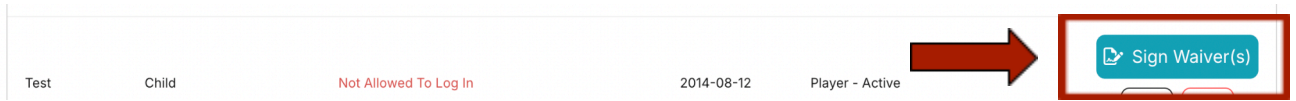
9. Here you will put their personal information into the required blanks - *you can decide if you would like the athletes under 18 to have their own individual login*
 - If you check the box to 'Allow Child Login', it will allow you to create a separate login for the athlete by creating a separate username and password
 - *If members are using the same email address you do not need to create a new email/username/password.*

Allow Child to Login
☒

Email

Username

10. After completing the additional family member's personal information, you'll need to sign another waiver in that individual's name by clicking the 'Sign Waiver(s)' button



11. Complete these steps again to add any additional family members!

12. Congratulations- you've successfully joined Peak Athletic Centre's organization on CourtReserve!