

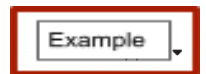


## How to Add Peak Athletic Centre as Another Organization- Computer Browser

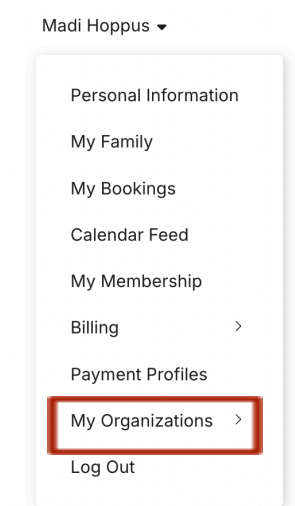
1. If you are already a CourtReserve member, to add Peak Athletic Centre as a separate organization, you'll click your name with the drop down arrow



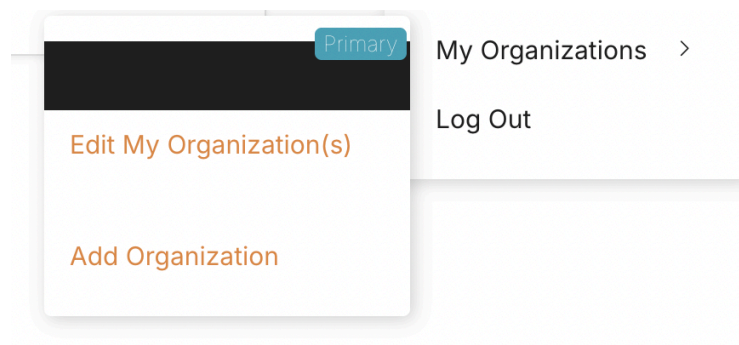
Clinic/camps ▾ Book a Pickleball Court



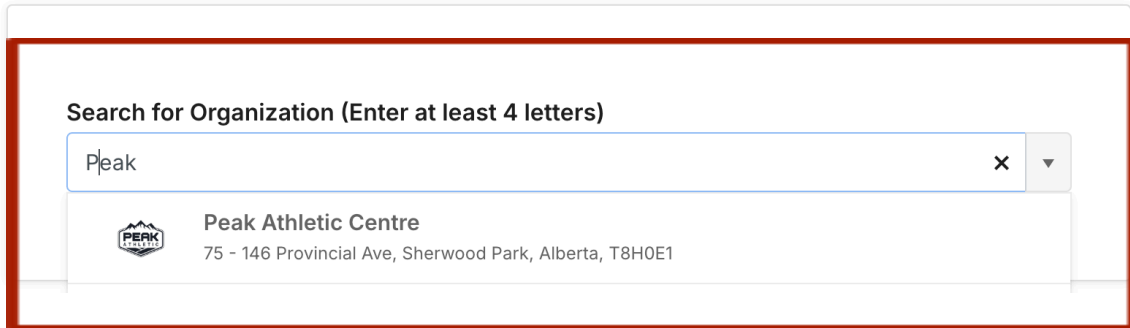
2. From there, you will click 'My Organizations' from the drop down menu



3. Select 'Add Organization' from the new drop down menu



4. Here you will search for 'Peak Athletic Centre' in the search bar and select it from the search results

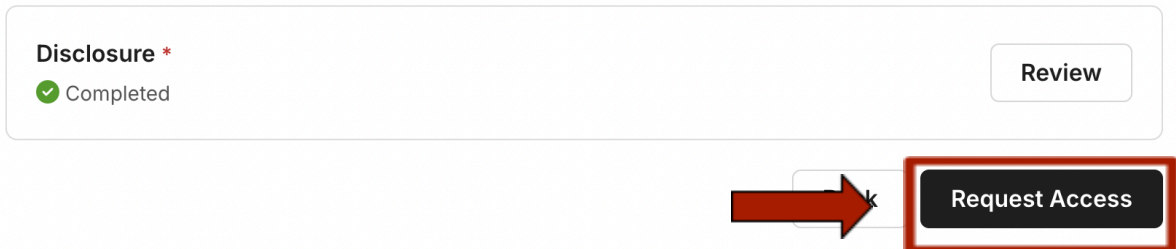


Search for Organization (Enter at least 4 letters)

Peak

Peak Athletic Centre  
75 - 146 Provincial Ave, Sherwood Park, Alberta, T8H0E1

5. Select 'Join Peak Athletic Centre'- this will prompt you to sign into your CourtReserve account again and:
- Update/confirm 'Personal Information'
  - Review 'Billing Information'
  - Set up 'Payment Profile' for Peak Athletic Centre's organization- *preferred*
  - Review and agree to our 'Disclosure' form
6. Complete these steps by selecting the 'Request Access' button



Disclosure \*

✓ Completed

Review

Request Access

7. View and review our general waiver by checking the box and signing the electronic form displayed on screen- *this waiver is specific to Peak Athletic Centre*
8. Congratulations- you've successfully added Peak Athletic Centre as an organization on CourtReserve!