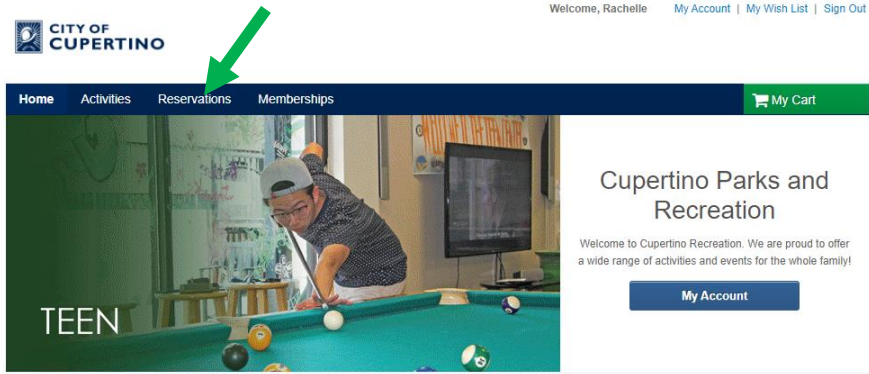


Cupertino Sports Center Tennis Court Reservation Instructions

Website: reg4rec.org – Sign in



1. Click Reservations
2. Click Reserve a Facility



Reserve a Facility
To reserve a facility, first log in with your username and password, or create a new account.

3. Reservation Group: Cupertino Sports Center Tennis Courts
4. Reservation Date: Date for tennis court reservation
5. Click Check Availability

A screenshot of the 'Selection' form. It includes a dropdown menu for 'Reservation Group (Required)' set to 'Cupertino Sports Center Tennis Courts'. The 'Reservation Date' is set to '2021 Jan 5'. The 'Time Range' section has two input boxes and radio buttons for 'am' and 'pm'. A blue 'Check Availability' button is at the bottom right.

6. Event Name: Member Name
7. Choose the tennis court you want to book (*i.e. CSpC – Tennis Court 5*)
8. Add the number of players in *Number of Guests*
9. Check the box under the time you would like
 - a. 8am is a reservation from 8 a.m. to 9:30 a.m.
 - b. A red check mark means the time is already reserved

A screenshot of the 'Availability for Tue, Jan 5, 2021' table. The table has columns for 'Name', 'Type', 'Number of Guests', 'Qty of Equipment', and time slots: '8am 9:30am 11am 12:30pm 2pm 3:30pm 5pm 6:30pm 8pm'. The first row is for 'CSpC - Tennis Court 5' with 'Facility' type, '0' guests, and '0' equipment. The '8am 9:30am' slot has a red checkmark in its checkbox.

10. Scroll to the bottom of the page and click Reserve



11. The next screen will be the reservation receipt. The court is reserved.