

# PLATFORM TENNIS ONLINE

## COURT RESERVATION SYSTEM

### CREATING A LOGIN NAME AND PASSWORD

1. Go to [WWW.RESERVEMYCOURT.COM](http://WWW.RESERVEMYCOURT.COM)
2. CLICK SIGN UP FOR FREE (UNDER THE TENNIS PLAYER CAN . . . )
3. FILL-IN YOUR USER INFORMATION
  - a. Home Facility – use drop down box to locate Field Club of Longmeadow
  - b. First Name
  - c. Last Name
  - d. Telephone Number (use cell phone)
  - e. E-mail (use an e-mail address you can get on your cell phone if possible)
4. Reservation Confirmation – pick the way you want your reservations confirmed
5. Log In Information
  - a. Username (choose a username and remember what it is)
  - b. Password (choose a password and remember what it is)
6. Telephone Log In Information
  - a. User Coode (last four of social security in case you make a telephone reservation)
  - b. Pin (choose a pin and remember what it is)

### RESERVING A COURT

1. GO TO [WWW.RESERVEMYCOURT.COM](http://WWW.RESERVEMYCOURT.COM)
2. LOG IN USING YOUR USERNAME AND PASSWORD IN UPPER RIGHT CORNER
3. CLICK ON RESERVATIONS ON THE LEFT SIDE OF THE PAGE
4. MAKE YOUR COURT RESERVATION
  - c. Use the calendar on the left to navigate to the correct day that you want to reserve the court for
  - d. Use the “ENTER RESERVATION HERE” Section to select your court (1-5), start time, and finish time
  - e. You can see what courts and times are available in the calendar at the bottom – make sure you are looking at the correct day
  - f. You are limited by to making reservations only 7 days in advance and cannot reserve a court for more than 1.5 hours.
5. CLICK “RESERVE MY COURT”
6. COURT RESERVATION WILL BE CONFIRMED
7. CLICK TO PRINT OR VIEW ON SCHEDULE
8. YOU SHOULD ALSO GET AN E-MAIL AND/OR TEXT OF YOUR RESERVATION

**Telephone reservations can be made by calling: 1-877-ON-COURT (1-877-662-6878)**