

Court Reserve - Help Sheet

WARNING!

Before you access Court Reserve with either of these methods, make sure that you login through your email invitation with the Subject: **New booking software / Nouveau logiciel de reservation**

The email was sent out on September 14th. By using the link in the email you will be able to access your account which has already been set up.

The link in the email will appear as:

Cliquez sur « HERE » ci-dessous pour vous connecter pour la première fois.

Please Click [HERE](#) to login to the member portal.

If you try to register without using the link in the email, you will be asked to provide credit card information and you might end up with two accounts, one will have to be removed and the other one approved. Going through the link in your email will keep it simple.

Instructions

There are 2 ways to access Court Reserve:

- 1) Computer web browser (ie. Google Chrome, MS Edge)



- 2) Mobile phone app – Court Reserve app. You can get the app through Google Play or the Apple Store. The icon is:



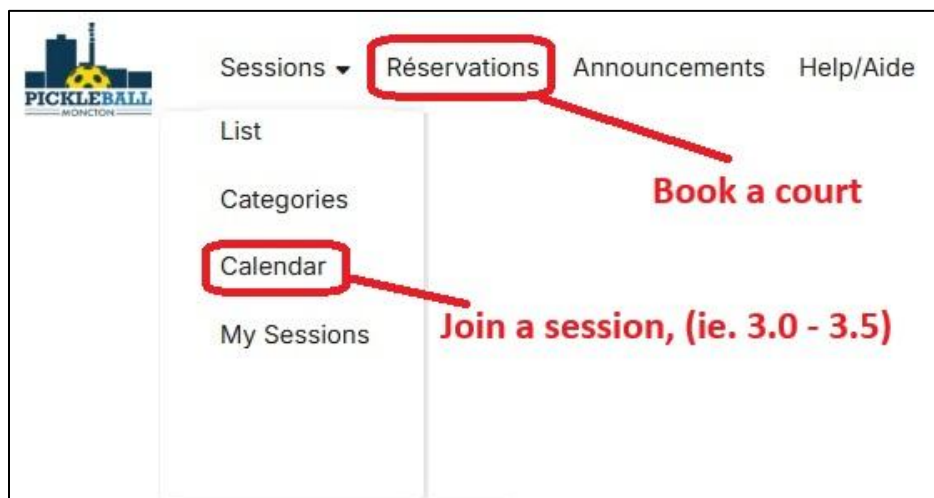
Method 1 - Computer Web Browser (ie. Google Chrome, MS Edge)



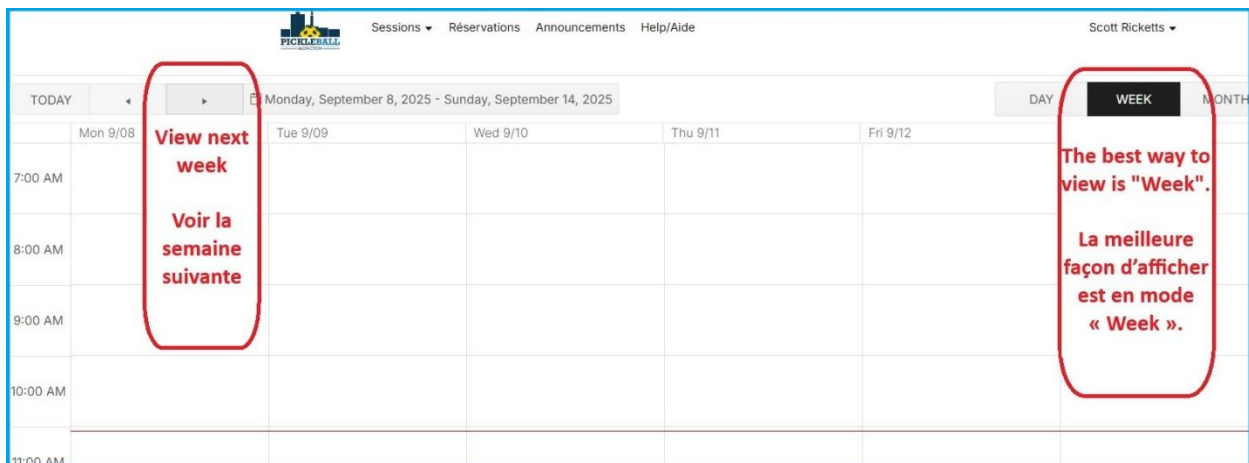
AFTER you have logged in through the link in your email (please see WARNING on first page), you will access Court Reserve from the following address:

<https://app.courtreserve.com/Portal/PickleballMoncton>

The two most important menu items are to register for Sessions (ie. 3.0 – 3.5, etc.) and reserve courts.



When you are joining a Session, by using the Calendar, the best view of the Sessions is by choosing “Week”. This shows all the sessions happening during the current week. You can click the right arrow to view next week.



TODAY

◀

▶

Monday, September 22, 2025 - Se

	Mon 9/22	Tue 9/23
8:00 AM		
9:00 AM		
10:00 AM	2.0 - 5.0 8:30 AM - 10:00 AM 30 of 30 spots remaining Details	2.0 - 5.0 8:30 AM - 10:00 AM 30 of 30 spots remaining Details
11:00 AM	3.5 - 3.75 10:00 AM - 12:00 PM 15 of 15 spots remaining Details	3.75 - 4.0 10:00 AM - 12:00 PM 15 of 15 spots remaining Details

2.0 - 3.0
10:00 AM - 12:00 PM
15 of 15 spots remaining
[Details](#)

3.0 - 3.5
10:00 AM - 12:00 PM
15 of 15 spots remaining
[Details](#)

↑

"Details"

allows you to see the session but it's not available to book yet.

DAY

WEEK

MONTH

AGENDA

	Sat 9/20	Sun 9/21
	FAKE SESSION / SÉANCE FICTIVE 8:00 AM - 10:00 AM 17 of 40 spots remaining REGISTER	FAKE SESSION / SÉANCE FICTIVE 8:00 AM - 10:00 AM 37 of 40 spots remaining REGISTER
	FAKE SESSION / SÉANCE FICTIVE 10:00 AM - 12:00 PM 35 of 40 spots remaining REGISTER	FAKE SESSION / SÉANCE FICTIVE 10:00 AM - 12:00 PM 39 of 40 spots remaining REGISTER

"Register"

Allows you to register for a session

→

Open / Ouvert (2.0 - 5.0)

FAKE SESSION / SÉANCE FICTIVE

2.0 2.25 2.5 2.75 3.0 3.25 3.5 3.75 4.0+

📅 Sat, Sep 20th

🕒 8:00 AM - 10:00 AM

● 17 of 40 spots remaining

📍 Court(s)

Court #1, Court #2, Court #3, Court #4, Court #5, Court #6

Register

Click here to start to register

REGISTRANTS (23)

Name

Register to Session

Open / Ouvert (2.0 - 5.0)

FAKE SESSION / SÉANCE FICTIVE

📅 Sat, Sep 20th

🕒 8:00 AM - 10:00 AM

Click here to finalize
your registration
(otherwise you aren't
registered)

Back

Finalize Registration



Show ▾

- ☒ Reservations
- ☒ Sessions - Registered
- ☒ Sessions - Waitlist

Date ▾

- ☐ Today
- ☐ Tomorrow
- ☐ Next 7 Days
- ☒ Next 30 Days
- ☐ Custom

Active Cancelled

1 Booking Found

● Open / Ouvert (2.0 - 5.0)

📅 FAKE SESSION / SÉANCE FICTIVE

📅 Sat, Sep 20th, 8:00 a.m. - 10:00 a.m.

👤 Scott Richards

Edit Re

Personal Information

My Bookings

Calendar Feed

Billing >

Payment Profiles

My Organizations >

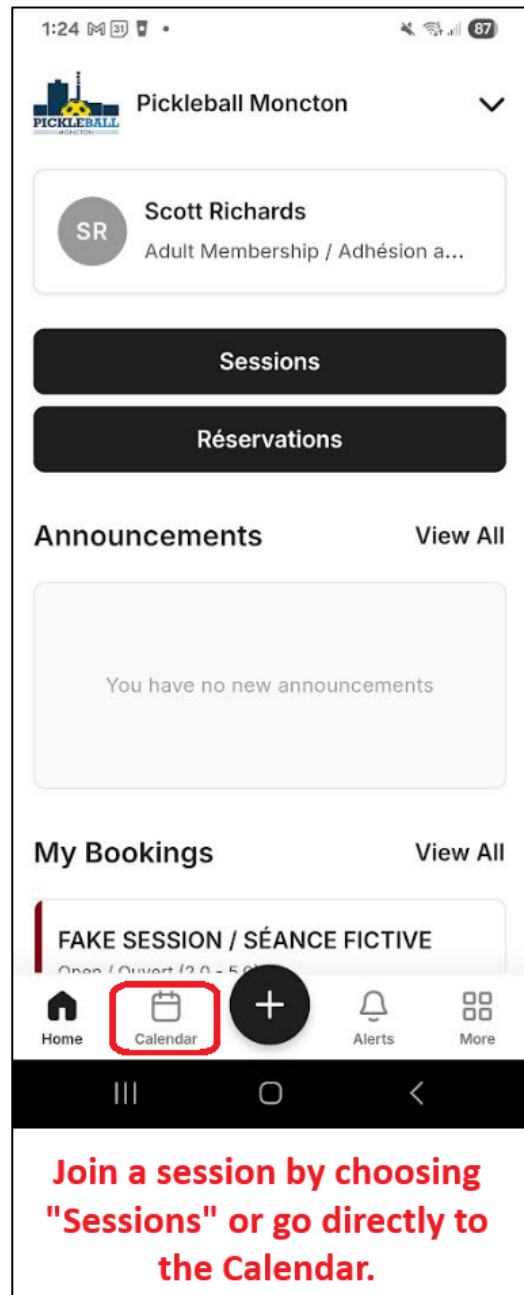
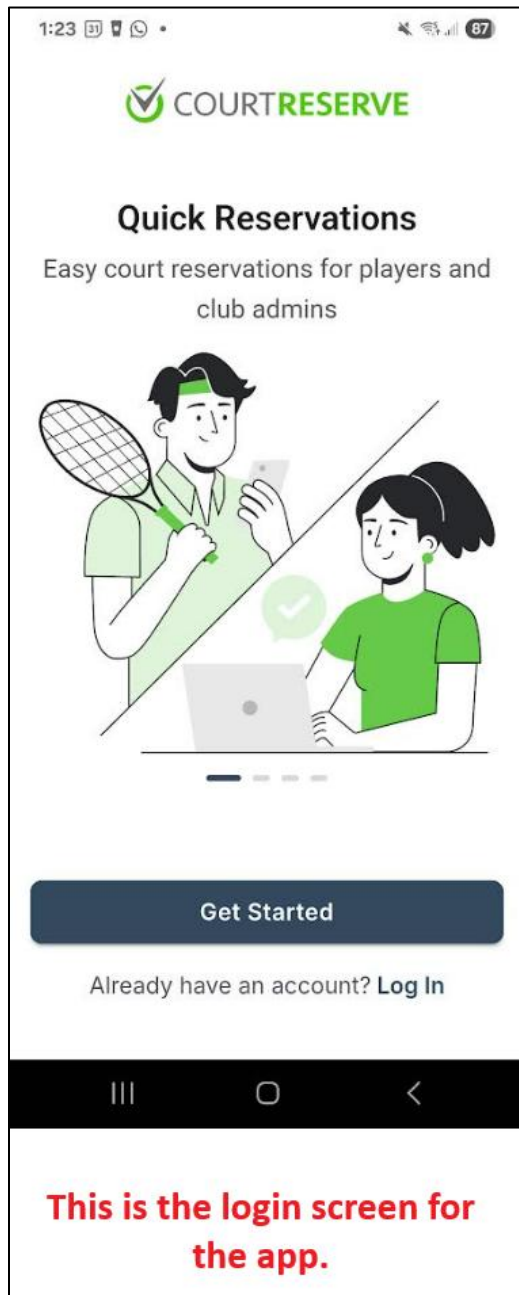
Log Out

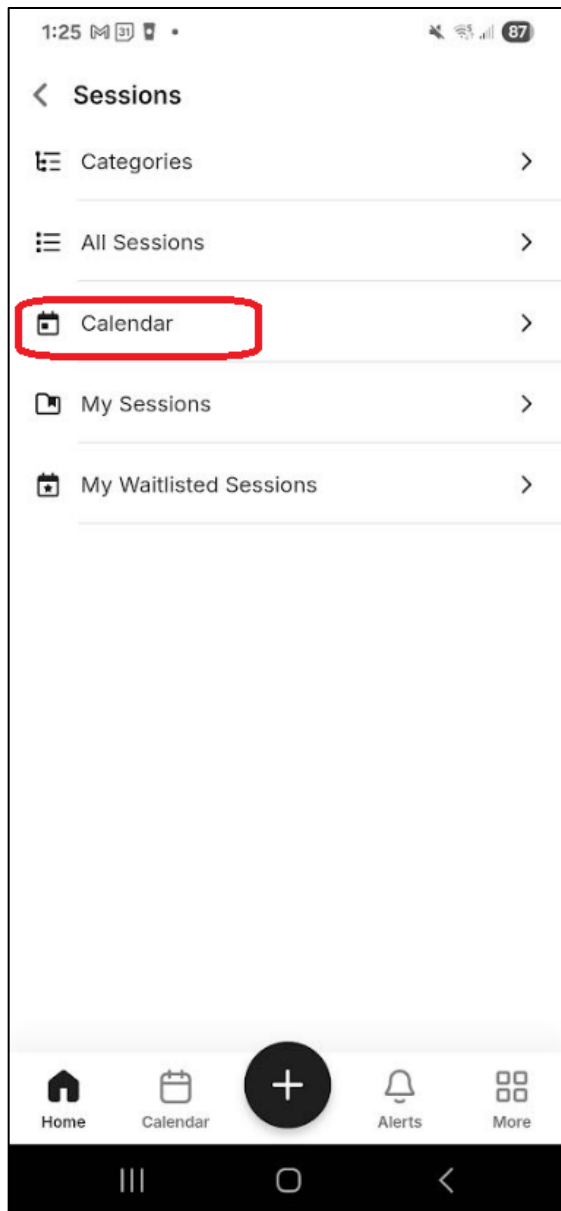
**Under your name, select "My Bookings" to see
all of your sessions and reservations.**

Method 2 – Mobile Phone App

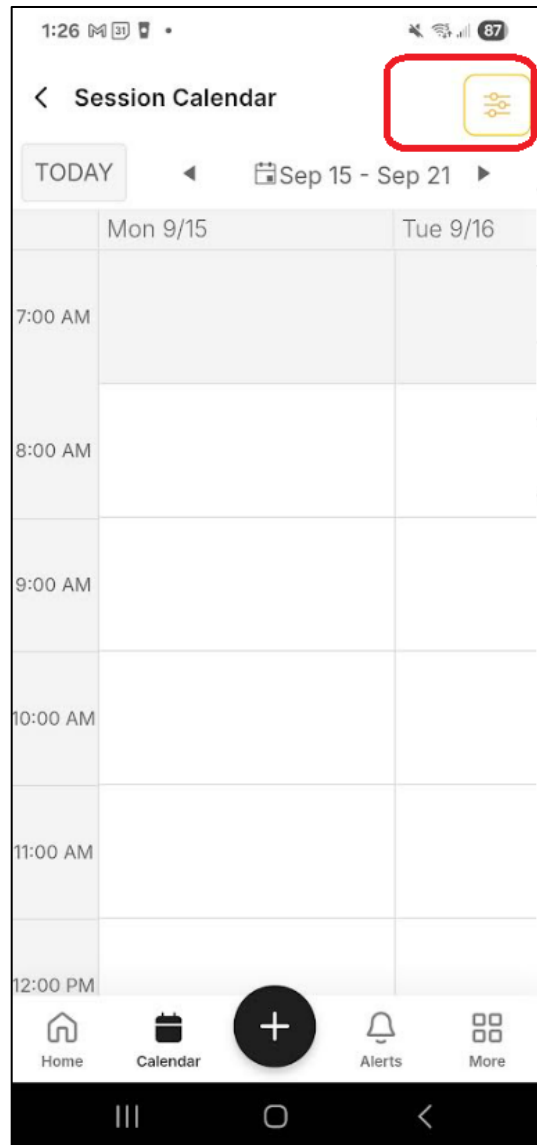


You can get the app through Google Play or the Apple Store. Make sure the icon looks like the one above.





**After choosing "Sessions",
choose "Calendar".**



**Scroll through the week. If
you only see one day, or the
entire month, click the filter.**



