



## INSTRUCTIONS FOR ONLINE RESERVATIONS OF TENNIS COURTS

1. Access our program registration page by [CLICKING HERE](#)
2. Ensure that you have already purchased a Tennis Permit. Only permit holders are able to make reservations. Tennis Permits can be purchased under the green “TENNIS & PLATFORM TENNIS” tab at the top of the page. If purchasing a new Tennis Permit, it may take up to 15 minutes to process before you can make a reservation.
3. Once you have your tennis permit, click on the royal blue “TENNIS COURT RESERVATION” tab at the top of the registration page.
4. Under this tab, select your preferred location and court. Keep in mind that some courts will remain closed to ensure safe social distancing. Only open courts will be listed as options.



5. Select your preferred date from the calendar that appears. Keep in mind that reservations cannot be made more than 24 hours in advance.
6. Once you have selected your preferred date, select your preferred time from the drop down menu below the calendar. Keep in mind that there is a ONE HOUR time limit for each reservation. To ensure that all of our players have a chance to use the courts, each permit holder is LIMITED to ONE RESERVATION PER DAY.

7. Click on the green **“ADD TO CART”** button below the dropdown menu.

**Brite Ave. Tennis Courts** ×

**Har-Tru Tennis Court 1** \$0/Hour

Facility: Har-Tru Tennis Court 1  
Location: Brite Ave. Tennis Courts  
Phone: 914-722-1160  
Address: 74 Brite Ave. Scarsdale, NY 10583

ACCOUNT MEMBER

**Make a Reservation**

1. SELECT DATE

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2. SELECT TIME: \$0/HOUR

From: 11:00 AM To: 12:00 PM

**Add To Cart**

**AVAILABLE TIMES:**

11:00 AM to 02:00 PM  
No Fee

03:00 PM to 08:00 PM  
No Fee

8. A Checkout window will appear after adding your reservation to your cart. Click on the blue **“CHECKOUT”** button at the bottom of this window.

racquet to return an errant ball.

#	Item	Total
1.	Rental of Brite Ave. Tennis Courts Har-Tru Tennis Court 1 05/22/2020 8...	\$0.00

TOTAL \$0.00

Close **Checkout**

9. A list of prompts will appear. Please agree to the terms, indicate if you are bringing a guest (resident or non-resident) and enter your guest's FULL NAME, if applicable. Once you have completed all prompts, click on the green **"SUBMIT RESPONSES"** button to the right. *If you are not bringing a guest, please enter "N/A" in the guest name line.*

Prompt	Response
Prompts for Dan Walczewski	
1. By checking this box you are confirming that you have read the RULES OF PLAY & SAFE TENNIS GUIDELINE	<input checked="" type="checkbox"/> I Agree
2. Are you bringing a Guest who is a RESIDENT and does not have a current Tennis Permit? - Fee \$15	Yes <input type="radio"/> No <input type="radio"/>
3. Are you bringing a Guest who is a NON -Resident? - Fee \$20	Yes <input type="radio"/> No <input type="radio"/>
4. PLEASE ENTER FULL NAME OF THE PERSON YOU ARE PLAYING WITH	<input type="text" value="John Doe"/>

10. Confirm the standard program waiver agreement by clicking on the green **"CONFIRM WAIVER AGREEMENT"** button to the right.

Waivers

Email Waivers Paper Waivers

General Waiver

Applies to:  
Rental of Brite Ave. Tennis Courts Har-Tru Tennis Court.1 05/22/2020 8a-9a (No Fee)

Show Agreement Text

Agreed to 2020-05-20 19:57:00

11. If you are bringing a guest, you will now need to submit payment online. Click on the green **"CONTINUE TO PAYMENT,"** button (pictured,) enter your credit card information, and click on the green **"MAKE PAYMENT"** button (not pictured.) *If you are not bringing a guest, proceed to step 12.*

## Payment

Item	Price
1. Rental of Brite Ave. Tennis Courts Har-Tru Tennis Court 1 05/22/2020 8a-9a (No Fee)	\$0.00 <span>✕</span>
Guest Fees - Tennis	\$15.00
<b>Total Charges</b>	<b>\$15.00</b>

[Continue to Payment](#)

CHECKOUT FOR DAN WALCZEWSKI

- [Browse Catalog](#)
- Prompts
- Waivers
- [Payment](#)**
- [Review & Confirm](#)
- [Receipt](#)

12. Click on the green **“REVIEW TRANSACTION”** button to the right.

Catalog Account Connect
Internal Policies Help Log Out

## Payment

Item	Price
1. Rental of Brite Ave. Tennis Courts Har-Tru Tennis Court 1 05/22/2020 8a-9a (No Fee)	\$0.00 <span>✕</span>
<b>Total Charges</b>	<b>\$0.00</b>

CHECKOUT FOR DAN WALCZEWSKI

- [Browse Catalog](#)
- Prompts
- Waivers
- [Payment](#)**
- [Review & Confirm](#)
- [Receipt](#)

[Review Transaction >](#)

13. Click on the green **“COMPLETE TRANSACTION”** button to the right.

Catalog Account Connect
Internal Policies Help Log Out

## Review & Confirm

Item	Price
1. Rental of Brite Ave. Tennis Courts Har-Tru Tennis Court 1 05/22/2020 8a-9a (No Fee)	\$0.00
<b>Total Charges</b>	<b>\$0.00</b>

**Payment Summary**  
No Payment

CHECKOUT FOR DAN WALCZEWSKI

- [Browse Catalog](#)
- Prompts
- Waivers
- Payment
- [Review & Confirm](#)**
- [Receipt](#)

[Complete Transaction >](#)

14. You will be shown a copy of your receipt and given the option to print or email it to yourself. Please bring a copy of your receipt with you to the courts.