



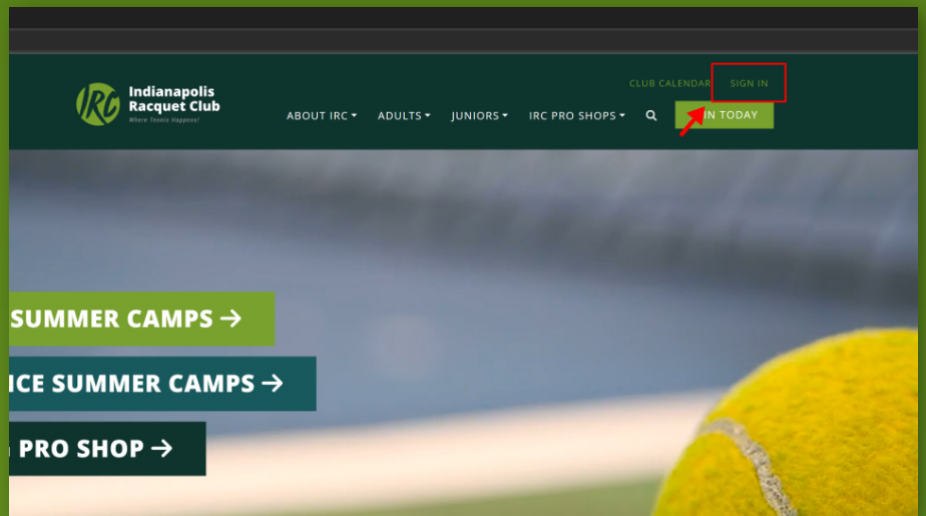
How to Reserve a Court on the Member Portal

1

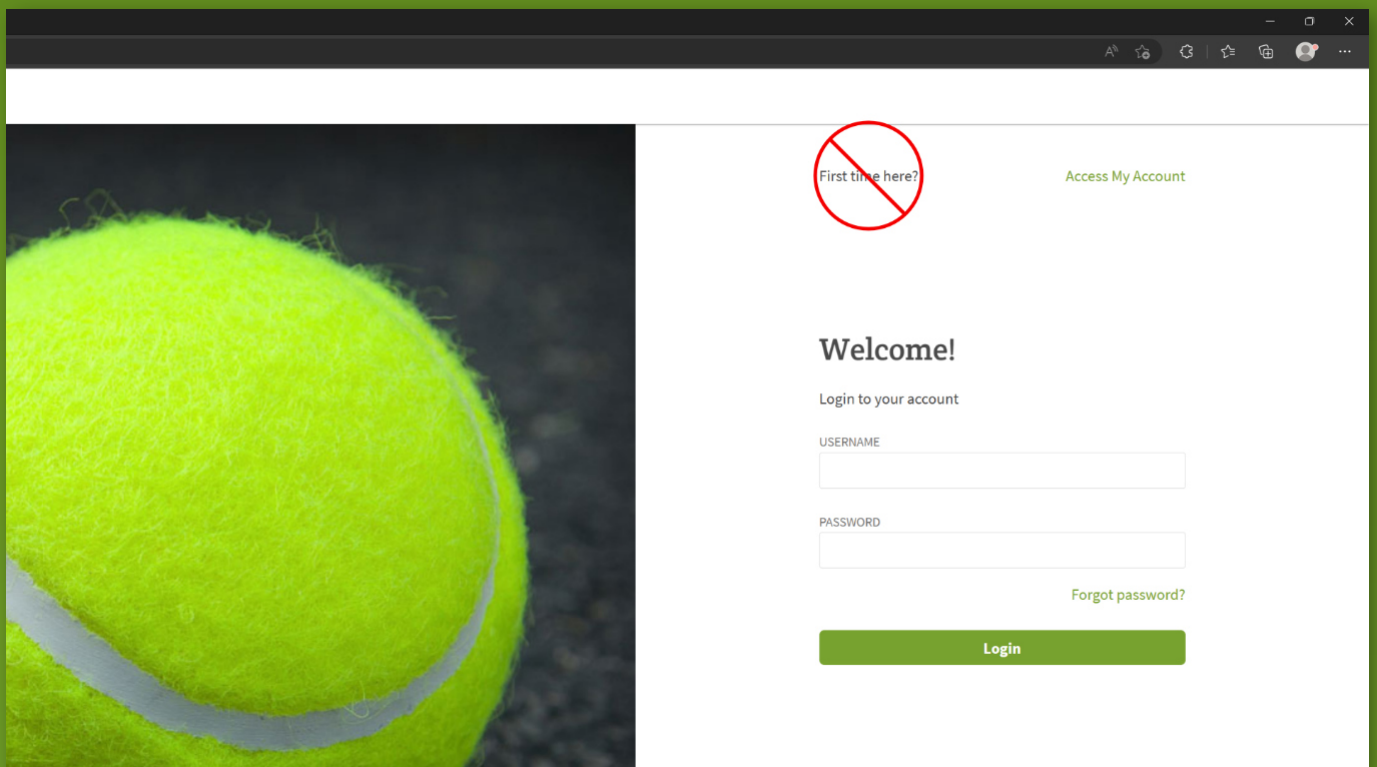
Visit indyracquet.com then click **Sign-In** in the upper right corner.

If you have not previously logged into your member portal profile, please contact Member Services.

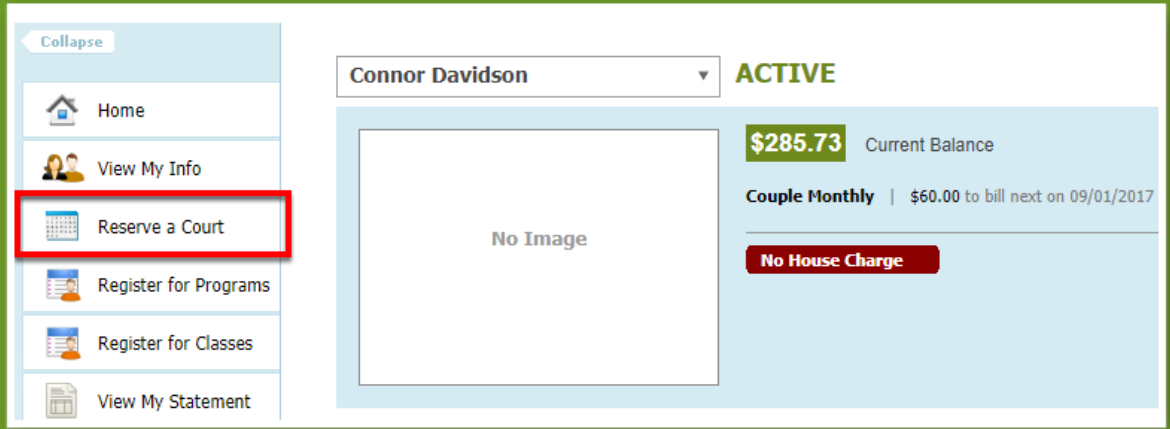
317-516-5617
irc@indyracquet.com



Please do not use the **First Time Here** as this will create duplicate, non-member accounts.

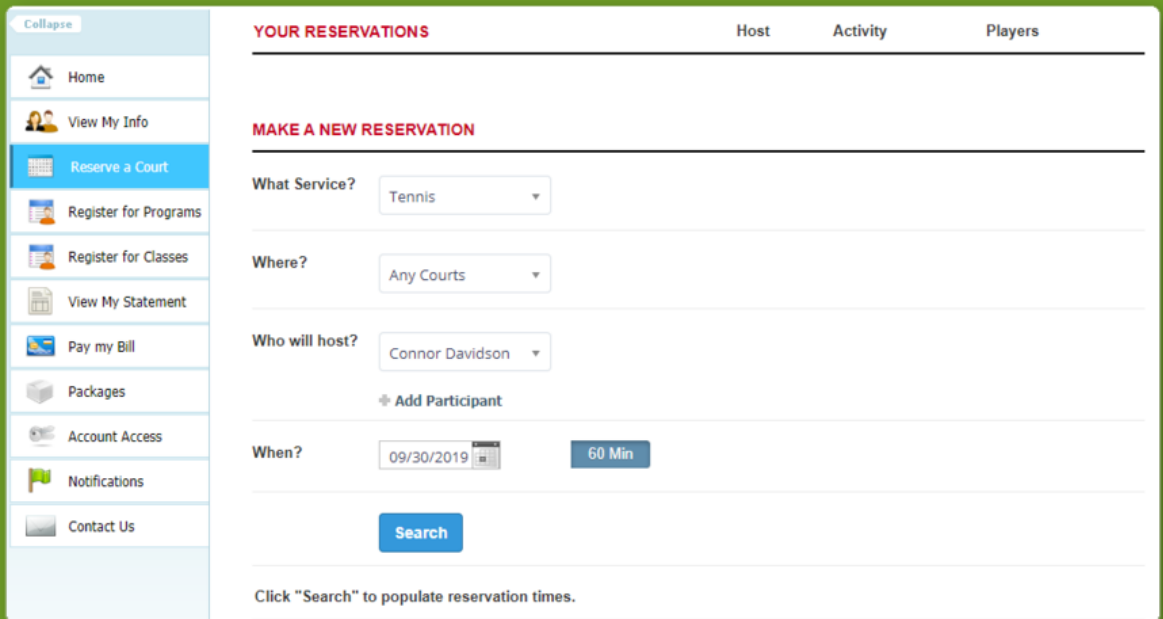


2



After logging into the Member Portal, select the **Reserve a Court** link.

3



When selected, this tab allows you to create new court reservations.

Existing reservations will be listed under **Your Reservations** and new reservations can be made under **Make A New Reservation**.

4

MAKE A NEW RESERVATION

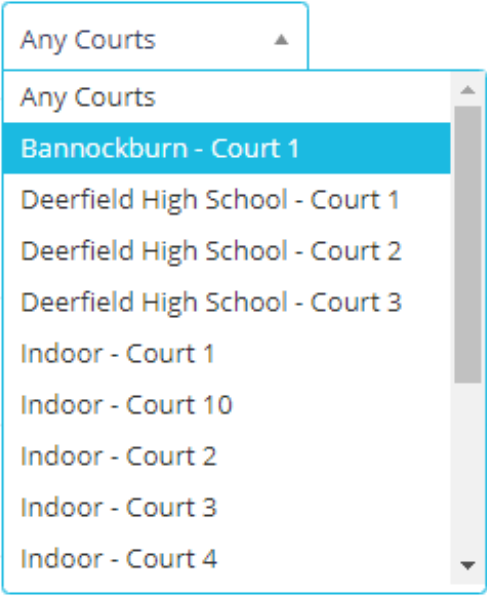
1 What Service?

2 Where?

Who will host?

When?

Click "Search" to populate reservation times.



1.) What Service?

In this drop-down menu, please select either **Tennis** or **Pickleball**

2.) Where?

For Tennis, this is where you select either **Dean** or **East**.

Our Pickleball courts are divided into **North & South**. To give you the most options, leave this field as **All Surfaces**.

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MAKE A NEW RESERVATION

What Service? Tennis

Where? Indoor - Court 1

Who will host? Connor Davidson

Type Name X

+ Add Participant

1

2

3

1.) Who Will Host?

The name of the member logged in will auto-populate as the host.

Individual/Non-primary members: When logged in as an individual or non-primary member, your name will auto populate next to Who Will Host?

Primary Members: When logged in as a primary member, your name will auto-populate but other linked members can be selected from the drop-down provided.

2.) Add additional participants by typing in their name. Remove additional participants by selecting the X to the right of the name.

3.) Add additional participants by selecting the **Add Participant** link.

Notes:

Once your reservation is complete, any modifications to the host or players cannot be done online and will have to be completed by calling or emailing the Front Desk of the respective clubs.

IRC Dean: 317-849-2531 or ircfrontdesk@indyracquet.com

IRC East: 317-545-2228 or ircfrontdesk@indyracquet.com

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The screenshot shows a reservation form with three numbered steps: 1. 'When?' with a date input field showing '09/30/2019' and a calendar icon; 2. '60 Min' in a blue button; 3. 'Search' in a blue button. Below the form, a text instruction reads: 'Click "Search" to populate reservation times.'

1.) When?

Select the date by clicking on the calendar.

2.) Select the duration if applicable.

3.) Select the search button to populate a list of available reservation times.

Notes:

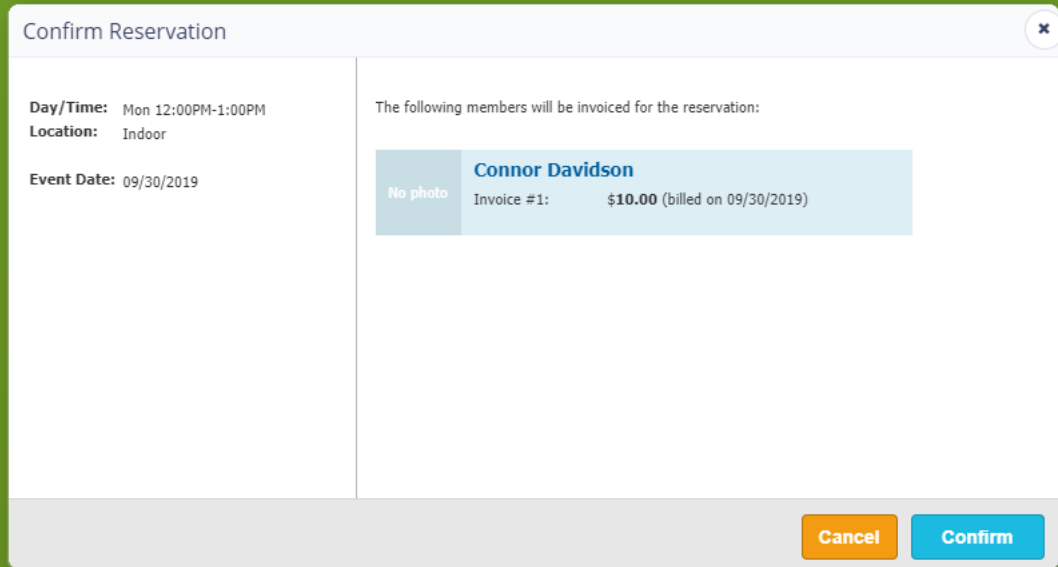
If you make your time window limited then you may have the result of **No Court Time Available**. Leaving a wide window of time will give you the most information to select from.

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The screenshot shows a dropdown menu titled 'Pick a Time' for 'Indoor - Court 1'. The menu lists available times from 12:00 pm to 9:00 pm in 15-minute increments. The times are: 12:00 pm, 12:15 pm, 12:30 pm, 12:45 pm, 1:00 pm, 1:15 pm, 1:30 pm, 1:45 pm, 2:00 pm, 2:15 pm, 2:30 pm, 2:45 pm, 3:00 pm, 7:00 pm, 7:15 pm, 7:30 pm, 7:45 pm, 8:00 pm, 8:15 pm, 8:30 pm, 8:45 pm, and 9:00 pm.

From the list of available court times, select the desired start time of your reservation.

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Confirm Reservation

Day/Time: Mon 12:00PM-1:00PM
Location: Indoor
Event Date: 09/30/2019

The following members will be invoiced for the reservation:

No photo	Connor Davidson Invoice #1: \$10.00 (billed on 09/30/2019)
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Cancel Confirm

Review the reservation details on the confirmation screen. If correct, select **Confirm**.

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Home Contact Us

Collapse

Home View My Info

YOUR RESERVATIONS		Host	Activity	Players
Mon, Sep 30, 2019	12:00 PM - 1:00 PM	Connor Davidson	Tennis Reservation (Indoor Court 1 Court 1)	Edit Cancel

After confirming the reservation, it will now appear under the **Your Reservations** section when on the **Reserve A Court** screen.

