



How to Book a Court Reservation Online

At this point you have created your online account and have set your username and password...OK, now you can log on to:

<https://www.mytwinoaks.com/members/login.aspx?clubid=1267>

Go to the upper left corner and choose **BOOKINGS** from the drop down tab. Once you get there you will see any bookings your currently have at the club.

This screen is **NOT** the bookings location it is only showing what **YOU** currently have booked under your member name. In the middle of the screen you will have some tabs to choose from pick **BOOKINGS** and you will be directed to the bookings are.

Choose **COURT OR ROOM RESERVATION** and then choose **NO PREFERENCES** as this will be the easiest way to find a court. You will then be sent to the page were you can enter you settings for the court reservation. I suggest **ENTERING THE LENGTH OF TIME YOU ARE LOOKING TO PLAY** for example (90) minutes in the length section.

The next thing is to "Select Time Range and Date Range to search for an opening." I would leave this at 12am and 12pm as this will tell the system to look at any open courts that are (90) minutes long.

Next is Start Date and End Date... I would **SKIP** this and choose the **THIS WEEK** below. This will show you any (90) time slots that are open between Monday & Saturday of **THIS WEEK**.

If you are looking for next week then simply choose **NEXT WEEK** and you will see what is open from Monday to Saturday of next week. **REMEMBER YOU CAN ONLY BOOK (7) DAYS IN ADVANCE**. If you go out further your reservation will be subject to cancellation. Now hit **NEXT** and the system will search for all (90) minute court openings that exist during the week and will show you all of you options.

You will see in the left column the **COURT THAT IS OPEN**, in the middle you see the **DATE & START TIME**, and then at the right you will see the **END TIME**. All the way to the left you will see **ADD TO CART**. Pick the court, date and time you want by selecting the **ADD TO CART** button.

At the bottom of the screen in **RED** you will see what is being added to your cart. Now hit **VIEW CART**. This will show you the reservation and the cost now all you need to do is hit the **CHECKOUT** button and proceed to enter your credit card information for a secure purchase of your court time.

Oh, by the way all online court purchases will be \$20 per hour for any single court reservation you book online.