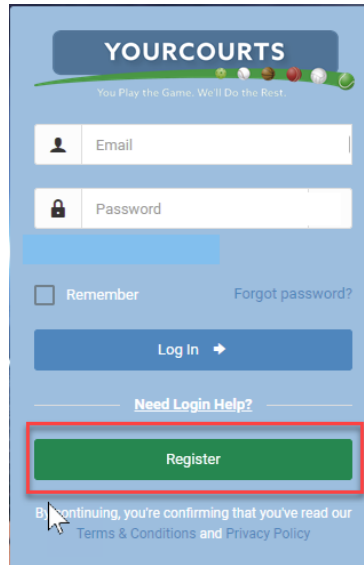


1. Creating A YourCourts Member Account

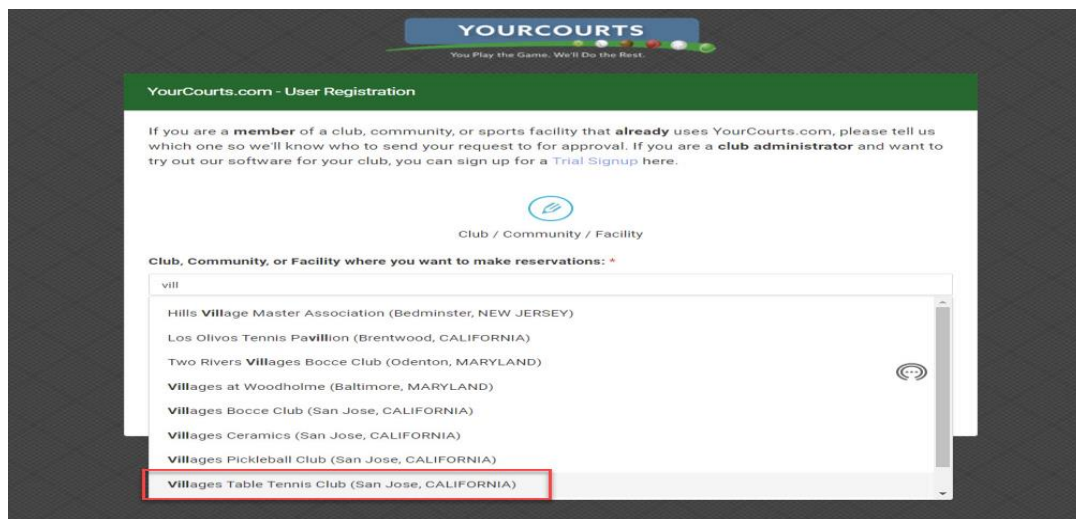
NOTE: IF USING A MAC, YOU MUST OPEN YOURCOURTS.COM IN A NEW BROWSER WINDOW TO SUBMIT THE REQUEST.

If on a MAC, please use Chrome or Firefox, Safari will not work properly.

- 1. Click this link to launch YourCourts - <https://www.yourcourts.com/yourcourts/security/showLogin>. Click **Register** In the box at the bottom of the screen to start the process.



- 2. The User Registration popup page will open. Enter **Villages Tennis Club** in the **Club, Community, or Facility Name** field, note, you need only enter parts of the name and a pop up will show you available options, just select the correct one and click **Next** (ignore Club Access Code):



3. Enter member's First Name, Last Name and Email address, then click **Next**:

The screenshot shows the 'YOURCOURTS' logo at the top with the tagline 'You Play the Game. We'll Do the Rest.' Below it, the page title is 'Villages Tennis Club - YourCourts.com - User Registration'. A progress bar indicates the current step is '1 About You' (with a hand icon) and the next step is '2 Contact Information' (with a person icon). The form fields are: 'First Name *' (text input), 'Last Name *' (text input), and 'Email *' (text input). A green 'Next' button with a right arrow is at the bottom right.

4. Enter additional member information, click I'm not a robot, then submit button to complete registration.

Note: Member # is your house number. When registering a guest who does not live in the Villages, you must use the sponsor's house number prefixed with the letter "G", for example, if sponsor's address is 3344, then membership number for his/her guest will be G3344. Every guest must be sponsored by someone who lives here. Additionally, the sponsor must be present when a guest uses the facility,

The screenshot shows the 'YOURCOURTS' logo and the page title 'Villages Tennis Club - YourCourts.com - User Registration'. The progress bar shows '1 About You' (checked) and '2 Contact Information' (active, with a hand icon). The form fields are: 'Member #' (text input with a purple 'HOUSE NUMBER' watermark), 'Phone *' (text input), 'Birthdate' (text input with format MM/DD/YYYY), 'Skill Level' (dropdown menu), 'Address *' (text input), 'Country *' (dropdown menu with 'United States' selected), 'City *' (text input), 'State *' (dropdown menu with '-Choose a State-' selected), 'Postal Code *' (text input), and 'Gender' (dropdown menu with 'Choose a Gender' selected). At the bottom, there is a ReCaptcha checkbox labeled 'I'm not a robot' and a green 'Submit' button with a checkmark. Red annotations include: a bracket on the left side of the form labeled '1. Fill out all required fields', an arrow pointing to the ReCaptcha checkbox labeled '2. Check this!', and an arrow pointing to the Submit button labeled '3. Click this to complete!'.

5. If everything verifies, you will get a success message

Your access request has been sent to your club

Thank you for submitting your registration request. Your request has been sent to the administrator of your club and may take some time for them to review the request. Once your request has been approved, you will receive an email with your login information.

If you have any questions about your request or want to check its status, please reach out to your club.

Close

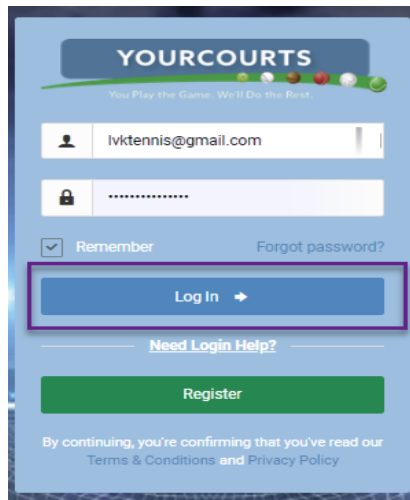
6. An Email will be sent to the email address used during registration when the account is approved. Just login using that same email address with the default password "Villager". You will be asked to change to a personal password.

2. Linking Multiple YourCourts Accounts

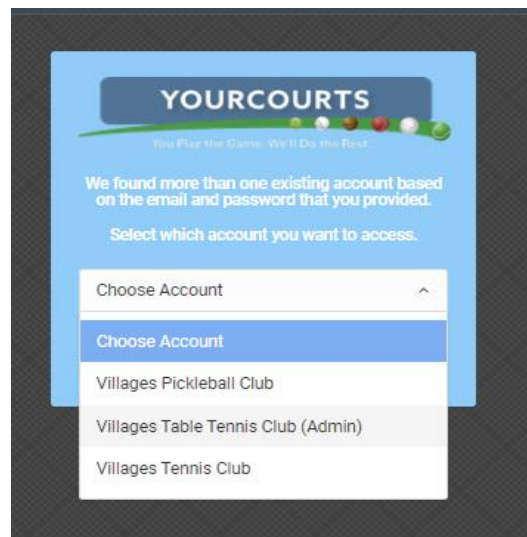
If you already have another YourCourts accounts such as one for Pickleball, one for Table Tennis and you are now registering one for the Tennis club. They are by default not related when you initially register. But they can be linked post registration.

To do that, use the same email address when you register for each club. Your first login for each must use the default password, which should be "Villager", when you are asked to change the password, just use the same one for your other clubs'.

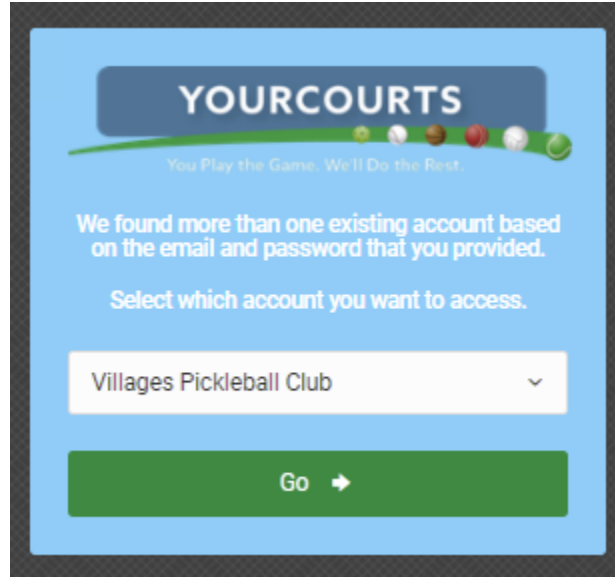
1. Login to YourCourts (<https://www.yourcourts.com/yourcourts/security/showLogin>) using email and password. Highly recommend you bookmark this link!



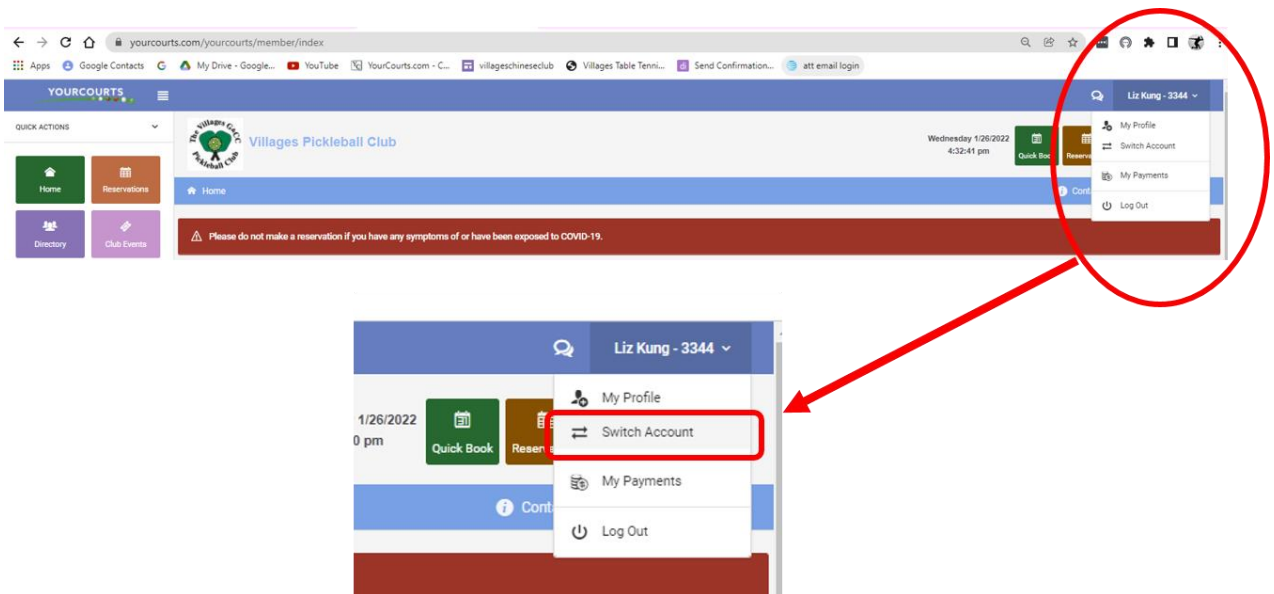
2. If your accounts are linked, you will be presented with the following screen showing a list of all your YourCourts accounts. You can thus select the club you want to make the reservation for



3. Select the club you want to make a reservation and click “Go”



4. Once in a particular account, you can switch between accounts by clicking the down arrow by the account information. Account information contains the account holder's last name hyphenated by membership number. It is located on the upper right hand corner of the page (see screenshot below). Clicking the down arrow will give you a list of options which includes “Switch Accounts”. Clicking that will send you back to the same screen from step 2



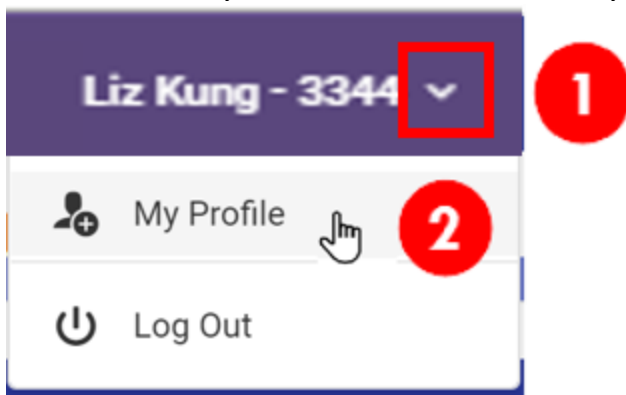
Note: If you have been logged in but inactive for an extended period, when you resume, the switch account feature will not be available. In that case, just logout and login again.

What if on your initial login and password change, you did not use the same password as your other YourCourts account. Can you still link your accounts?

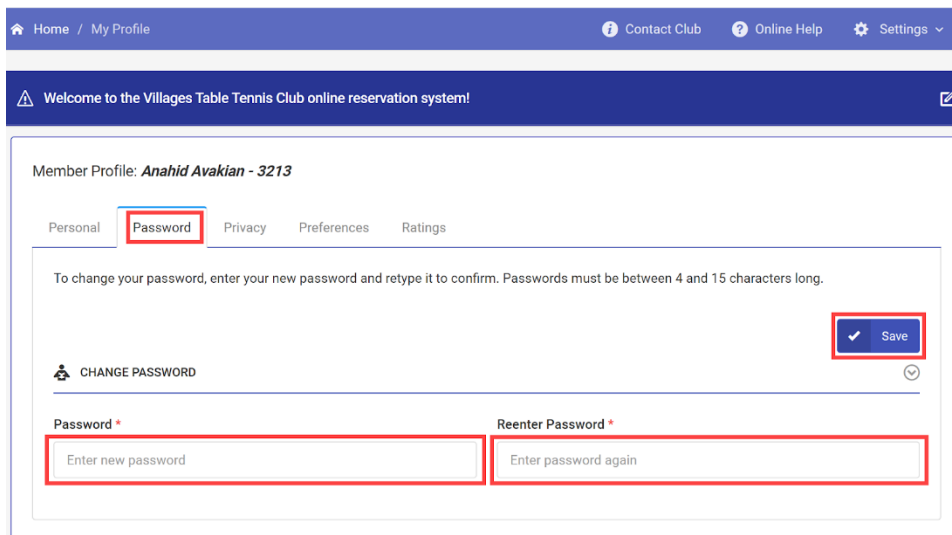
Answer is YES as long as both accounts uses the same email address. e.g. you have a tennis account and a pickleball account using the same email address but different password.

e.g. You want to change your tennis account to using the same password as your pickleball account.

1. Login to your tennis account. In the upper right corner, click on the drop-down arrow next to your name and choose My profile:



2. Click on the Password tab and scroll down to Change Password area, enter the same password you use for Pickleball in the "Password" & "Reenter Password" fields. Click Save:



3. Log out of the Tennis site by clicking the drop-down arrow next to your account name, then **Log Out**
4. Now when you log into YourCourts, you will have the option to select all Clubs you that are linked

