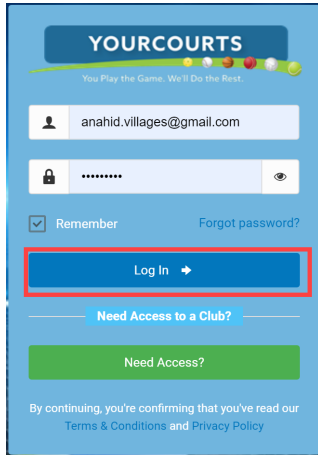


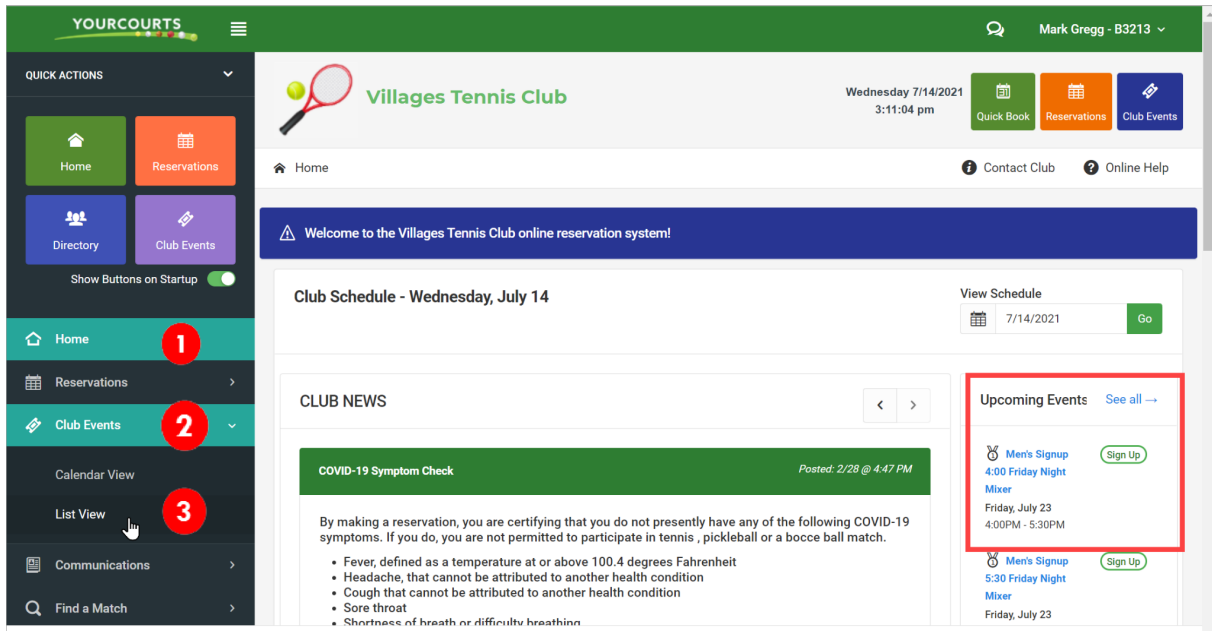
Registering for Tennis Events

We are using the “Events” functionality in YourCourts to run Tennis Tournaments and Events. This will walk you through how to sign up for an Event.

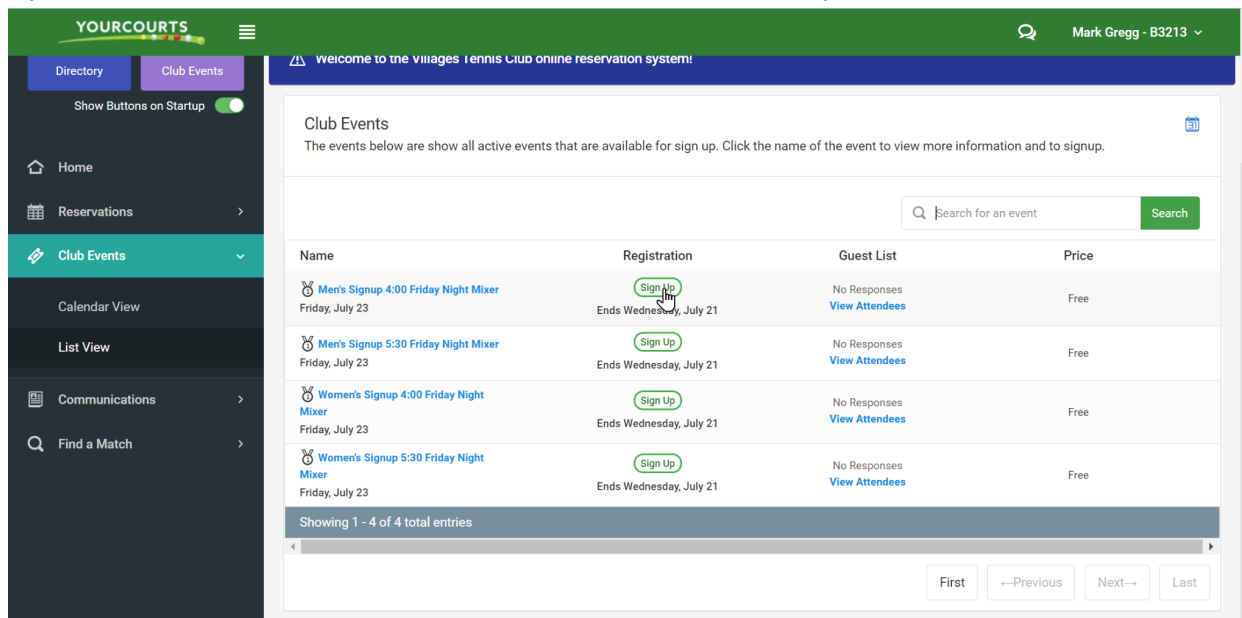
1. Log into [YourCourts](#) using your email address and password. Forgot your password? Contact [Penny Barcellos](#).



2. Click on the appropriate Upcoming Event in the right frame OR click on Home > Club Events > List View in the left frame:



3. If you selected Club Events > List View, all events will be displayed:



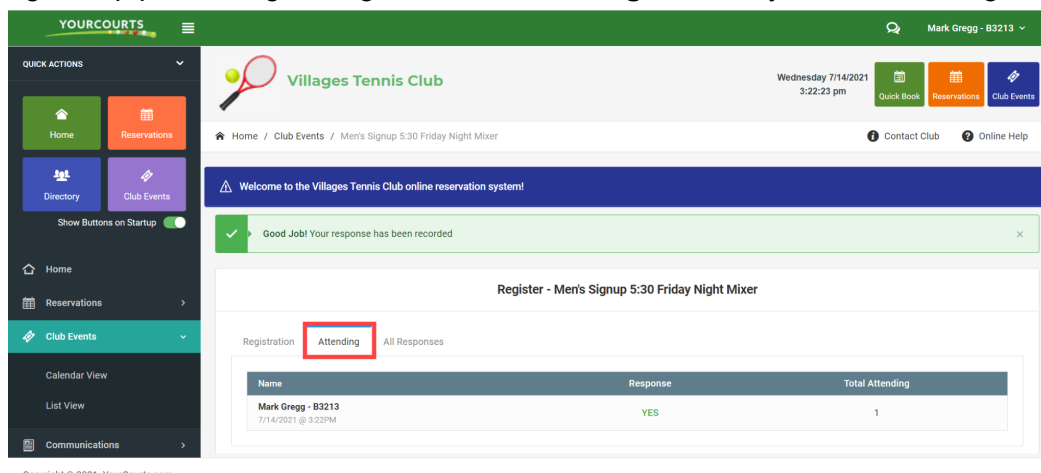
The screenshot shows the 'YOURCOURTS' interface with the 'Club Events' section selected in the sidebar. The main content area displays a list of events under the heading 'Club Events'. A search bar is present at the top right of the event list. The events listed are:

Name	Registration	Guest List	Price
Men's Signup 4:00 Friday Night Mixer Friday, July 23	Sign Up Ends Wednesday, July 21	No Responses View Attendees	Free
Men's Signup 5:30 Friday Night Mixer Friday, July 23	Sign Up Ends Wednesday, July 21	No Responses View Attendees	Free
Women's Signup 4:00 Friday Night Mixer Friday, July 23	Sign Up Ends Wednesday, July 21	No Responses View Attendees	Free
Women's Signup 5:30 Friday Night Mixer Friday, July 23	Sign Up Ends Wednesday, July 21	No Responses View Attendees	Free

Showing 1 - 4 of 4 total entries

Navigation buttons: First, Previous, Next, Last

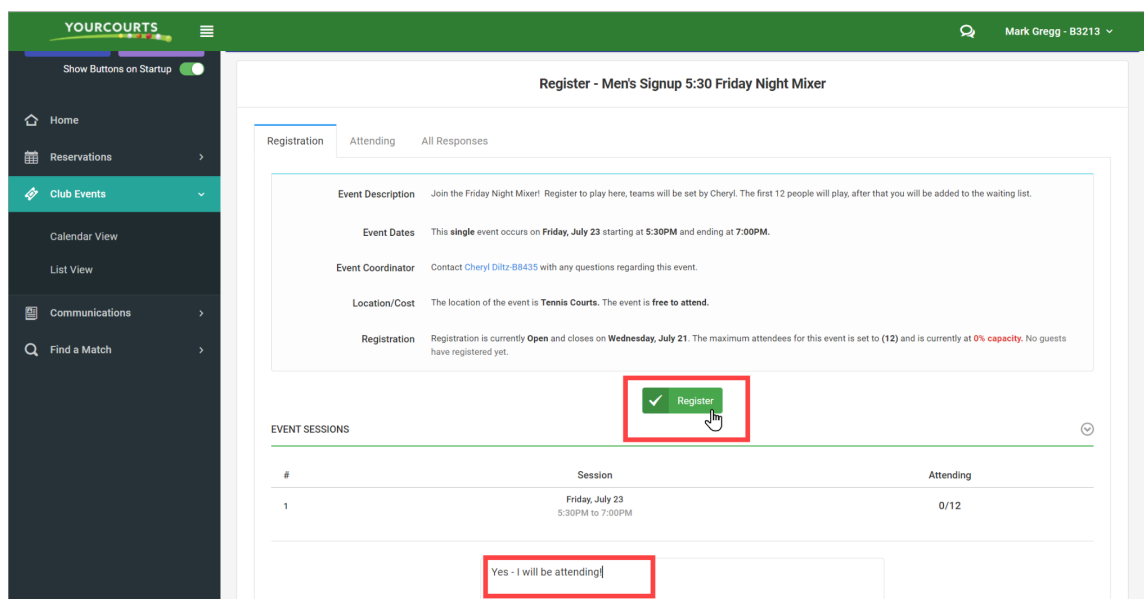
4. After clicking on Sign Up, the **Registration** window will be displayed. If you want to see who else has signed up prior to registering, click the **Attending** tab. Everyone who has registered will be displayed:



The screenshot shows the 'YOURCOURTS' interface with the 'Registration' window open for the 'Men's Signup 5:30 Friday Night Mixer'. The 'Attending' tab is selected, showing a list of users who have registered.

Name	Response	Total Attending
Mark Gregg - B3213 7/14/2021 @ 3:22PM	YES	1

5. Click on the **Registration** tab to sign up. Click on **Register** to sign up. If desired, comments can be entered in the comments field:



The screenshot shows the 'YOURCOURTS' interface with the 'Registration' window open for the 'Men's Signup 5:30 Friday Night Mixer'. The 'Registration' tab is selected, showing event details and a 'Register' button.

Event Description: Join the Friday Night Mixer! Register to play here, teams will be set by Cheryl. The first 12 people will play, after that you will be added to the waiting list.

Event Dates: This single event occurs on Friday, July 23 starting at 5:30PM and ending at 7:00PM.

Event Coordinator: Contact Cheryl Diltz-68435 with any questions regarding this event.

Location/Cost: The location of the event is Tennis Courts. The event is free to attend.

Registration: Registration is currently Open and closes on Wednesday, July 21. The maximum attendees for this event is set to (12) and is currently at 0% capacity. No guests have registered yet.

Register Button: A green button with a checkmark and the text 'Register' is highlighted.

Event Sessions:

#	Session	Attending
1	Friday, July 23 5:30PM to 7:00PM	0/12

Comments Field: A text input field with the text 'Yes - I will be attending!' is highlighted.

6. A confirmation will appear at the top of the screen. If you change your mind, click **Unregister**.

The screenshot shows the YOURCOURTS website interface. On the left is a dark sidebar with navigation options: Calendar View, List View, Communications, and Find a Match. The main content area has a green header with the YOURCOURTS logo and a user profile 'Mark Gregg - B3213'. Below the header, a blue notification box states: 'You submitted your response for this event on Wednesday, July 14 3:12 PM. If you need to change your response, you can change it below and update any additional guest counts or add comments for the event coordinator.' The event details are listed below:

- Event Description:** Join the Friday Night Mixer! Register to play here, teams will be set by Cheryl. The first 12 people will play, after that you will be added to the waiting list.
- Event Dates:** This single event occurs on Friday, July 23 starting at 4:00PM and ending at 5:30PM.
- Event Coordinator:** Contact Cheryl Diltz-B8435 with any questions regarding this event.
- Location/Cost:** The location of the event is Tennis Courts. The event is free to attend.
- Registration:** Registration is currently Open and closes on Wednesday, July 21. The maximum attendees for this event is set to (12) and is currently at 8% capacity. (1) person has registered to attend.
- Your Response:** You registered for [Session #1 Friday, July 23]

Below the details are two buttons: a green 'Update' button and a red 'Unregister' button. A mouse cursor is pointing at the 'Unregister' button. Underneath is a table titled 'EVENT SESSIONS' with the following data:

#	Session	Attending
1	Friday, July 23 4:00PM to 5:30PM	1/12

At the bottom of the page, there is a copyright notice: 'Copyright © 2021 YourCourts.com'.

7. An email confirmation will be sent to all registrants when they register for an event:

The screenshot shows an email confirmation from Villages Tennis Club. The subject line is '[External]Event Registration for Men's Signup 5:30 Friday Night Mixer has been Submitted'. The email body contains the following information:

- RSVP Confirmation**
Men's Signup 5:30 Friday Night Mixer
- Event:** Men's Signup 5:30 Friday Night Mixer
03:22PM Wednesday, July 14
- Your RSVP for the event [Men's Signup 5:30 Friday Night Mixer](#) has been sent to the coordinator.
- Session #1 Friday, July 23 - Yes
- [View More Details](#)

At the bottom of the email, there is a footer with the copyright notice '©2019-2021 YourCourts.com' and links for 'Help Center', 'Preferences', and 'Unsubscribe'.