

# ULMSTEAD COURT CLUB ENROLLMENT TUTORIAL

## Membership and Pricing

The annual membership fee is \$225 for families and individuals. This gets you and those living in your household full access to the courts and usage of Court Reserve, our online court reservation system. We strongly encourage you to reserve court time as those who do will receive priority. We are now using the Court Reserve System for not only reserving a court, but also to pay your annual membership (we will no longer accept checks).

The annual membership dues cover your family membership from May 1, 2024 to April 30th 2025. There is not a late fee, but we do **not** prorate the annual court membership amount. So, if you join later than May 1, your membership is still the same price, and it still needs to be renewed by April 30th of the next year.

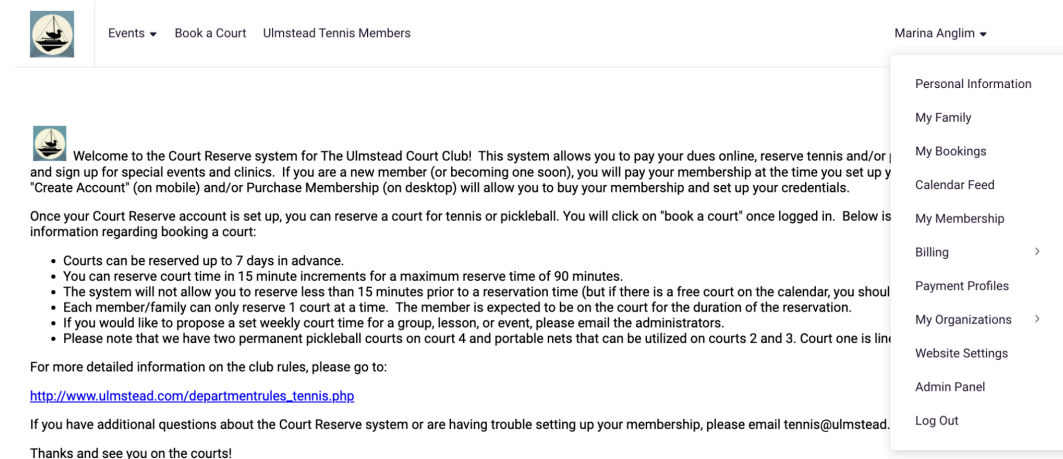
Keep in mind that *newly* purchased memberships do not start until May 1, so you will have access to the courts but may not be able to reserve one in advance. We are working on allowing you to do so, but in the meantime you can reach out to us and we can reserve you one. Or, just head on down and see if there's an open court (there often is!). We can be reached at [tennis@ulmstead.org](mailto:tennis@ulmstead.org) with any questions or issues you might have. We hope to see you all at the Courts!

*\*PLEASE NOTE INSTRUCTIONS DIFFER FOR NEW AND RETURNING MEMBERS\**

## RETURNING MEMBERSHIP INSTRUCTIONS:

If you are a RETURNING MEMBER (meaning, had a Court Reserve account and membership in 2023), you MUST RENEW YOUR MEMBERSHIP ON A DESKTOP/LAPTOP computer. We are working through kinks on mobile renewal, so please follow the instructions below:

1. Log into your Court Reserve account (on desktop/laptop). URL should be: <https://app.courtreserve.com/Online/Portal/Index/6944>
2. Go to the drop down menu under your name (upper right corner) and select “My Membership”.



Events ▾ Book a Court Ulmstead Tennis Members Marina Anglim ▾

Welcome to the Court Reserve system for The Ulmstead Court Club! This system allows you to pay your dues online, reserve tennis and/or sign up for special events and clinics. If you are a new member (or becoming one soon), you will pay your membership at the time you set up your "Create Account" (on mobile) and/or Purchase Membership (on desktop) will allow you to buy your membership and set up your credentials.

Once your Court Reserve account is set up, you can reserve a court for tennis or pickleball. You will click on "book a court" once logged in. Below is information regarding booking a court:

- Courts can be reserved up to 7 days in advance.
- You can reserve court time in 15 minute increments for a maximum reserve time of 90 minutes.
- The system will not allow you to reserve less than 15 minutes prior to a reservation time (but if there is a free court on the calendar, you should).
- Each member/family can only reserve 1 court at a time. The member is expected to be on the court for the duration of the reservation.
- If you would like to propose a set weekly court time for a group, lesson, or event, please email the administrators.
- Please note that we have two permanent pickleball courts on court 4 and portable nets that can be utilized on courts 2 and 3. Court one is in

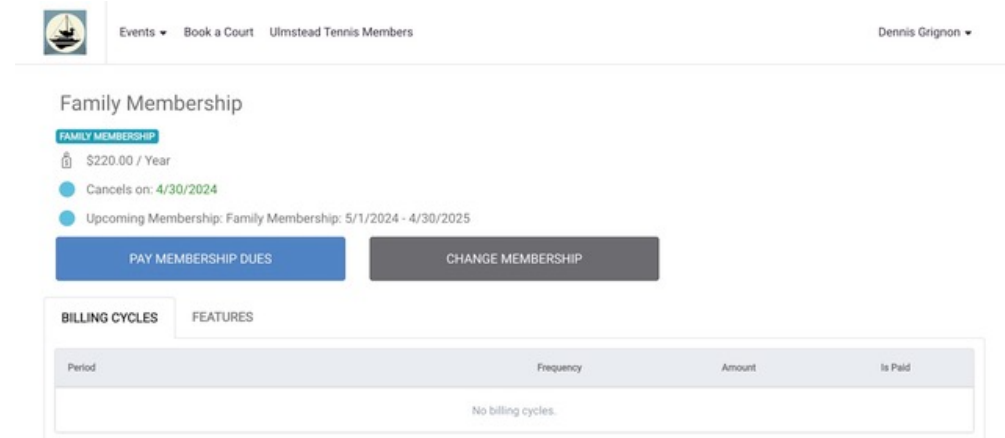
For more detailed information on the club rules, please go to: [http://www.ulmstead.com/departmenrules\\_tennis.php](http://www.ulmstead.com/departmenrules_tennis.php)

If you have additional questions about the Court Reserve system or are having trouble setting up your membership, please email [tennis@ulmstead.com](mailto:tennis@ulmstead.com).

Thanks and see you on the courts!

Personal Information  
My Family  
My Bookings  
Calendar Feed  
My Membership  
Billing >  
Payment Profiles  
My Organizations >  
Website Settings  
Admin Panel  
Log Out

3. Next, select “My Membership” from the drop down menu and it will take you to a page that shows you your current membership AND gives the ability to buy the new 24/25 membership in the blue box called “Pay Membership Dues”.



Events ▾ Book a Court Ulmstead Tennis Members Dennis Grignon ▾

### Family Membership

**FAMILY MEMBERSHIP**

\$220.00 / Year

ⓘ Cancels on: 4/30/2024

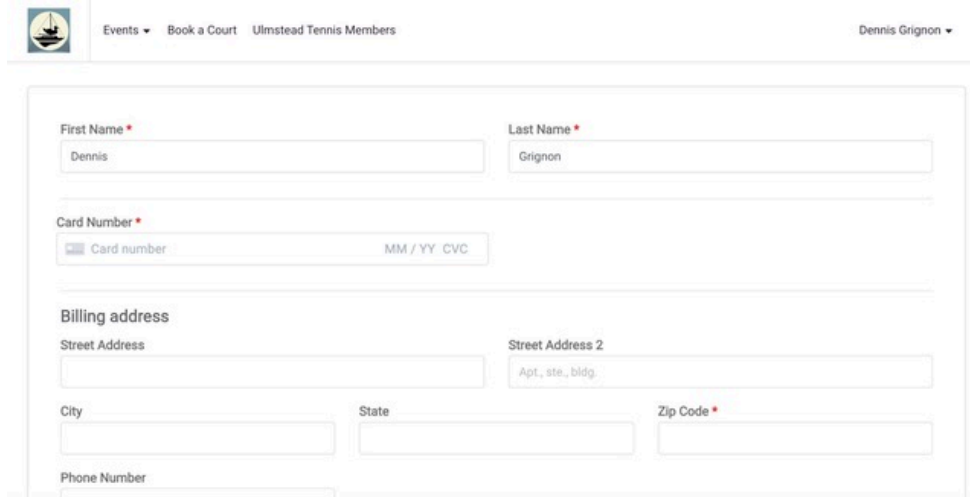
● Upcoming Membership: Family Membership: 5/1/2024 - 4/30/2025

**PAY MEMBERSHIP DUES** CHANGE MEMBERSHIP

**BILLING CYCLES** FEATURES

Period	Frequency	Amount	Is Paid
No billing cycles.			

4. Click on "Pay Membership Dues" button and it will prompt you to input your address and credit card payment information. Once you fill this out and pay you should be good to go!



The screenshot shows a web form for entering membership information. At the top left is a logo of a sailboat. To its right are navigation links: "Events", "Book a Court", and "Ulmstead Tennis Members". On the top right, the user's name "Dennis Grignon" is displayed with a dropdown arrow. The form fields include: "First Name" (containing "Dennis"), "Last Name" (containing "Grignon"), "Card Number" (with a "Card number" label and "MM / YY CVC" placeholder), "Billing address" section with "Street Address", "Street Address 2" (with "Apt., ste., bldg." placeholder), "City", "State", "Zip Code", and "Phone Number" fields.

## NEW MEMBER INSTRUCTIONS:

If you are purchasing a NEW MEMBERSHIP, you can access the sign-up portal on either your mobile phone OR desktop/laptop. Please follow these instructions below:

1. Go to the Ulmstead Court Reserve Homepage via <https://app.courtreserve.com/Online/Portal/Index/6944>.
2. You will see a menu with options to "Purchase a membership" or "Create Account". Either will let you create a Court Reserve account and pay your membership dues.



Welcome to the Court Reserve system for The Ulmstead Court Club! This system allows you to pay your dues online, reserve tennis and/or pickleball courts and sign up for special events and clinics. If you are a new member (or becoming one soon), you will pay your membership at the time you set up your account. "Create Account" (on mobile) and/or Purchase Membership (on desktop) will allow you to buy your membership and set up your credentials.

Once your Court Reserve account is set up, you can reserve a court for tennis or pickleball. You will click on "book a court" once logged in. Below is the basic information regarding booking a court:

- Courts can be reserved up to 7 days in advance.
- You can reserve court time in 15 minute increments for a maximum reserve time of 90 minutes.
- The system will not allow you to reserve less than 15 minutes prior to a reservation time (but if there is a free court on the calendar, you should play!)
- Each member/family can only reserve 1 court at a time. The member is expected to be on the court for the duration of the reservation.
- If you would like to propose a set weekly court time for a group, lesson, or event, please email the administrators.
- Please note that we have two permanent pickleball courts on court 4 and portable nets that can be utilized on courts 2 and 3. Court one is lined for tennis only.

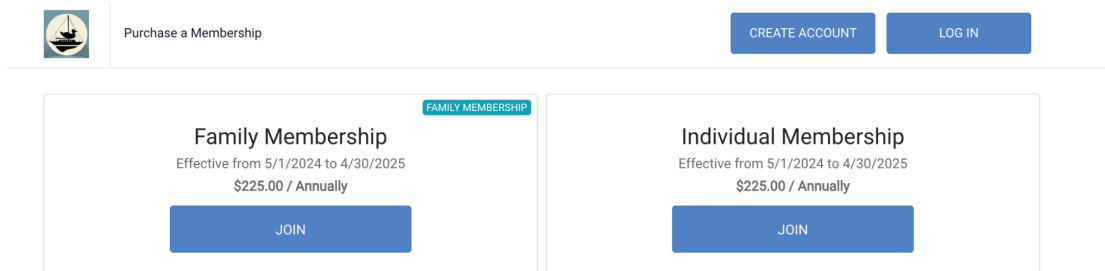
For more detailed information on the club rules, please go to:

[http://www.ulmstead.com/departmenrules\\_tennis.php](http://www.ulmstead.com/departmenrules_tennis.php)

If you have additional questions about the Court Reserve system or are having trouble setting up your membership, please email [tennis@ulmstead.org](mailto:tennis@ulmstead.org).

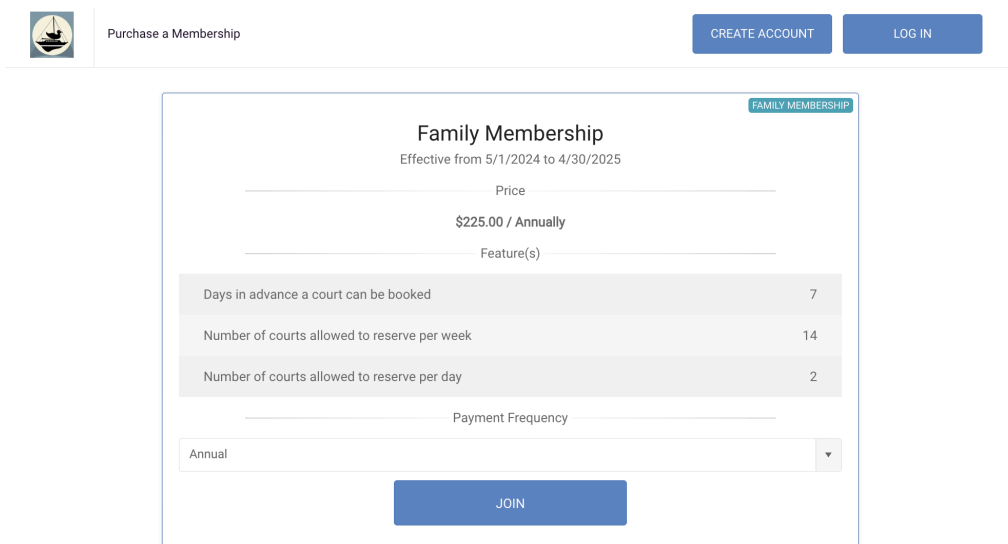
Thanks and see you on the courts!

3. If you selected “Purchase a Membership” you will see two membership choices. Both individual and family memberships are priced the same, but the FAMILY option allows you to manage your account to add family members such as spouses or children to your plan at no cost.



The screenshot shows a website header with a logo on the left, a "Purchase a Membership" link, and two buttons: "CREATE ACCOUNT" and "LOG IN". Below the header, there are two membership options presented in side-by-side boxes. The left box is titled "Family Membership" and includes a small "FAMILY MEMBERSHIP" tag. It states "Effective from 5/1/2024 to 4/30/2025" and "\$225.00 / Annually", with a blue "JOIN" button below. The right box is titled "Individual Membership" and also states "Effective from 5/1/2024 to 4/30/2025" and "\$225.00 / Annually", with a blue "JOIN" button below.

4. Once you select your membership, you will see a review of basic terms. Then select “Join” in the blue box.



The screenshot shows a website header with a logo on the left, a "Purchase a Membership" link, and two buttons: "CREATE ACCOUNT" and "LOG IN". Below the header, a large box displays the details for the "Family Membership". It includes a "FAMILY MEMBERSHIP" tag, the title "Family Membership", and the effective dates "Effective from 5/1/2024 to 4/30/2025". The price is listed as "\$225.00 / Annually". Under the heading "Feature(s)", there is a table with three rows:

Days in advance a court can be booked	7
Number of courts allowed to reserve per week	14
Number of courts allowed to reserve per day	2

Below the table, the "Payment Frequency" is set to "Annual" in a dropdown menu. A blue "JOIN" button is positioned at the bottom center of the review box.

5. Now simply fill out the form with your name and email and set up a password you will remember! Pay the required fees with your credit card and you will have a Court Reserve account linked to the email you provided.



Purchase a Membership

CREATE ACCOUNT

LOG IN

### Create Account & Request Access For Ulmstead Estates Court Club

Instructions

Welcome to the Ulmstead Court Club! Once you have completed your membership form and paid the required dues, you will be able to reserve courts. We are here for any questions you might have, so email us anytime at [tennis@ulmstead.org](mailto:tennis@ulmstead.org).

First Name \*

First Name

Last Name \*

Last Name

Email \*

Email

Password \*

Password

Confirm Password \*

Confirm Password

Membership \*

Family Membership

Payment Frequency \*

Annual - \$225.00

Card Details

Account Type \*

Credit Card

Card Number \*

Card number

MM / YY CVC

Additional Information

Phone Number \*

Phone Number

6. A welcome email with more information (including links to download the app) should shortly follow to that same address. Once you see something like the below you should be good to go! Sample welcome email below:

Charlie,

**Ulmstead Estates Court Club** has created a new account for you on [CourtReserve.com](https://CourtReserve.com), a web-based Court Reservation and Event Management application to make it easier for members such as yourself to reserve courts, register for events, and much more.

Once you click below, you will be directed to set a password (if you have not done so already). Note that you will need to use the email that you used when you signed up with during the key exchange. Once you set your password and log in, you can begin booking courts. Court Reserve has an app for both Apple and Android that you can download for free.

You can download the iPhone app [HERE](#) or the Android version [HERE](#).

Please Click [HERE](#) to login to the member portal.

If you have questions or difficulty, please email [tennis@ulmstead.org](mailto:tennis@ulmstead.org)

Thank you,

Ulmstead Court Club