

Dear Residents,

We are asking everyone please sign up to be a member on the Courtreserve System, as we may use the system for additional future events as well.

The link is provided below. In addition, please pay close attention to the bullet points being provided to assist you with the sign up, rules and regulations, and the Release form procedures.

- Everyone should sign-up if you would like to attend future events, or use any courts.
- Everyone must sign the Release/waiver form in order to attend the events or use the courts. (release forms have been sent to all residents through the mail, and should be receive in 1-2 days)
- Once you have signed the release form, you can drop it off in the incoming mailbox located just outside the front door area of the Main Clubhouse.
- You must all follow social distancing guidelines (wearing a mask, and keeping 6' apart).
- **NO GUEST**, will be allowed to attend any event or play on the courts, it is for residence only.

### **SIGN UPS ON COURTRERESERVE SYSTEM**

- When signing up on the CourtReserve system for the 1<sup>st</sup> time, you will come to a Welcome Page, just above the page you must create an account.
- Once you create the account, and we have received the release/waiver form, and confirm you are a CW resident, you will receive an email confirming your membership.
- Only after confirmation of membership can you reserve the courts or attend an event.
- Everyone who has now signed the waiver, will be given a CW card you can pick up at the office. You must bring this card with you to the courts or any event you choose to attend. This will show confirmation that the waiver was signed, and will help with flow of the check in processes.

### **COURT RESERVATIONS**

- You must sign up as a member on the CourtReserve system in order to reserve a court.
- During the week you can reserve the court up to 1 hour in advance, and up to 2 days before the reservation date you desire. You will then get a confirmation email, if the court is available.
- You will be limited to 3 reservations per week, to give everyone a chance to play.
- All parties who will be playing with you, must also be members registered in the system. You can have no less than 2 players, and up to 4 players (doubles) at a time.
- Doubles can only be players who are spouses, or reside in the same household.
- Reservations for Saturday & Sunday should be done no later than 4:30pm on Friday, to guarantee a time slot. If you do not reserve before 4:30pm for the weekend, courts will be available on a first come, first serve bases, and only those with the CW card will be allowed to play.
- If you do not have the CW card, and were not confirmed a reservation time, you **WILL NOT** be allowed to play, as there is no way for the Ambassador (security), to confirm a waiver had been signed.
- **REMEMBER NO GUEST ARE ALLOWED, NO EXCEPTION.**

CourtRerve link: <https://app.courtreserve.com/Online/Portal/Index/6599>

If you have any questions or concerns, please call.

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