

## **BOOKING A PADDLE TENNIS COURT ONLINE**

Enter the online system by going first to the New Canaan Town website [www.newcanaan.info](http://www.newcanaan.info) page. On the page header bar, select “RECREATION” to be redirected to the Recreation Department Main Page. Now select from the menu on the left side of the page “Waveny Paddle Tennis Online Registrations” to start your online reservation process.

Login using your user name (email address) and password (permit number with your last name and no spaces).

Now you are entered into the system and you may continue to make a reservation by selecting the grey tab “COURT SHEET” box on the upper right. Once the court reservation page appears, select the day of your reservation from the drop down date box. You will see available courts and to make a reservation, select the court and time you wish to start. A new page appears and please select your name from the drop down menu. You must now select either a 90 minute or 60 minute reservation. A new page appears and you have two minutes to finalize your reservation by selecting the green “CONFIRM” box. To register any of the other players’ names with your reservation, type in the first four letters of the player’s last or first name and **WAIT FIVE SECONDS** for the drop down list of permit holders to appear. You must then select this person again by clicking on their name and it will register this player on your court. You have now completed your court reservation

- Permit holders are permitted to reserve only one court per day for a 60 or 90 minute time block. An additional reservation on the same day may be made only after completing your first reserved court of the day.
- Court time may be reserved no more than one week in advance. A reservation restriction is observed on Monday-Thursday evenings where permit holders may reserve 7:00-8:30 or 8:30-10:00.
- Permit holders have the responsibility of canceling their court by telephone with the Paddle Court Attendant or online through the reservation/cancellation system. As a courtesy to all court users, this cancellation must be made as much in advance as possible to allow someone else to book the open court.

### **TO VIEW OR CANCEL YOUR COURT RESERVATIONS:**

Click on the grey tab “MY INFO” button on the right side of the page

When the profile page appears, select green tab “RESERVATIONS” and you will see all of your court reservations. Click on delete next to the reservation you wish to cancel. To delete a court within 24 hours of play, please also call the Court Attendant.

***Be sure to review the rules and regulations for reserving courts posted on the Town Website > Recreation Section > Programs and Facilities > Recreation Facilities and Parks > Waveny Park Paddle Tennis Courts.***