

Instructions for Pickleball Reservations of Tennis Courts

In order for us to track the Pickleball use of the Tennis Courts, we need to identify Pickleball reservations in our new Court Booking system.

When making a Pickleball reservation for Tennis Hard Courts, please use the following instructions:

Initial Set Up Instructions – Creating a Buddy named “Pickle Ball”

1. Select Member Central
2. Select Roster
3. Click on Manage Buddies and Groups tab
4. Select ADD GUEST TO BUDDIES
5. Enter Pickle Ball as Guest Name
6. Enter do-not-reply@kkpoa.com as Guest Email
7. Click on SAVE
8. Now you should have a Buddy named “Pickle Ball”

Court Booking Procedures

1. Select Member Central
2. Select Court Reservations
3. Select Tennis
4. Select the desired day for the reservation
5. Select Hard Courts
6. Select the desired time for reservation
7. Select Number of Players – 2 or more
8. On right hand side, choose Buddies Tab
9. Click on G Pickle Ball – this should enter Pickle Ball as the 2nd Player
10. Click on Book Now