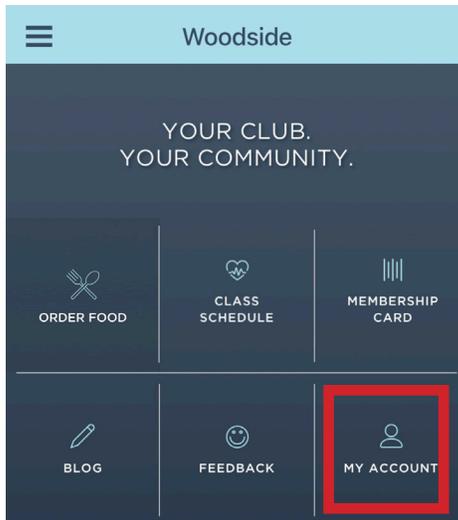


HOW TO RESERVE A TENNIS COURT | WOODSIDE APP

STEP 1: CLICK ON MY ACCOUNT




WOODSIDE
Welcome to
Empower M.E.

Username

Password

REMEMBER USERNAME

 Login

**STEP 2:
ENTER YOUR
USERNAME AND
PASSWORD**

My Upcoming Appointments

10/21/2020	1 HOUR	
7:00 AM	60 Min	⚙️
Woodside		
10/26/2020	1 HOUR	
11:00 AM	60 Min	⚙️
Woodside		

* Widget displays 2 weeks out

Book Appointment

**STEP 3:
CLICK BOOK
APPOINTMENT**

**STEP 4: UNDER
SELECT CLUB
CHOOSE WOODSIDE
TENNIS**

**STEP 5: SELECT
CATEGORY SHOULD
AUTO POPULATE TO
COURT TIME**

**STEP 6: SELECT
DESIRED COURT
TIME**

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Calendar will display once all steps are complete.

Step 1: Select Club
Woodside Tennis

Step 2: Select Category
Court Time

Step 3: Select Product
CT - Outdoor - 90 Minutes

STEP 7: SEARCH (FIRST AND LAST NAME) AND ADD UP TO THREE ADDITIONAL MEMBERS YOU ARE PLAYING WITH.*

**NOTE: THIS WILL ALSO SPLIT THE COURT FEES, IF ANY.*

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! Group Appointments

You have selected a group appointment. This activity requires at least 1 person(s) and has a maximum of 4. Use the search below to find other members for this group. [Learn More ?](#)

MINIMUM 1 person(s)	MAXIMUM 4 persons
----------------------------------	--------------------------------

Min and Max boxes must be green before Step 4 is available

Search To Add Member To Group

Current Group

- SMITH, (me)

STEP 8: SELECT WHICH COURT YOU WOULD LIKE TO PLAY ON. THIS WILL PROMPT A CALENDAR OF AVAILABILITY FOR THAT COURT (IN BLUE).

STEP 9: CHOOSE WHICH DATE YOU WANT TO PLAY.

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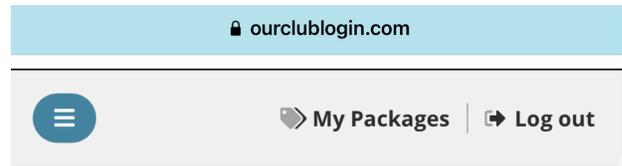
Step 4: Select Resource(s)

.N - Court 2

< October 2020 >

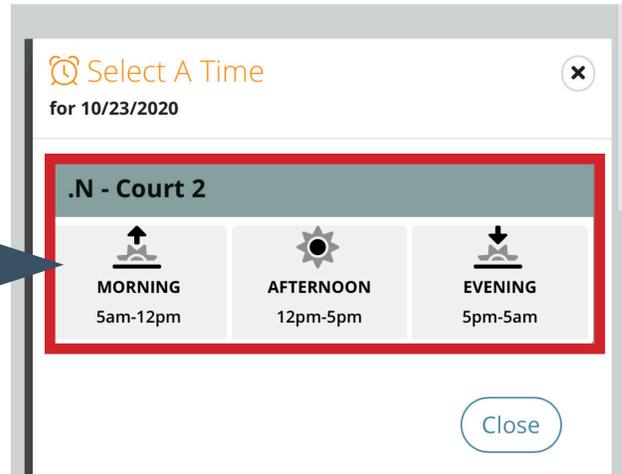
Sun...	Mon...	Tue...	Wed...	Thu...	Frid...	Sat...
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

STEP 10: CHOOSE THE TIME OF DAY YOU WOULD LIKE TO PLAY AND THEN CHOOSE AN AVAILABLE TIME.

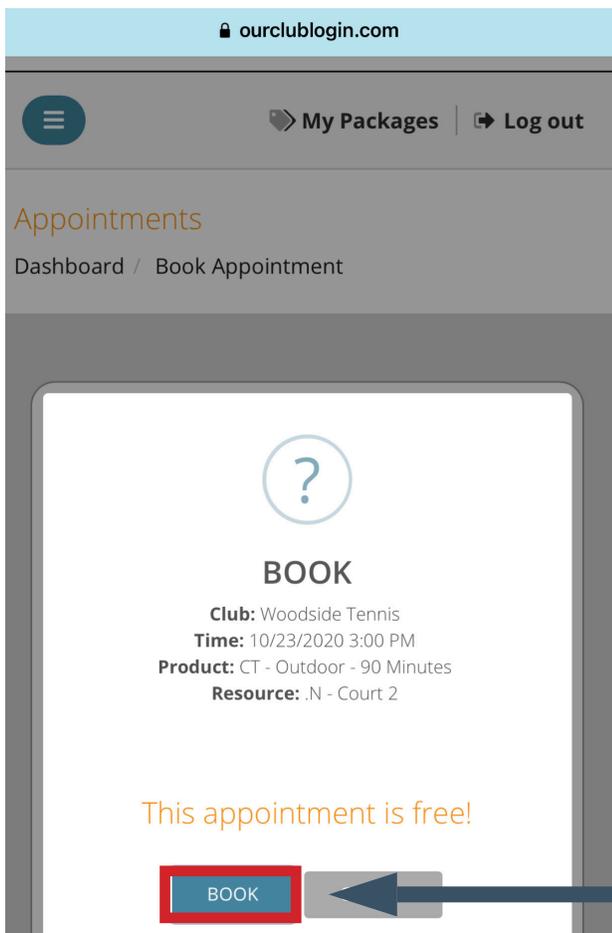


Appointments

Dashboard / Book Appointment



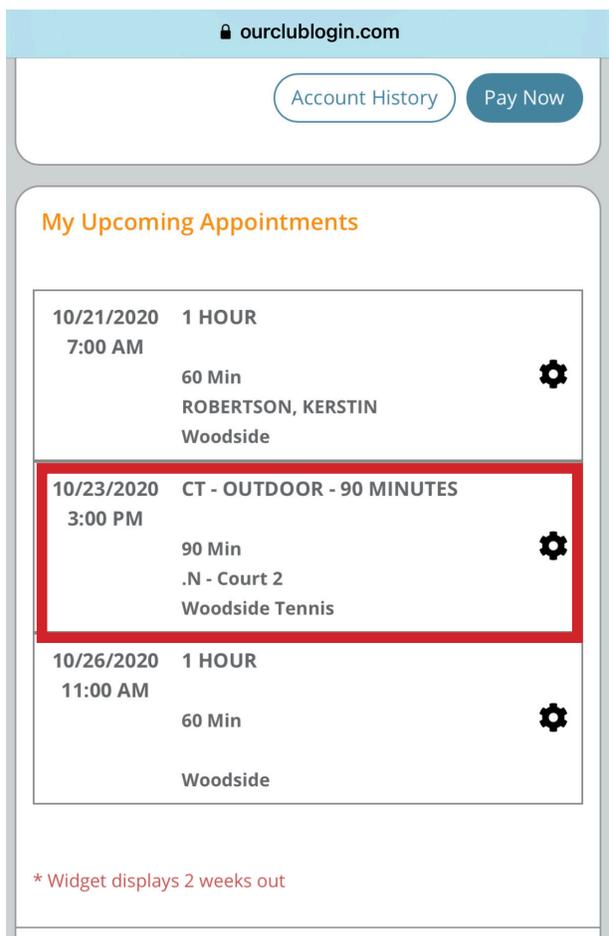
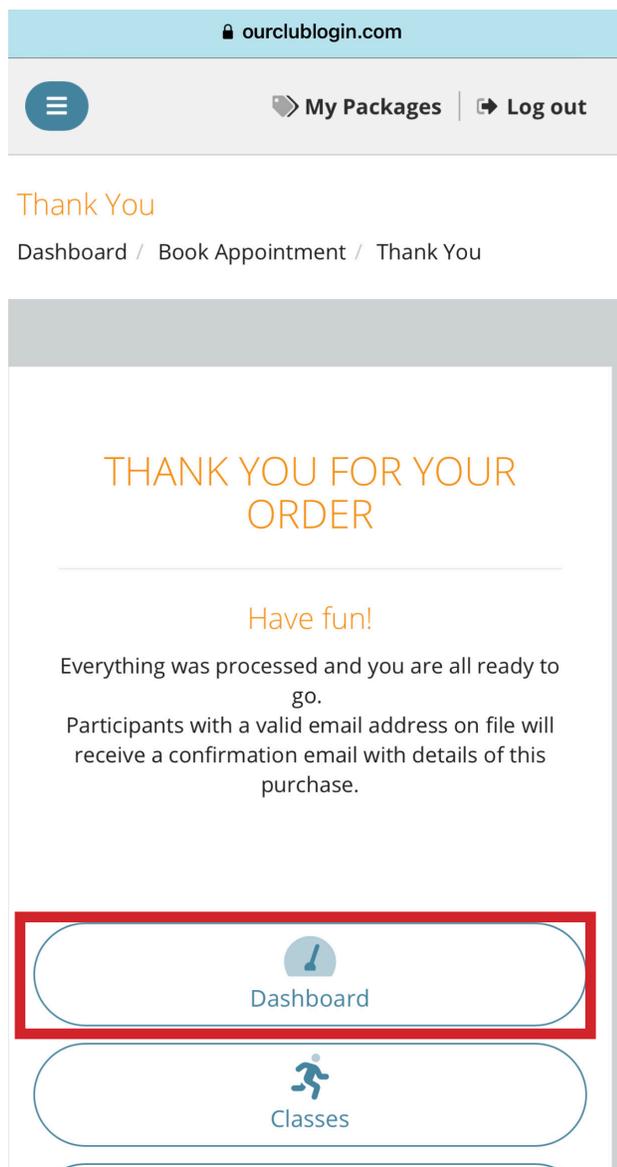
TO LEARN MORE ABOUT PRIME AND NON-PRIME (NP) COURT TIME LISTINGS AND RATES HEAD TO CLUBWOODSIDE.COM/TENNIS



STEP 11: CLICK BOOK

YOU WILL RECEIVE A CONFIRMATION OF YOUR ORDER. CLICK DASHBOARD AND THE RESERVATION WILL AUTO-POPULATE UNDER BOOK APPOINTMENT. YOU WILL ALSO RECEIVE AN EMAIL CONFIRMATION TO THE EMAIL TIED TO YOUR ACCOUNT.

YOU CAN CHECK YOUR UPCOMING RESERVATIONS ANYTIME ON YOUR DASHBOARD UNDER BOOK APPOINTMENT.



TO CANCEL YOUR RESERVATION PLEASE CALL THE FRONT DESK AT 913.831.0034. MEMBERS *MUST* CANCEL THEIR RESERVATION PRIOR TO THE START TIME TO AVIOD PAYING COURT FEES.