

Step-by-Step Instructions for Court Bookings

Copy and paste the following URL address into your browser to access the login procedures:

<https://www.mytwinoaks.com/members/login.aspx?clubid=343>

This is what will appear on your screen as you move through the steps:

Login Name :

Password :

[Forgot your password? Click here](#) [New Users Click Here to Create an Account](#)

New Users must create a Login Name, use a name your partners can easily refer to, and Password. To proceed you need your membership number, 6 digits, or keytag number.

Passwords are case sensitive, must be eight characters long, must consist of at least one capitalized alphabetic character, at least one lower case alphabetic character and at least one digit.

Passwords are changed every 90 days.

Set your login name and password.

Passwords are case sensitive, must be at least eight characters long, must consist of at least one capitalized alphabetic character, at least one lower-case alphabetic character, and at least one digit.

Login Name:

Password:

Confirm Password:

E-Mail Address:

Would you like to receive e-mail confirmations of your appointments?
 Yes
 No

I agree to the [Terms and Conditions](#)

When you Sign Up or Log In your appointments appear.

➔ Choose Book Appointment

What would you like to schedule?

Personal Training Appointment
 Court or Room Reservation

➔ choose to schedule a court reservation

Select an appointment type.

[Pick One] ▼

Back

Cancel

→ Choose Appointment Type -> Squash Court

Select your preferred location from the list below.

No Preference

Select	Name
<input checked="" type="checkbox"/>	Court 1
<input checked="" type="checkbox"/>	Court 2
<input checked="" type="checkbox"/>	Court 3
<input checked="" type="checkbox"/>	Court 4

Back

Cancel

→ select a preferred court or No Preference, note that Court 1 is usually reserved for the lessons.

How long of an appointment do you want to book?


Length :

Select Time Range and Date Range to search for an opening

From : ▼

To : ▼

Start Date : 

End Date : 

Days of Week to Include:

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

This Week
 Next Week

All appointments are 45 minutes. Select a time range and date range, and the day of week you are looking for a court. Then -> Next. It is not necessary to click *This Week or Next Week*.

Select an available time slot.

Add to cart	Name	Date	StartTime	EndTime
	Court 1	10/19/2009	5:45 AM	6:30 AM
	Court 1	10/19/2009	6:30 AM	7:15 AM
	Court 1	10/19/2009	7:15 AM	8:00 AM
	Court 2	10/19/2009	5:45 AM	6:30 AM

A list of available court times comes up. Add to cart, the time slot that you want.

	Court 2	10/19/2009	10:15 AM	11:00 AM

Added appointment with Court 2 at 10/19/2009 8:00 AM to your cart.

Back to back court times for a member is not allowed. After choosing your court time(s).

➔ *View Cart.*

Your shopping cart

Name	Description	Date	StartTime	EndTime	Price	Tax	Total	Remove
Deirdre	Location: Court 1	10/19/2009	6:30 AM	7:15 AM	\$0.00	\$0.00	\$0.00	
Deirdre	Location: Court 2	10/19/2009	8:00 AM	8:45 AM	\$0.00	\$0.00	\$0.00	

Totals:							\$0.00
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→ *And Checkout, To receive confirmation of your court bookings.*

Booking Confirmation

Your appointments have been booked. Please print a copy of this page for your records.

Member Number : 012511	Name : Deirdre
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Name	Description	Date	StartTime	EndTime	Price	Tax	Total
Deirdre	Location: Court 1	10/19/2009	6:30 AM	7:15 AM	\$0.00	\$0.00	\$0.00
Deirdre	Location: Court 2	10/19/2009	8:00 AM	8:45 AM	\$0.00	\$0.00	\$0.00
Totals:							\$0.00

Payment Status: No payment necessary.

Once you press OK you will not be able to return to this page.

*The booked appointments now appear in Your Appointments. **ALL Cancellations have to be called into the Front Desk.***

Get the username of your friends. Then after you choose Court Reservation, you can include your partner in your reservation.

Would you like to add any of your friends?

You have not added any friends			
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Select	First Name	Last Name
<input checked="" type="checkbox"/>	Stephen	M