



Facility Reservations

Welcome Making Reservations just got easier! This Quick Setup Sheet will explain how you can quickly reserve Fields, Courts, Batting Cages, and more!

How to make a Reservation	1	Navigate to your Organization's Site
	2	Select the "Facilities" option from the Menu Bar.
	3	You can use the Search tools to look up your desired Facility. Or you can select your desired Facility in the below table by clicking "More Info."
	4	Select the desired Area of the Facility you would like to Reserve by selecting "More Info."
	5	For Availability, use the calendar to select the available dates you would like to Reserve.
	6	If the Date is Available, click the Select option. If the Date is not available, check for a different Date.
	7	Once the Date has been selected, click the check box to select a desired Time Slot.
	8	Once the desired Time Slot has been selected, click the Reserve button to check out!

Questions? If you have questions, select the "Contact Us" link on your Organization's Home Page to get answers to any other questions you have.
Have a great Season!
