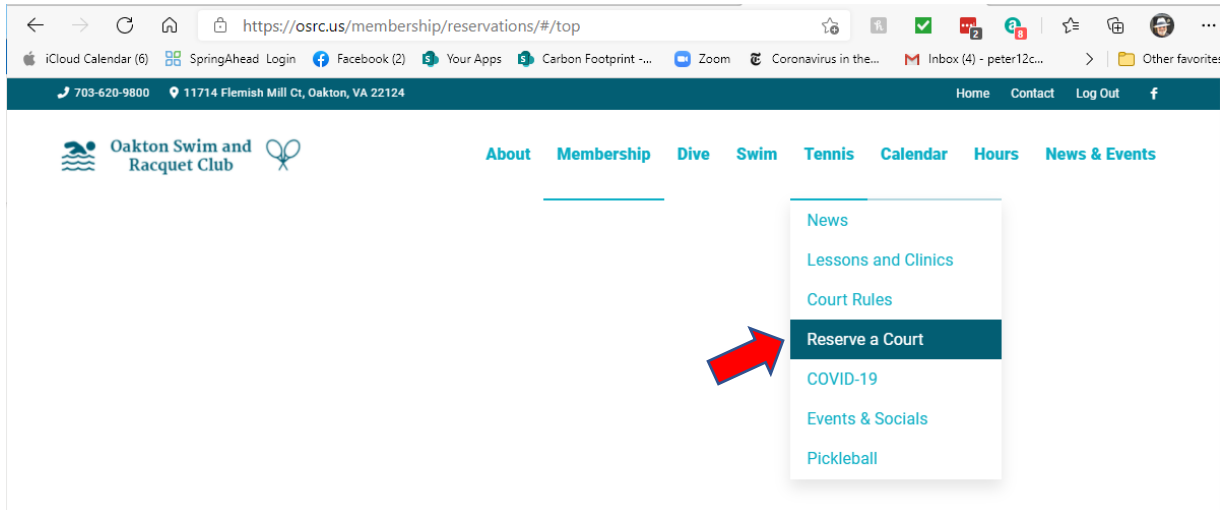
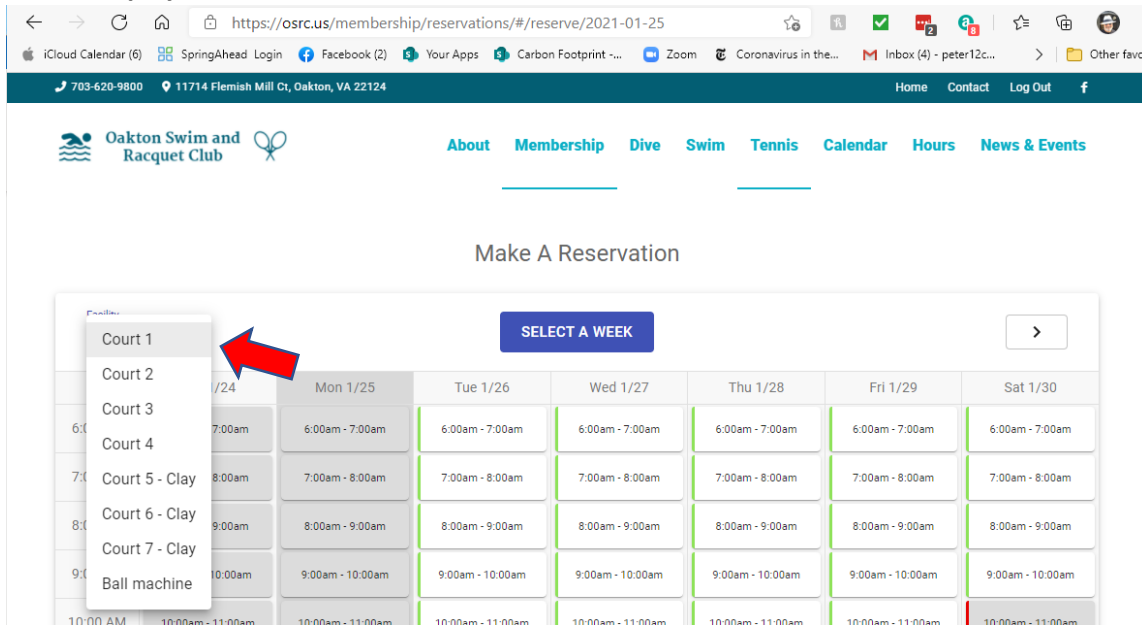


How to Make a Tennis Court Reservation

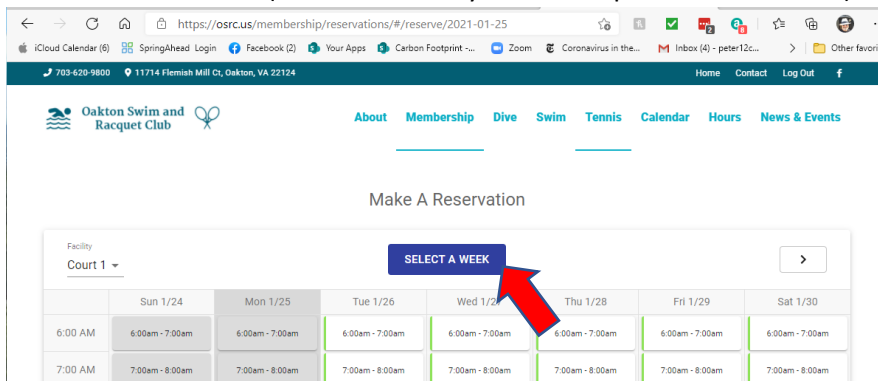
1. Log onto www.osrc.us
 - a. Update your password and any profile information if necessary (instructions emailed to you by OSRC)
2. Select Tennis>Reserve a court.



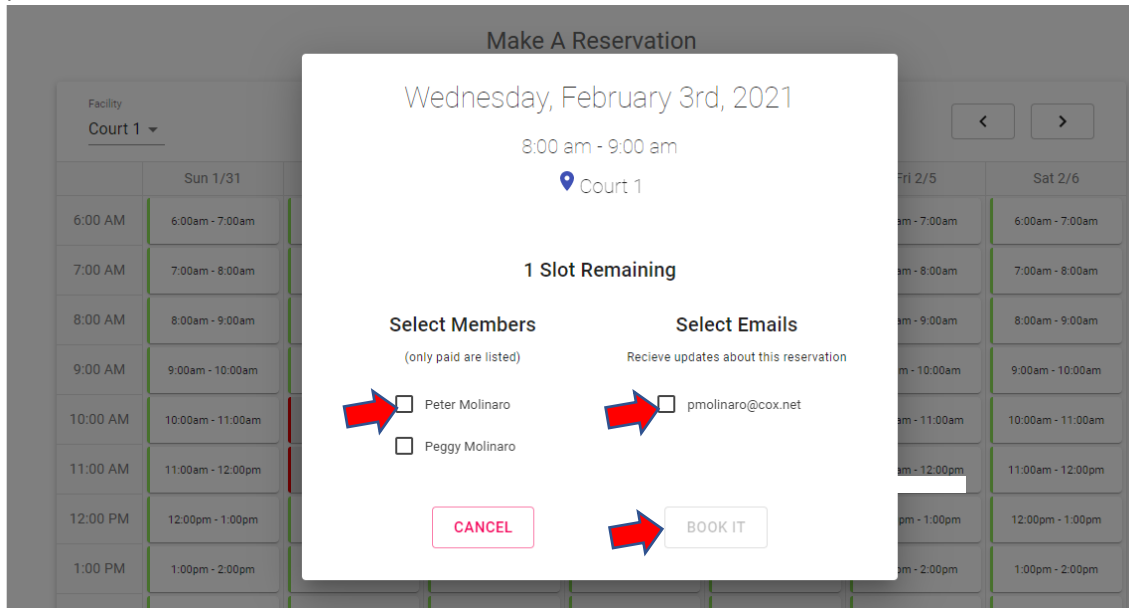
3. Select a preferred court (you may also reserve a ball machine after reserving your court.) **Keep in mind each screen displays the times for one court at a time.**



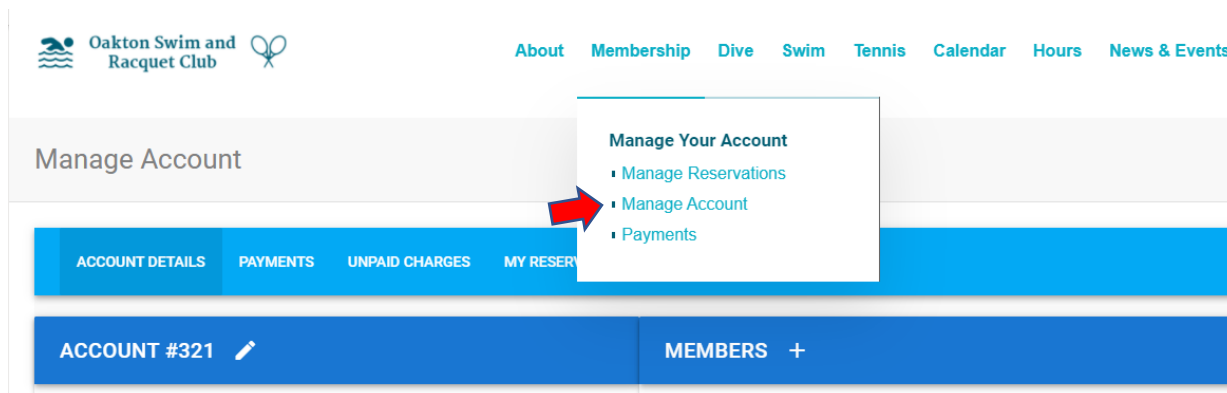
4. Select week and date (reservations may be made up to 2 weeks ahead)



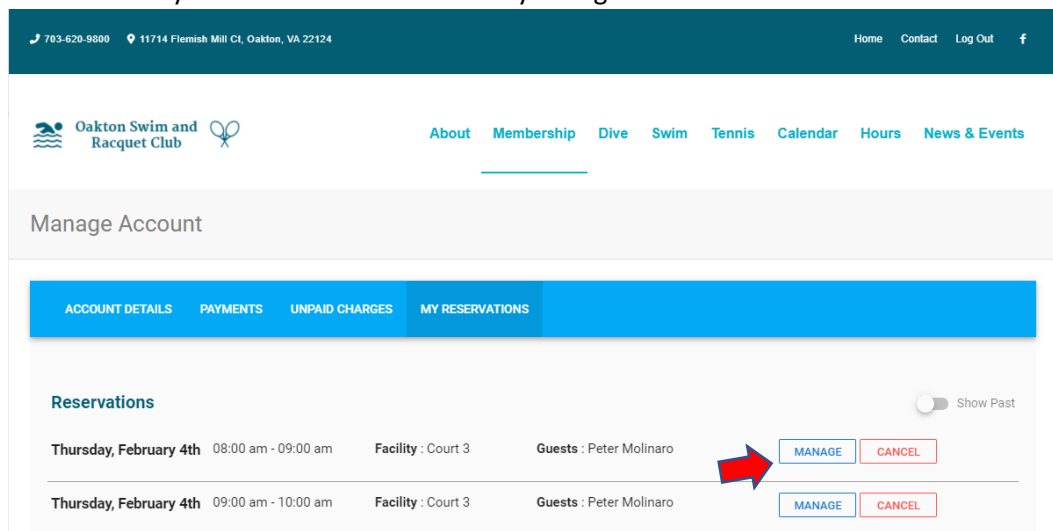
5. Select a one-hour block for your preferred reservation day and time. A dialogue box will open. Select which member is making the reservation and the email address desired for updates and confirmations. After making your selections, click "BOOK IT." Upon completion, a second consecutive one-hour block can be selected if you prefer a two-hour reservation.



6. You can check, modify or cancel your reservations using the "Manage Account" feature in the "Membership" tab.



7. Select "My Reservations" and make any changes.



We will continue to work on customizing this tool to allow for selection of time block of different durations, listing your guests, and online payment of guest fees. If you have any questions, please contact the OSRC Business Manager, Kara Hayden at OSRCBusinessManager@gmail.com