

Chevy Chase Recreation Association

Making a Court Reservation Online

- Access the club's new website: <http://www.chevychaserec.org/>
- Sign in at "CCRA Family Login" using your username and password. Follow instructions for signing in the first time from the emailed instructions. If you have signed in previously and do not know your username or password, click the "forgot password" link.
- On the member home page, hover over the "Tennis" dropdown and click on "Book a Tennis Court" or click on "Book a Tennis Court" in the quick links section in the left hand panel.
- Once on the Book a Tennis Court page, you will see today's court reservation sheet by default. Click on the calendar icon and click on the date you wish to play. Please remember, courts may be booked only three days in advance, beginning at 8:00 am three days prior and up until the same day of play.
- When you reach your selected date, scroll to the court time that you would like to play on and click on the court title link in your selected time and court slot. The booking window will open for you.
- NOTE: Times that are blocked will contain a display title explaining why the court is unavailable. You will also see other member's reservations listed on the screen denoting that those times are unavailable as well. Same day court times that have already passed will be unavailable. There is a color key denoting which times are available (green) and unavailable (dark gray).
- Select whether you will be playing singles or doubles and choose the amount of time that you wish to reserve. Prime time reservations are for one hour for singles and 90 minutes for doubles. Outside of prime time, reservations can be increased to 90 minutes for singles and 2 hours for doubles. Please refer to rules for any other specifics, including prime time.
- Your name is automatically entered into Player #1. You can then enter the names of the other members and guests in your group. Add a member by typing in the member's last name, first name in the slots that say "type player name" and then clicking on their name once it appears. You add a guest by typing in that guest's first and last name in the player text box and hitting enter. Your guest entries will be saved in the system for future use.
- An email confirmation will be sent to each member of the party who has an email address.
- Please enter any comments that you would like the staff or the other members in your group to see (optional).
- Click on "make reservation" when all of your reservation information appears correct.
- If you would like to update or cancel your reservation, you can find your reservation in two places. It will be listed on the particular day's court sheet- simply click on the booking window icon to open the booking window. You can also access all of your reservations (past and present) in the My Reservations tab. Double click on a reservation to open the booking window. Make any changes that you need and hit "update". If you need to cancel the reservation, click cancel. Please be sure to cancel any reservation that will not be used so that another family can make a reservation for play on the empty court. Thank you!