



Reservations Using the CourtReserve Online System

1. Download the CourtReserve app on your smartphone from the App Store (iPhone) or Google Play (Android). From your PC please go to <https://app.courtreserve.com/Online/Portal/CreateAccountAndRequestAccessToOrg?id=8228>
2. **For new residents**, open the app or desktop, search for Laguna Woods Village, fill in the required information. Click create account. Account will be authorized within 24 hours.
3. **For residents needing assistance with CourtReserve**, please contact Daniel Alcala at 949-597-4273 or Peter Quan at 949-597-4386 from 9 a.m. to 4 p.m. Monday through Friday.
4. For a quick overview of the mobile app, go to <https://courtreserve.com/mobile/>
5. On mobile app click reservations, click the activity you want to reserve, scroll through the dates and select time/court. If this is a tennis reservation click “singles” or “doubles,” add names of players, arrow back to players, click save.
6. To cancel a reservation, click on day and time of reservation and click on “**cancel reservation**” twice.
7. Contact staff for assistance if you experience a registration system error by calling 949-268-2418, 949-597-4386 or 949-597-4273, Monday through Friday from 9 a.m. to 4 p.m.