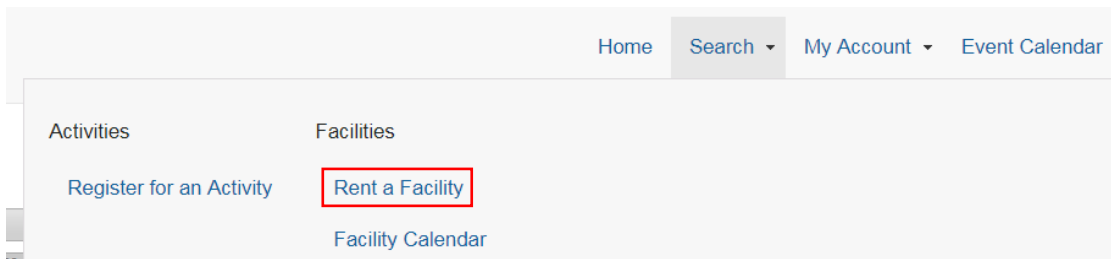


Reserving a Court on WebTrac

1. Begin by logging into your WebTrac account by filling out the username and password field.
2. Click on the search tab on the website screen. Below the facilities column click on **Rent a Facility**



3. On the new page select the location, date and begin time then hit **Search**.

The screenshot shows the 'Facility Search Criteria' form. The 'Location' dropdown is set to 'Cheviot Hills Pay Tennis' (highlighted with a red box). The 'Date' field is set to '02/18/2019' (highlighted with a red box). The 'Begin Time' field is set to '01:00 PM' (highlighted with a red box). The 'Search' button is also highlighted with a red box.

4. Matching search results will now appear. Click on the + to add the time/times you want. This will create a popup on the bottom of the screen. When done hit **Add to Cart**.
 - a. Note: All online reservations are limited to two courts for two hours.

The screenshot shows a popup for 'Court 1 - Tennis Court_Cheviot Hills Pay Tennis_Court 01'. It includes reservation details, pricing, and a table of available time slots. A green box at the bottom highlights the selected reservation: 'Court 1 (Tennis Court_Cheviot Hills Pay Tennis_Court 01): 02/18/2019 @ 1:00 pm - 2:00 pm' with 'Add To Cart' and 'Clear Selection' buttons.

Time Slot	Facility Description	Location Description	Class Description	Date	Capacity	View Map
1:00 pm - 2:00 pm	Court 1	Cheviot Hills Pay Tennis	Tennis Court	02/18/2019	N/A	<input type="checkbox"/>
2:00 pm - 3:00 pm Available						
3:00 pm - 4:00 pm Available						
4:00 pm - 5:00 pm Available						
5:00 pm - 6:00 pm Available						
6:00 pm - 7:00 pm Available						
7:00 pm - 8:00 pm Available						
8:00 pm - 9:00 pm Available						
9:00 pm - 10:00 pm Available						

5. On the new page you will be asked the reservation purpose (optional) and the waiver will appear. Read it over then click on the checkbox next to **I agree with the above**. Hit **Continue** to see your reservation summary.

6. Your **Shopping Cart** will now appear. If everything is correct select **Proceed to Checkout**.

Shopping Cart

Showing 1 To 1 Total Results (1)

Description	Name	Total Fees		
<input type="checkbox"/> Court 1 on 02/18/2019 at 1:00 pm to 2:00 pm at Cheviot Hills Pay Tennis (Firm)	Kimberly	\$ 12.00	<input type="checkbox"/>	<input type="checkbox"/>
Grand Total Fees Due		\$ 12.00		
Total Old Balances Not in Shopping Cart		\$ 0.00		

7. On the billing page select your **Payment Method**. Only Visa and MasterCard are accepted. Then click **Conitnue**.

Summary of Charges

New Charges In Shopping Cart:	\$ 12.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 12.00
Minimum Amount Due Today:	\$ 12.00
Maximum Amount Due Today:	\$ 12.00

The Following Information is Required to Complete Your Transaction

Amount To Be Paid Today: *

Using This Payment Method: *

Apply Coupon/Gift Certificate/Punch Payment/Reward/Scholarship

Type: Code:

Billing Information

First Name: *

Last Name: *

Home Phone w/area code: *

Email: *

Re-Enter Email:

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

8. You will be redirected to our credit card vendor's site. Enter your payment information, double check the address – it must match the one attached to the card, then hit **Submit Payment**. This will direct you back to the registration system where you will be able to view your receipt or send a copy of any email address you want. A receipt will automatically be sent to the email in the system.