

You are receiving this email because you and one or more of your family were members of the **Moore Park Tennis Club (MPTC)** for the 2021 season.

We are pleased to invite you and your family to renew your memberships for the 2022 season.

Returning adults are eligible for either:

- **2022 Adult Membership**
- **2022 Holding Membership**

Returning juniors may opt for either:

- **Daytime Junior Membership**
\$35 for the season; access to **play** (in addition to lessons or camps):
Weekdays 7am-5:59pm, Weekends 1pm-6pm
- **Junior Membership**
\$80 for the season; access to play **anytime during club hours**

(Note for parents: starting in 2022, MPTC is requiring all kids in Junior Programs to have a club membership. Either junior membership will make your child eligible for Junior Programs. For details, see the bottom of this email or <https://www.mooretennis.com/memberships>)

Renewal Instructions:

There are **four steps** to the renewal process that can be done by **any adult** within your family unit

- 1) Login to your Court Reserve Account. Select **Edit** (pencil icon) and review your info. Select your own 2022 membership and sign the club waiver.
- 2) Under your profile, go to **Family**. Select **Edit** (pencil icon) and review your family's info. Select 2022 memberships for each other member in the family (**ignore the payment page until all memberships are selected**)
- 3) Pay for all the memberships for the family and logoff
- 4) Get **every other adult** within your family to login to **their** Court Reserve account and sign the club waiver. Note that a membership is not considered to be renewed until the waiver is signed.

Please contact our Membership Director at membership@mooretennis.com if you have problems with the registration or payment process.

Note re payment deadlines: registration is not complete until you have paid for your memberships. To secure your spot in the club at the early bird rate, register and pay by the **end of the day of January 14.**

(On January 15, we open the membership to our waitlist and the full membership price will apply. Any member renewing after January 14 will only be accepted if there is still room.)

Thanks for renewing and all the best for a great year of tennis in 2022!

For detailed step by step instructions, read on.

Step 1: Login and sign the Club waiver

1. Go to <https://app.courtreserve.com/Online/Portal/Index/6982>
2. Login using this **email** as your username and use the “Forgot Password” link to retrieve your password if necessary
3. Access your profile as follows. From your profile you can find options to update personal information, purchase and pay for memberships.
 1. In a browser, hover your cursor over your name
 2. In *the app on a mobile device or tablet*, select **My Account**

Verify Your Personal Information

- 1) From your profile, select **Personal Information**
- 2) Confirm that all the information provided is still correct and update any details required. Press **SAVE** when you are done.

Select your MPTC adult membership and sign club waiver

1. From your profile, select **Membership**
2. Select a membership, then click on **Join Plan**
3. For Adult 2022 memberships only, click **VIEW & REVIEW MEMBERSHIP WAIVER**. Read and review the waiver, click to select the checkbox, select **Click to Sign** and then digitally sign the waiver. Click **Continue** when done.
4. Click the **Subscribe to this Plan** button

If you want to make one payment for your entire family, ignore the payment screen until Step 3.

Step 2: Select memberships for your family

1. From your profile, select **Family**
2. For each member in your family:
 - a. Select **Edit (pencil icon)** to verify that the data is accurate (in particular the date of birth is important for children to be assigned to age-dependent programs); Press **Save** when done
 - b. Select the **Purchase** button to see a **dropdown** to choose a membership
 - c. Pick the preferred membership type and press “**Save Changes**”
 - d. **Ignore the payment screen and return to step 1 to purchase for the next family member, if applicable. The family balance will show the sum of all memberships purchased so far.**

Step 3: Pay for your family’s memberships

After selecting the membership for the last person in your family, you can now pay for the entire family.

1. Fill in the credit card information on the next screen and press the **Pay** button. You have now successfully purchased memberships for your family.
2. To secure your spot, register and pay before the end of day on January 14.
3. If you want to make sure you have renewed, from your profile, select **Family** to see the membership assigned to each family member.

If you want to pay later or you want to see a breakdown of membership fees for each family member:

1. From your profile, select **Billing-> Transactions** and see the “Unpaid Fees” tab.
2. Press on the **Payment** button if you wish to pay for the **entire family**.

Step 4: Have all adults in your family, sign the waiver

Each other adult in your family who has been assigned a 2022 MPTC Membership needs to login to his or her Court Reserve account and sign his or her own waiver.

Adults, including adult children, will not be allowed to play at the club until their waivers are signed.

Note for parents with kids interested in junior programs: New junior membership types

If you have children (aged 4-17 as of January 1, 2022) who you want to enroll in junior programs at MPTC, starting in 2022, they will need a club membership to enroll. (There is no longer a complimentary Junior Program membership for children who take part in the club's junior programs or camps.)

The club now offers two types of junior membership. **Either** of these memberships will qualify your child to join **any** of the Junior Programs offered by our club.

Daytime Junior Membership

- \$35 for the season
- Access to **play** on Club courts (does not apply to lessons or camps):
 - **Weekdays** from **7am-5:59pm** inclusive, and
 - **Weekends** from **1pm-6pm** on weekends
- Eligible to enroll in **any** of the 2022 MPTC Junior Programs
- Available for purchase now for returning 2021 Junior and Junior Program members; available for all other children starting January 15, 2022.

Junior Membership

- \$80 for the season
- Access to play on Club courts:
 - **anytime during club hours**
- Eligible to enroll in **any** of the 2022 MPTC Junior Programs
- Available only during winter registration period to returning 2021 junior members, and to juniors from the Waitlist until our membership is full. Once the club is full, Daytime Junior memberships will be available to all remaining children.

You can review details about our various memberships at <https://www.mooretennis.com/memberships>