

April 2025



# 2025 Registration for Returning Members

| SUN | MON | TUE   | WED | THU | FRI | SAT |
|-----|-----|---|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | Any unpaid members after April 7 @ 11:59 p.m. will be deleted |     |     |     |     |

## Step 1 – Sign into CourtReserve

Click “Forgot Password” if needed



## Step 2 – Electronically sign two Documents

After signing both, click on the “Save Signature” box to continue



2 step process for **each** document:

1. Click & sign your name in the grey box
2. Tick the check box



## Step 3 – Click on “Purchase Membership” or “Join” option

From Web: Blue box on top right-hand corner that says “Purchase Membership”

From App: Box on the main menu that says “Join”

## Step 4 – Click on “Review and Finalize”

Blue box on the bottom of the screen



## Step 5 – Fill in your credit card and address information and Click on the blue “Pay” box



Must be a credit card. No debit cards or e-transfers



## You’re Done!

Your payment receipt will be displayed



Email: [vstpickleball@gmail.com](mailto:vstpickleball@gmail.com)



### “Duplicate Transaction” Error Message

If using the same credit card to pay for two memberships, wait 15 minutes between registrations to avoid an error message