

HOW TO RESERVE THE WILLIAMS PARK TENNIS COURTS

1

LOG IN TO YOUR ACCOUNT

Visit the Brookfield Parks & Recreation website and log in to your account.

2

PURCHASE A TENNIS COURT MEMBERSHIP

You must have a membership in order to reserve the courts. If you have not purchased one yet, please [click here](#)

3

GO TO THE FACILITIES PAGE

Once you have purchased your membership, click on the Facilities tab.

Click [Facility List](#)

4

SELECT A COURT

Scroll down to Williams Park and you will see a “Reserve” button on the right side for either Court 1 or Court 2.

- **Court 1:** reserved on the hour
- **Court 2:** reserved on the half hour

Each reservation is set in 2 hour blocks.

The sprinkler system runs from 12 pm – 1 pm so no reservations are made during these times.

You can create 3 reservations per week.

5

CHOOSE YOUR RESERVATION TIME

1. Select the date you'd like to reserve.
2. Click the block for the time slot you would like to reserve.
3. Once you select your first block, click [Save Dates](#).

You can only reserve up to 3 time slots per reservation/week since there is a 6 hour time block max.

- After selecting your reservation block(s):
 - Enter the purpose (TENNIS)
 - Enter the head count (how many people)
 - Click [Continue](#)
- On the next screen:
 - Click [Continue to Checkout](#) to proceed.
 - To edit your reservation or add another reservation, use the options at the top of the screen.

6

REVIEW RESERVATION BEFORE COMPLETION

- Review your reservation details.
- You can [Edit Reservation](#), [Add Another Reservation](#), or [Continue to Checkout](#) using the options at the top of the screen.
- When ready, click [Continue to Checkout](#).

7

AGREE TO THE DISCLAIMER

- Read the disclaimer and refund policy.
- Check the box to agree.
- Click [Continue](#).

8

CHECKOUT ONLINE

Click “Check Out Online” (includes no fee items).

9

FINALIZE YOUR RESERVATION

You will see your invoice total is \$0.00.

YOU MUST CLICK PROCESS IN ORDER TO FINALIZE YOUR REGISTRATION.