

INSTRUCTIONS FOR MAKING COURT RESERVATIONS

Park membership is required for use of the reservation system.

All CourtReserve memberships will be deactivated at the time that the new Park membership year is opened for enrollment.

You will receive a message that your membership has expired and must be renewed to continue to be able to make reservations.

To register:

- Go to www.courtreserve.com or download the CourtReserve app. Follow the prompts to create your account.
- Join “Lake Success Parks”
- For family CourtReserve use, your account must be set up as one primary membership account.
- This requires that Family Park members must add EACH FAMILY MEMBER (Spouse and Children), who will be using the reservation system, to the primary account. Your account must be opened with the same names that you and your family members used when you enrolled in Park membership.
- CourtReserve requires that an email address be assigned to EACH FAMILY MEMBER in order for them to also be granted access to the reservation system.
- To add Park family members:
 1. Go to the “More” option on the bottom right side of your Lake Success Park home screen.
 2. Choose “My Family”
 3. Add New Family Member and complete the information page for that Park member.
- You will receive a message that your membership is pending. Be Patient! It may initially take the administrator of the system a couple of days to verify your park membership and grant you and your family members’ access.

Once your park family CourtReserve account is approved you can start to use the CourtReserve App to seamlessly make your reservations.