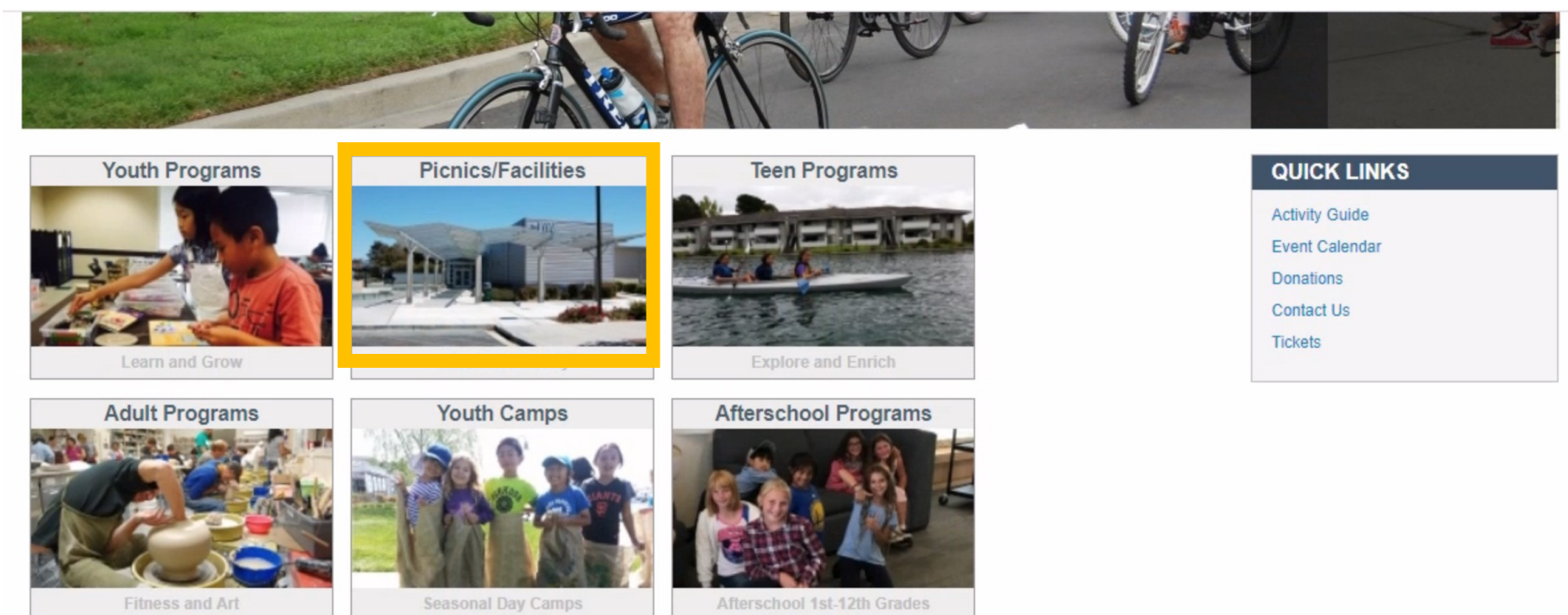


# How To Reserve A Pickleball Court



1. Go to: **registration.fostercity.org**
2. Login to your account with your username and password
3. If you do not already have an account, you will need to



4. Click on **Picnics/Facilities**

Facility Search Criteria

Date: 03/08/2021

Begin Time: 12:00 am

Facility: All Facilities

Facility Class: All Classes

Location: All Locations

Features: All Features

Additional Search Criteria

IMPORTANT - PARK RULES APPLY!!!

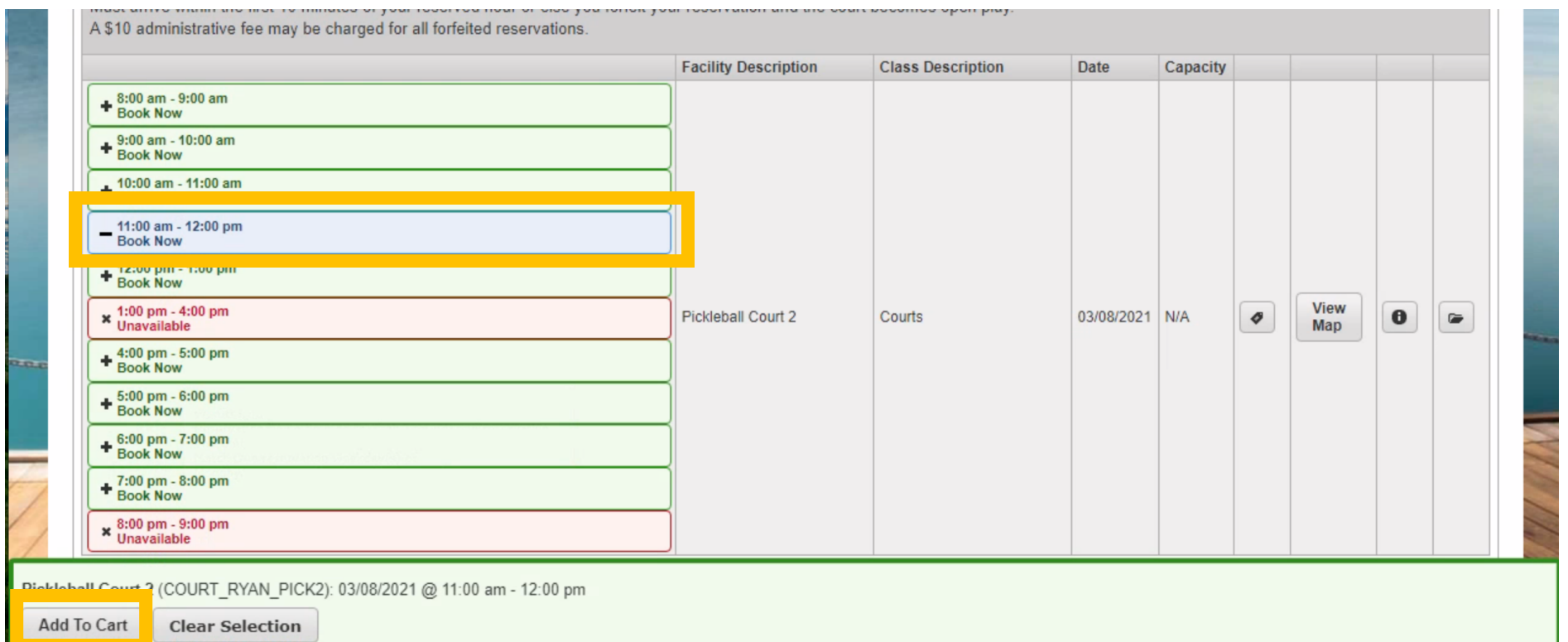
MUST review Park Rules prior to renting park - click folder icon to view rules and regulations.

Search Reset

5. Select the **date** you want to make your reservation
6. Ignore all other search criteria. None of it is relevant/necessary.
7. Select **Search**.
8. This search will pop up all six courts, in order, for the date selected.

	Facility Description	Class Description	Date	Capacity				
+ 8:00 am - 9:00 am Book Now	Pickleball Court 2	Courts	03/08/2021	N/A	View Map	i	📧	
+ 9:00 am - 10:00 am Book Now								
+ 10:00 am - 11:00 am Book Now								
+ 11:00 am - 12:00 pm Book Now								
+ 12:00 pm - 1:00 pm Book Now								
* 1:00 pm - 4:00 pm Unavailable								
+ 4:00 pm - 5:00 pm Book Now								
+ 5:00 pm - 6:00 pm Book Now								
+ 6:00 pm - 7:00 pm Book Now								
+ 7:00 pm - 8:00 pm Book Now								
* 8:00 pm - 9:00 pm Unavailable								

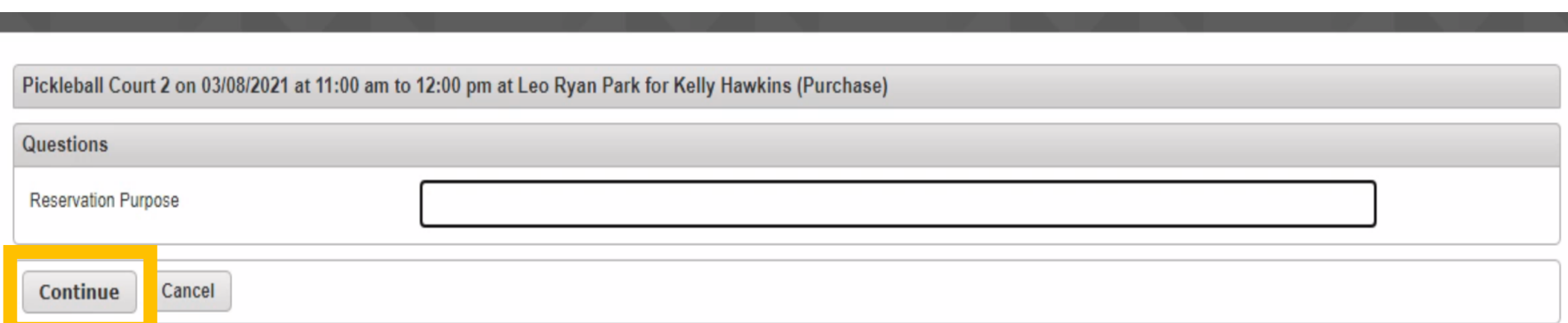
9. Scroll through the six courts to find your desired rental time; all timeslots for a court will show up.
10. Rentals are done in one hour increments and there is a limit of 2 reservations per week (Sunday - Saturday)
11. green timeslot is available to reserve
12. A red timeslot is already booked or is outside of the reservable hours.



13. To select your timeslot, click on the **plus sign** on the left; this will make your selection turn blue.

14. Then click on the **Add to Cart** button at the bottom of your screen.

15. If you wish to change your timeslot, or you clicked one by mistake, you can click **Clear Selection** and select a new timeslot.



16. After adding to your cart, you will be shown this screen

17. You do NOT need to type in a Reservation Purpose; You can ignore this.

18. Click **Continue**



✓ New Charges In Shopping Cart

Shopping Cart

**Shopping Cart**

Showing 1 To 1 Total Results (1)

	Description	Name	Total Fees		
<input type="checkbox"/>	Pickleball Court 1 on 03/08/2021 at 11:00 am to 12:00 pm at Leo Ryan Park (Firm)	Colleen	\$ 0.00	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Grand Total Fees Due</b>		<b>\$ 0.00</b>		
	<b>Total Old Balances Not in Shopping Cart</b>		<b>\$ 0.00</b>		

19. From your cart, select **Proceed to Checkout**.
20. There are no fees involved in renting a Pickleball

Summary of Charges

New Charges In Shopping Cart:	\$ 0.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 0.00
Amount To Be Paid Today:	\$ 0.00

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.

21. Select **Continue** to receive your permit.

Your Online transaction is complete. Please select an option below to continue.

All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.  
 Click here to download free Adobe Reader software from Adobe.com.

A copy of your receipt has been sent to . If you would like to send a copy to another email address, use the field below.

Email Address \*

22. Your reservation is now complete.
23. **View Confirmation Receipt** to see/save your permit
24. You can also email a copy to yourself; just type in your email and click **Send Copy**.
25. Be sure to have a copy of this permit with you when you show up for your reservation.



FACILITY SALES RECEIPT

Receipt # 81658  
 Payment Date: 02/26/2021  
 Household:  
 Hm Ph:



YOUR NAME HERE  
 YOUR ADDRESS HERE  
 FOSTER CITY, CA 94403

City of Foster City  
 650 Shell Blvd  
 Foster City, CA 94404  
 Phone: (650)286-3380  
 Visit us at: <http://www.fostercity.org/parksandrecreation/>

Reservation Details: Leo Ryan Park **Pickleball Court 1**  
 Address: Hillsdale and Shell Blvd, Foster City, CA 94404  
 Reserv. Contact: **Your Name**  
 Phone Number: **Your Number**  
 Reserv. Number: 12018  
 Status: Firm

Special Questions: **Mon 03/08/2021 11:00A to 12:00P**  
 Reservation Purpose:

New Fees	Total Fees	New Paid	Total Paid	Amount Due
0.00	0.00	0.00	0.00	0.00

Processed on 02/26/21 @ 2:06 pm by WWW

Total New Fees	0.00
Discount Applied	0.00
Total New Taxes	0.00
<b>Total Due</b>	<b>0.00</b>
Total Fees Paid	0.00
Total Taxes Paid	0.00
<b>Total Paid</b>	<b>0.00</b>

26. The permit for your reservation will look like this.
27. It will include your **name** and Foster City **address**.
28. It will show which **court** you have reserved, at which **date** and **time**.
29. Please bring a copy of this with you to the courts.

**If you have any questions about the reservation process, please call 650-286-3380 or email [recreation@fostercity.org](mailto:recreation@fostercity.org)**

