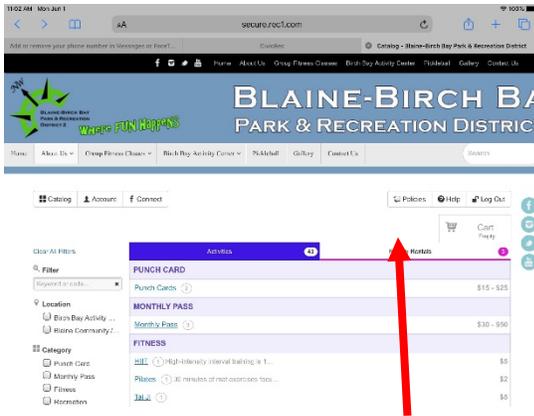


Using OnLine Facility Reservations – Using A Computer or Tablet in Desktop Mode

Using Rec 1's Online Registration and Facility Reservations is best viewed on a computer or if using a tablet, use the Desktop Mode.



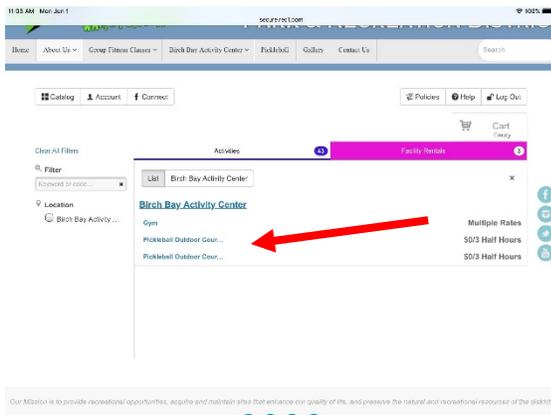
Go to BBBParkandRec.org. Click on the Pickleball Menu > Reserve A Court.

Click on the Catalog Menu for Facility Rentals

If you are experiencing trouble booking a court, please call the office between the hours of 9:00 am to 6:30 pm and a staff member can assist you. Or you can email info@bbbprd2.com.

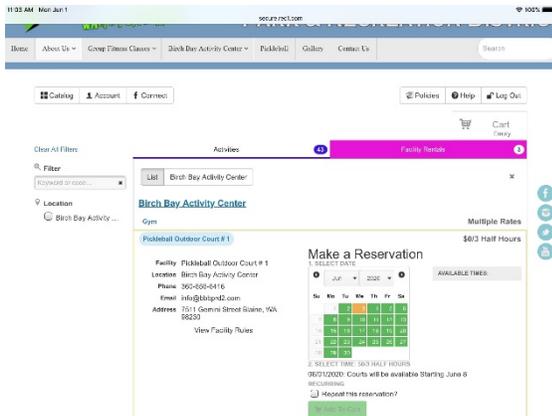


Please log into your account. You may already have an account within the BBBPRD2 Recreation Management Software. If you do not know your log in, you can either use Facebook, Google, or create one with an email. If you have been a participant of BBBPRD2 programming over the past two years, you probably have an account. Try Log In With Email and ask for a Password Reset. Submit your email address. If you have an account with us, you will see the menu to change your password. If not, please create an account.



Once you click the Facility Rentals Menu, you will see the list of facilities. Choose either Pickleball Outdoor Court #1 or #3. (note: #1 is the court closest to Gemini Street)

Click the Link for the court of your choice.



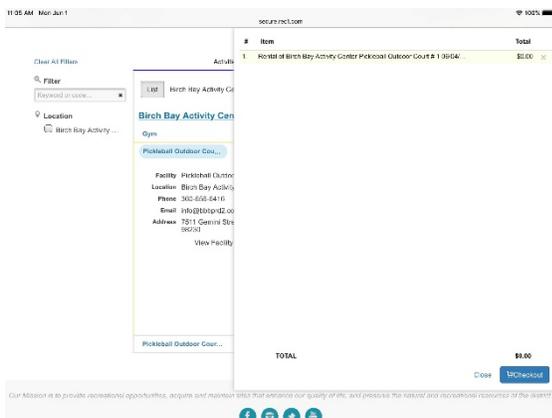
A calendar will appear. Click on the Date you want.

A drop down box with a start time will appear. You can see available times to the right if there are any.

Choose a start time, if you don't see a particular time frame, that time has already been booked.

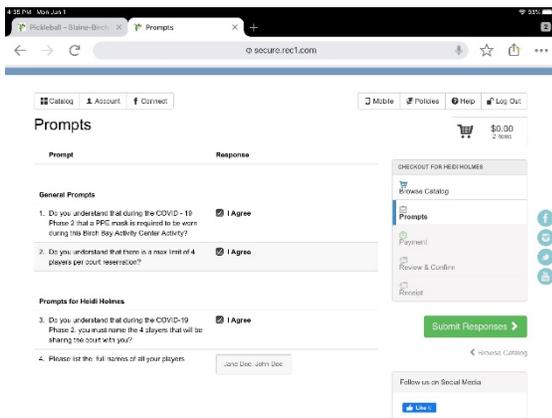
Court time is automatically set for 1.5 hours of play. You can choose to repeat your reservation.

Once you are finished, click the Add to Cart Button.



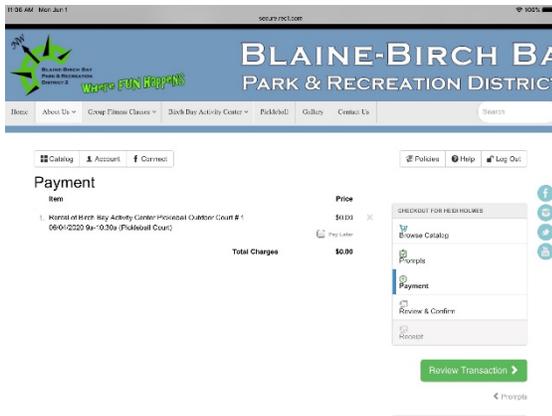
You are now directed to the Checkout Screen. If you want to reserve more court time, click Close link at bottom of page, and you will be returned to the Make A Reservation Page. You can repeat making reservations until finished.

When you are finished with your choices, click Checkout.

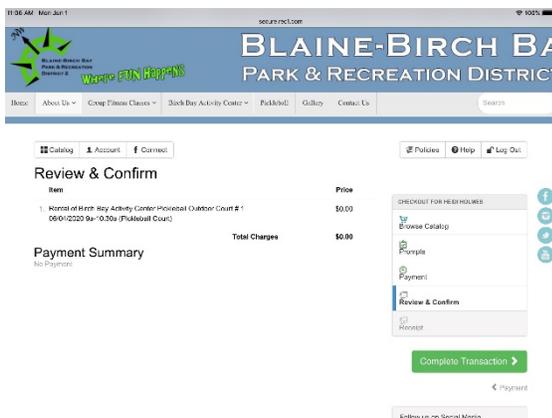


You are now directed to the Prompt Screen. In order to complete your reservation, you must Agree to the General Prompts. You must also name the 3 people (or 1 if playing Singles) who will be sharing the court with you.

When you are finished with your choices, click Submit Responses.



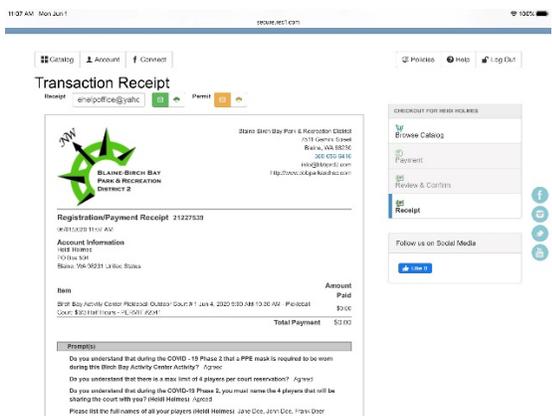
You are now directed to the Payment Screen. Review the Items in Your Cart. If you are satisfied, click Review Transaction Button.



You are now directed to the Review & Confirm Screen. Click Complete Transaction.

The final screen is your transaction Receipt. Click the Permit (Orange Color Button) and bring this receipt with you to your reservation.

Please arrive 10 minutes prior to your playtime and sign in at the office. If you are playing during non office hours, please notify the office for payment arrangements.



Thank you for choosing the Birch Bay Activity Center to play pickleball. Make sure you have read the guidelines to play at the center during our Phase 2 Safe Open.

If there is no reservation directly after your play, you may continue to play until the next reservation.

If you need to cancel, please notify the Office.