

## Reserving a Shark

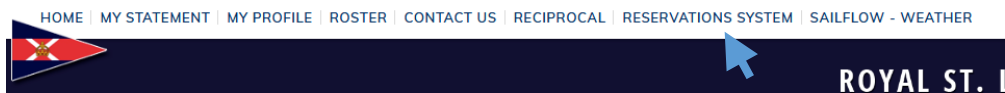
IMPORTANT: A User Name and Password for the Member Section of the Club Website, and a separate User Name and Password to login to CourtReserve are required to reserve one of the Club Sharks. If you don't already have them, contact [eutan@rstlyc.com](mailto:eutan@rstlyc.com). Please also note the following:

- Your name must appear on the 2020 Approved User list in order to reserve a Club Shark.
- Sharks may not be reserved the same day as their planned use.
- Visit <https://rstlyc.qc.ca/sharks> regarding how to get the key, signing of the log book and other information regarding use of the Club's Sharks.

Reservation Procedure:

- **Step 1:** Login to Member Section of the Club's Website with your username and password To access this area – Log in with your member ID and password on the Club's website <https://rstlyc.qc.ca/submaster.cfm?aPage=loginprob.cfm&Mess=&RePage=%2Findex%2Ecfm%3FMMainpage%3DYes>

- **Step 2:** Once in the Member section, click on RESERVATION SYSTEM



- **Step 3:** Once in the Reservation System, click where indicated to login to the member portal

### Reservations System

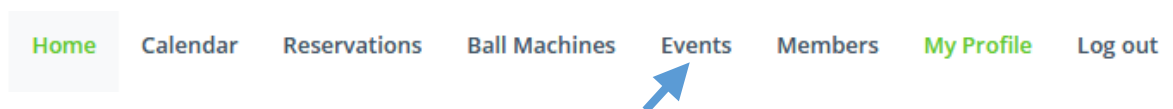
Royal St. Lawrence Yacht Club has created a new account for you on [CourtReserve.com](https://CourtReserve.com), a web-based Court Reservation and Event Management application to make it easier for members such as yourself to reserve courts, register for events, and much more.

Please Click [HERE](#) to login to the member portal.

Hope you enjoy your time here on CourtReserve! The most simple way to Reserve & Play!

Note: Login information for CourtReserve is not the same as the Member section. For CourtReserve, user name is your email address and the password is set automatically. If not, click on forgot password and a new one will be sent to you by email.

- **Step 4:** From the menu at the top right, click on 'Events'



- **Step 5:** Open your desired Shark number by clicking on the downward arrow on the right



- **Step 6:** If a Shark is available, click on the green 'Register' box for the desired Shark # on the desired date. This will take you to the Event Registration page

Sun, Aug 2, 2020 9:00 AM - 8:00 PM Sharks	Shark#2 Cost: FREE Click for Details	Register Places Still Available: 1	N/A
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- **Step 7:** From the Event Registration page, click the box for your name under "Register?". Once a checkmark appears, click on 'Save'.

### Event Registration

**Event:** Shark#2  
**Date:** Sun, Aug 2, 2020 9:00 AM - 8:00 PM  
**Category:** Sharks  
**Places Still Available:** 1

Register Member(s)

Member	Register?
Brian Wilkinson	<input checked="" type="checkbox"/>
Dale Webber Wilkinson	<input type="checkbox"/>

Close Save

- **Step 8:** Your Registration will be confirmed. Then click on 'Close'.

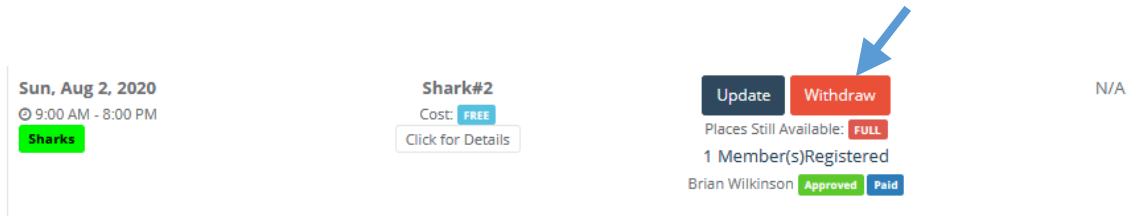
### Registration Confirmed

Thanks! Your registration was submitted successfully.

Close

A confirmation email will be sent to the address used for CourtReserve stating: "This email is to notify you that you have registered for the following Event at: **Royal St. Lawrence Yacht Club.**"

- **Step 9:** You can validate your registration under the Event. If plans change and you no longer want the Shark, please cancel your reservation asap by simply clicking on the red 'Withdraw' box.



Please remember that as a result of Covid-19 -

- Club Sharks are only reserved for a full day at a time; Club Sharks cannot be reserved on Mondays and each Shark is only available every other day to allow for cleaning and disinfecting.

For more information contact:

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