

## Memorial Northwest Community Center Court Online Reservations

To view court availability, open [mnwhoa.skedda.com](http://mnwhoa.skedda.com) on your computer or mobile device. Use the arrows at the top left to select a date, use the arrows at the top right to view more courts.

The screenshot shows a web browser window with the URL [mnwhoa.skedda.com/booking?viewdate=2020-12-06&viewspaceid=540500](http://mnwhoa.skedda.com/booking?viewdate=2020-12-06&viewspaceid=540500). The interface includes a navigation bar with 'DAY', 'MONTH', 'GRID', and 'LIST' tabs, and a date selector set to 'SUNDAY, DECEMBER 6, 2020'. Below this is a grid of courts and times. The courts listed are Court 3, Court 4, Court 5, Court 9, and Court 10. The times listed are 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM, and 12:00 PM. A dropdown menu is open for Court 5 at 9:00 AM, showing 'Ladies Open Play'.

Make a booking online:

Register and book courts directly through the website.

- Request an invitation to register from the Community Center Office ([memorialnw@comcast.net](mailto:memorialnw@comcast.net))
- You will receive an email with a link to register as a user on the MNW scheduling website.
- Click on the link to open the registration page. Fill out the form and click Register.

<https://mnwhoa.skedda.com/register?key=f54390a&payload=CfDJ8FRpu9l3rVJBq...>

The screenshot shows the 'REGISTER' form for Memorial Northwest HOA. The form includes the following fields and options:

- EMAIL ADDRESS\***:
- FIRST NAME\***:
- LAST NAME\***:
- Registration Options**:
  - Register with Facebook
  - Register with Google
  - Register with Twitter
  - Register with Microsoft
- I agree to the [software terms](#) and [privacy policy](#).
- Register** button

- d. Once you've registered, check your email for a link to confirm your registration and setup your login.
- e. The court schedule calendar will open. Select the date you want to schedule using the arrows at the top of the page.

- f. Once on the appropriate day, click to select the time slot and court and select Book or double click to open the New Booking window. Select your times (2 hour limit on booking) and add a title or notes if appropriate, then click Confirm Booking.

- g. You will receive a confirmation email with your booking details.

MEMORIAL NORTHWEST HOA      SCHEDULE · MY BOOKINGS

## Your booking

for Saturday, December 5, 2020 at 8:00 AM

<b>Start</b>	Saturday, December 5, 2020 at 8:00 AM
<b>Duration</b>	1 hour
<b>Spaces</b>	Court 4
<b>Notes</b>	
<b>Changes &amp; cancellation</b>	You can make changes or cancel until Saturday, December 5, 2020 at 8:00 AM, as well as end the booking early while it's in progress (all from your <a href="#">My Bookings</a> page)
<b>Sync</b>	Optionally sync your bookings with your own calendar by <a href="#">setting up a calendar feed</a> .

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- h. To change or cancel your booking, click on the down arrow and select View/edit details or Remove booking.

The screenshot shows a calendar interface with a blue sidebar on the left containing navigation icons. The main area displays a calendar grid for 'Court 3'. A booking is shown for 8:00 AM to 9:00 AM. A red box highlights a dropdown arrow on the booking. A menu is open below the dropdown, listing three options: 'View/edit details' (with a pencil icon), 'Remove booking' (with a trash can icon), and 'Duplicate' (with a document icon).