

**COURT RESERVATIONS**

Paddle court reservations are ***required*** and must include the names of all players. Reservations must be made through the on-line reservation system. Court reservations can be made up to one week in advance, using our on-line reservation system at [www.tokenekeclub.org](http://www.tokenekeclub.org).

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| The reservation system will be available beginning on Saturday, September 19th at 8:00am. Paddle court reservations must be made through the website by clicking [www.tokenekeclub.org](https://tokenekeclub.org/group/pages/pool-reservations) and following the below instructions.  **Login Instructions:**  When logging onto the Tokeneke Club website for the first time, please enter your account username provided [**here**](https://tokenekeclub.org/documents/10184/16506/OX+Racquets+Members-09_18_2020.pdf/aedbafd5-59d9-4944-a66b-2181e8559320) as your username (example: X060), followed by your last name in lower case as your password (example: doe). Additionally, you will be prompted to set a new password, and you’ll be asked to set a security Q&A for password recovery in the future. |
| **Step 1: From the Reservations page, please select the date of your reservation.** |
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| **Step 2: On the Paddle scheduler, click on a time block and select the reservation type (Singles or Doubles), select the time of your reservation and the duration of your reservation ie. 60 min. singles, 90 min. doubles.**  **\*\*Please note that unless you extend the duration in minutes, your reservation by default is set to 30 minutes.** |
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| **Step 3: Please Enter names for each person on your reservation in the name field(s). All players must be listed on your reservation.** |
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| **Step 4: To finalize your booking, please click on "Save".** |
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| **A confirmation email will be sent to your email address on file. Should you need to update or cancel your reservation, from the main scheduler screen, select your booking and click on "Update Reservation" or "Cancel Reservation".** |
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Should you have any questions or need assistance with your booking, please contact Flo Enica at [flo@tokenekeclub.org](mailto:flo@tokenekeclub.org) or by phone at (203) 655-1481.