

Instructions for Computer Pickleball Court Reservations

On your computer, type in chrc.clubautomation.com in the address bar, hit enter.

In the upper right-hand corner next to “First time here?” Hit the blue “Access My Account”.

Fill out your name and email address.

A verification code will be sent to your email, enter the verification code into prompt.

Establish account: pick your own username login and password.

Fill out all the information asked.

You will be directed to the homepage or use log in credentials.

Click on “Reserve a Court”.

From the drop down under “What Service” select “Pickleball”.

From the drop down under “Where” select “Pickleball”.

Leave “All Private Courts” or select preferred court from drop down.

From the drop down under “When” select date on calendar, duration, and times.

Note: for more than 2 hours, you must make a 2nd reservation.

Click “Search” to populate reservation times available.

Click on the start time you want.

Click “Confirm” your reservation.

Upcoming reservations will be reflected under the “YOUR RESERVATIONS” at top of page.

Your card on file will be hit for payment for the reservation.

To cancel hit the cancel button next to reservation prior to 2 hours.

Instructions for Phone App Pickleball Court Reservations

Download the “CHRC” app onto your phone.

Click on “Create an Account”.

Fill out your name & email address.

Verification code will be sent to email— enter in verification code sent.

Set up your account: pick a username and password.

Fill out all the information asked.

Login using established credentials.

Click on reservations icon.

Select “SERVICE”: “pickleball” (hit “done”).

Click on “DATE” and at the bottom scroll to the day you want to play (hit “done”).

Select “DURATION” (longer than 2 hours, you must make a 2nd reservation).

(If you would like to select a preferred private court & specific time click “+ADVANCED OPTIONS”

Click “All Private Courts” check off preferred court(s) hit done.

Drag timeline to adjust time you would like. Hit done in top corner).

Click blue “SEARCH” on the main reservations page. Select desired court and time.

Click the start time you want.

(if nothing appears hit the back button and try for any available court at preferred time).

Click “RESERVE” on your preferred time.

Upcoming reservations will be reflected on the home screen.

Your card on file will be hit for payment for the reservation.

To cancel hit the cancel button next to reservation prior to 2 hours.

Computer portal & app court reservations questions can be directed to:

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