

CourtTime

How to Create Your Player Account

Follow these simple steps to create your free CourtTime player account at courtttimeapp.com. Once set up, you can book courts, find hitting partners, message other players, and stay up to date with club announcements — all in one place.

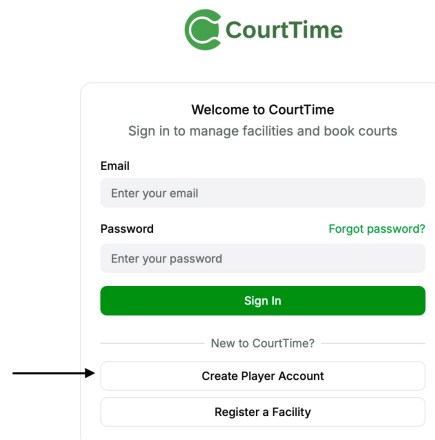
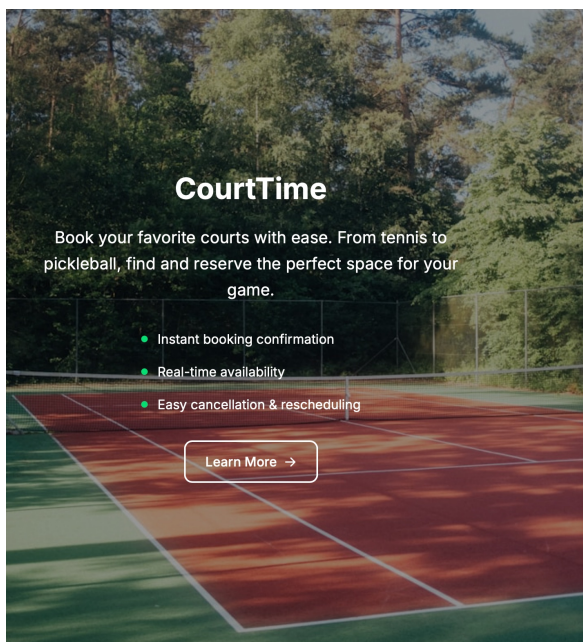
STEP 1

Go to courtttimeapp.com and click "Create Player Account"

Open any web browser and navigate to www.courtttimeapp.com. On the right side of the page you will see the Welcome to CourtTime sign-in panel.

- Under the Sign In button, look for the section labeled "New to CourtTime?"
- Click the "Create Player Account" button.
- Do NOT click "Register a Facility" — that option is only for club owners and administrators.

Tip: Make sure to choose Create Player Account and not Register a Facility.



The CourtTime homepage — click "Create Player Account" to begin.

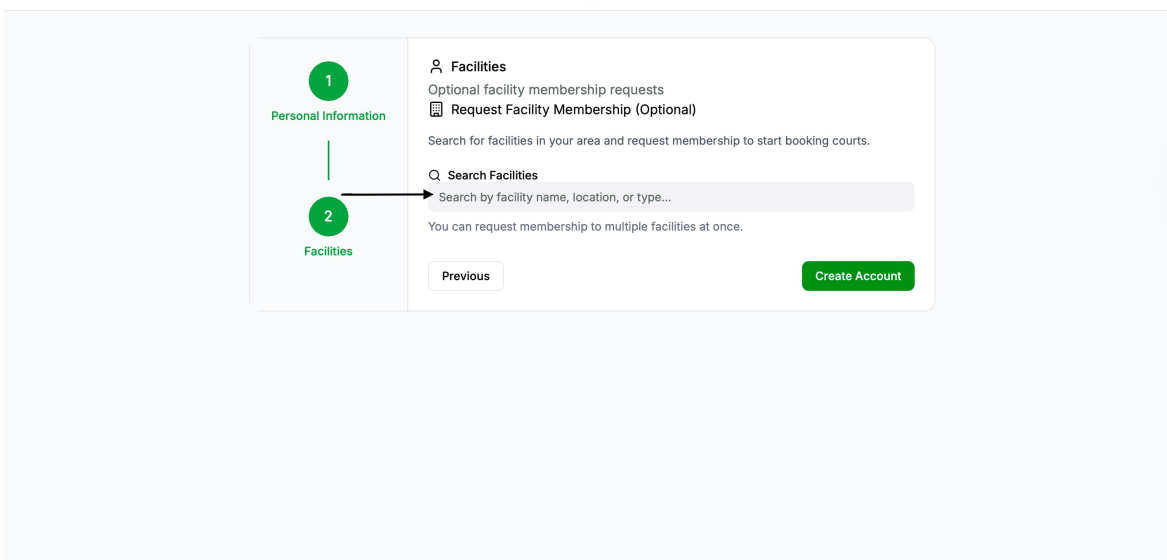
STEP 2

Fill In Your Personal Information (Step 1 of 2)

The signup process has two steps. Step 1 asks for your personal details.

- Enter your first name, last name, and email address.
- Create a password for your account.
- Your email address will be your login username — use one you check regularly.
- Once all fields are filled in, click Next to move to Step 2.

Tip: Use a strong password with a mix of letters, numbers, and symbols to keep your account secure.



Step 1 of 2 — Enter your name, email, and password.

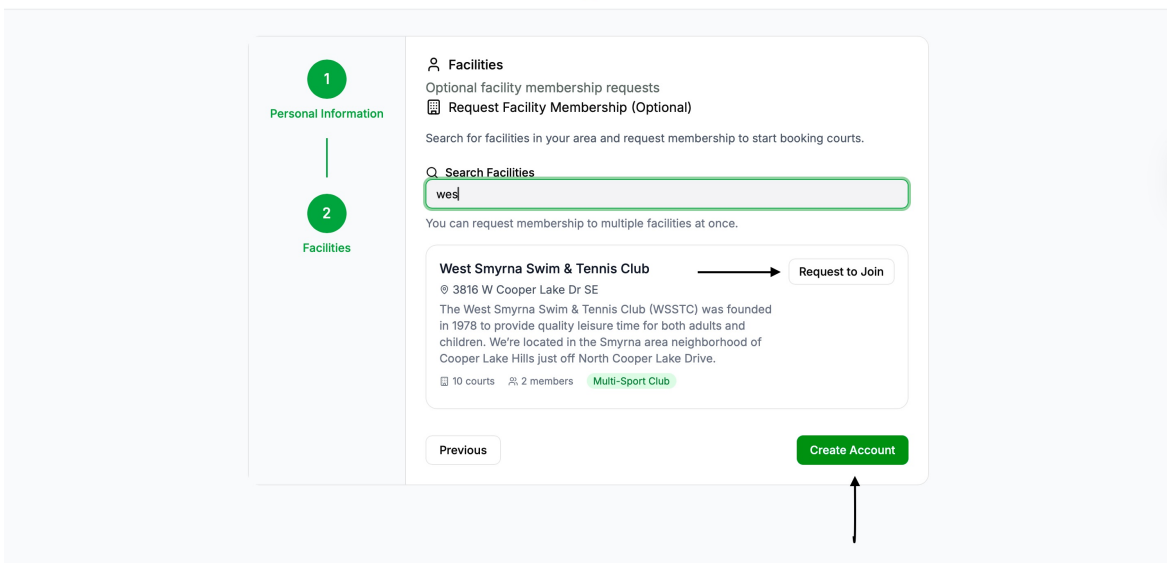
STEP 3 Search for Your Facility and Request to Join (Step 2 of 2)

Step 2 is the Facilities screen.

In the Search Facilities box, type your club name, location, or type (e.g. "West Smyrna").

- Your facility will appear showing its address, number of courts, and member count.
- Click "Request to Join" next to your facility. You can request membership to multiple facilities at once.
- When ready, click the green "Create Account" button to complete your registration.

Tip: If you skip this step, you can still find and join your facility later from your account dashboard.



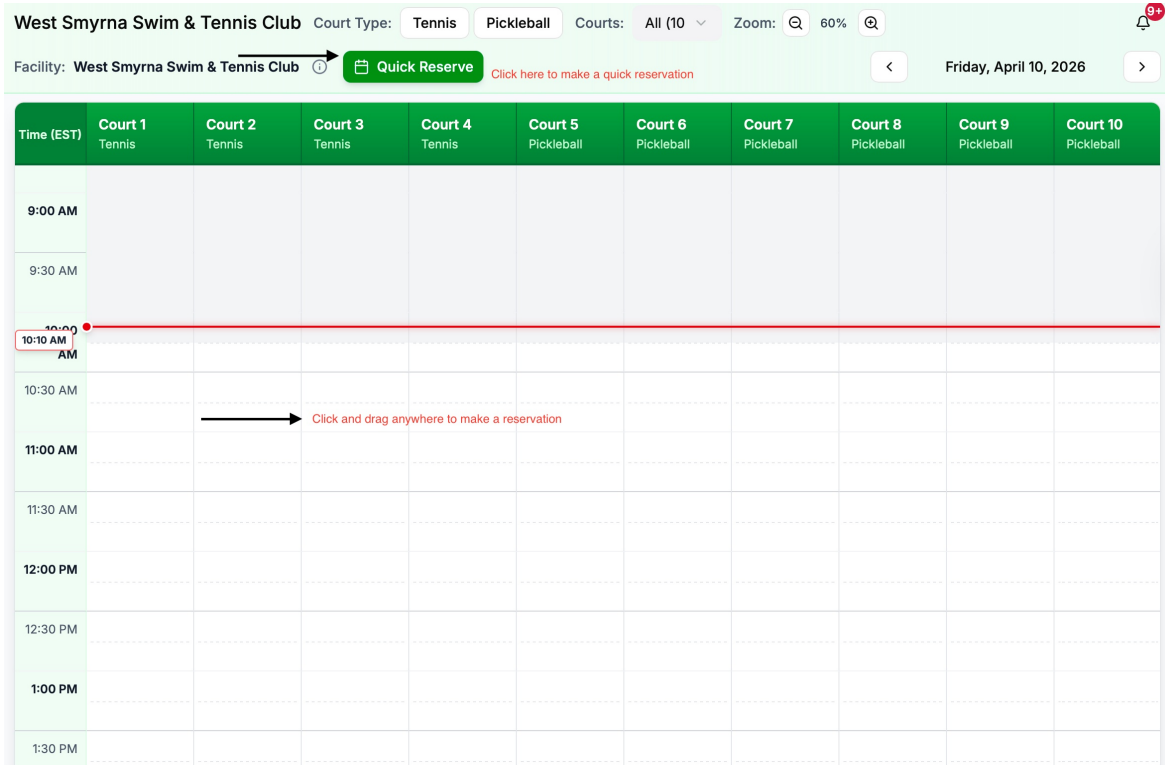
Search for your club and click "Request to Join", then click "Create Account".

What You Can Do Once You're Logged In

Book a Court

After logging in you will see your facility's court calendar showing all available courts by time slot.

- Courts are shown in columns — e.g. Courts 1–4 Tennis and Courts 5–10 Pickleball. Times run down the left side.
- To make a reservation: click and drag on any open time slot on the court you want.
- You can also use the green "Quick Reserve" button at the top for a faster booking experience.
- Use the Tennis / Pickleball filter buttons at the top to narrow down what courts are shown.
- Navigate to different days using the arrow buttons next to the date at the top right.



West Smyrna Swim & Tennis Club Court Type: Tennis Pickleball Courts: All (10) Zoom: 60%

Facility: West Smyrna Swim & Tennis Club [Quick Reserve](#) [Click here to make a quick reservation](#) Friday, April 10, 2026

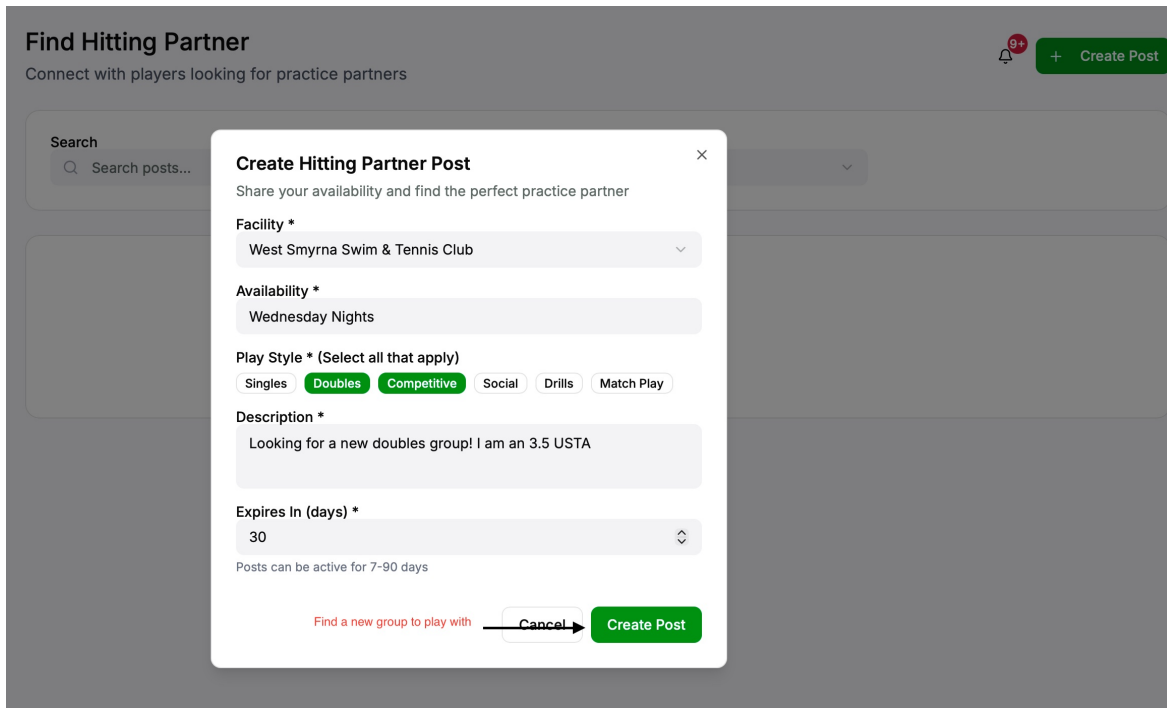
Time (EST)	Court 1 Tennis	Court 2 Tennis	Court 3 Tennis	Court 4 Tennis	Court 5 Pickleball	Court 6 Pickleball	Court 7 Pickleball	Court 8 Pickleball	Court 9 Pickleball	Court 10 Pickleball
9:00 AM										
9:30 AM										
10:00 AM										
10:30 AM										
11:00 AM										
11:30 AM										
12:00 PM										
12:30 PM										
1:00 PM										
1:30 PM										

The court booking calendar — click and drag on any open slot to reserve a court.

Find a Hitting Partner

The Find Hitting Partner section lets you connect with other members at your facility who are looking for a match.

- Click "+ Create Post" in the top right to share your availability.
- Select your Facility, enter your Availability (e.g. "Wednesday Nights"), and choose your Play Style — Singles, Doubles, Competitive, Social, Drills, or Match Play. You can select more than one.
- Write a short Description about yourself and your game (e.g. "Looking for a new doubles group! I am a 3.5 USTA").
- Set how many days you want the post to stay active (between 7 and 90 days), then click "Create Post".
- Other members can then reach out to you through the Messages feature.

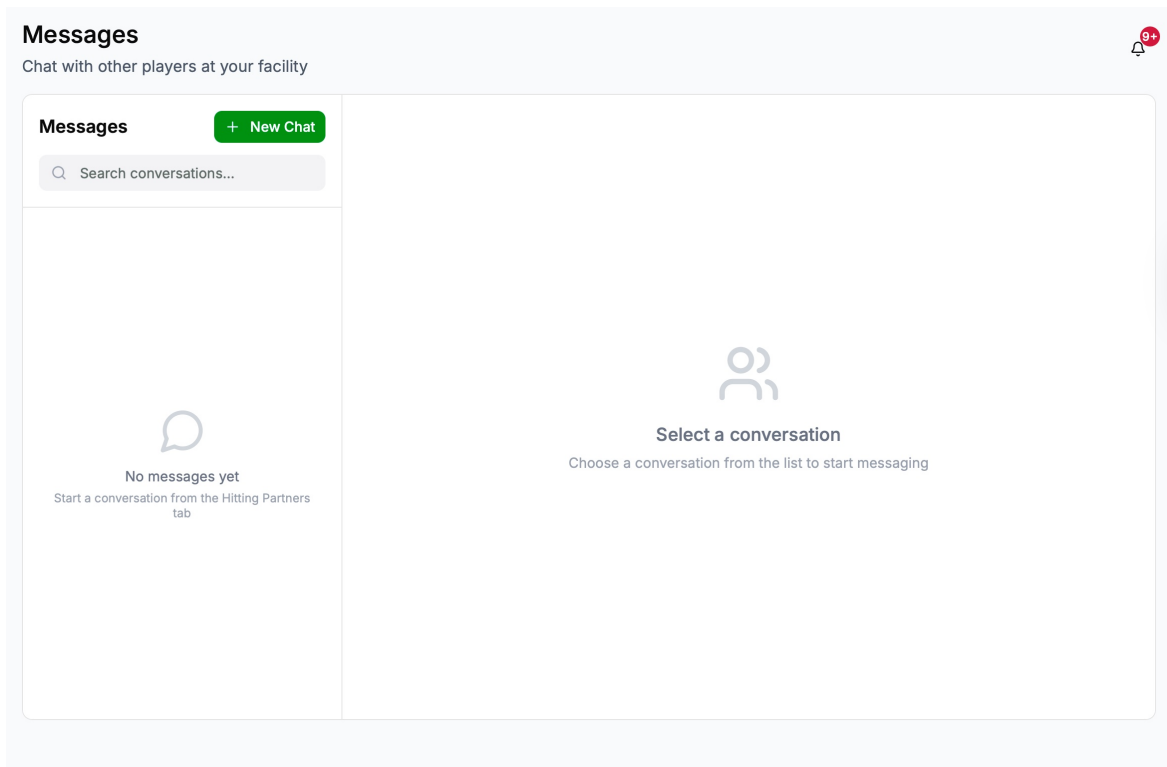


Create a Hitting Partner post to find players who match your schedule and skill level.

Messages — Chat with Other Players

The Messages section lets you chat directly with other players at your facility.

- Click "+ New Chat" to start a new conversation, or use the search bar to find an existing one.
- Conversations are typically started from the Hitting Partners tab when you respond to another player's post.
- You will see "No messages yet" until your first conversation is started.

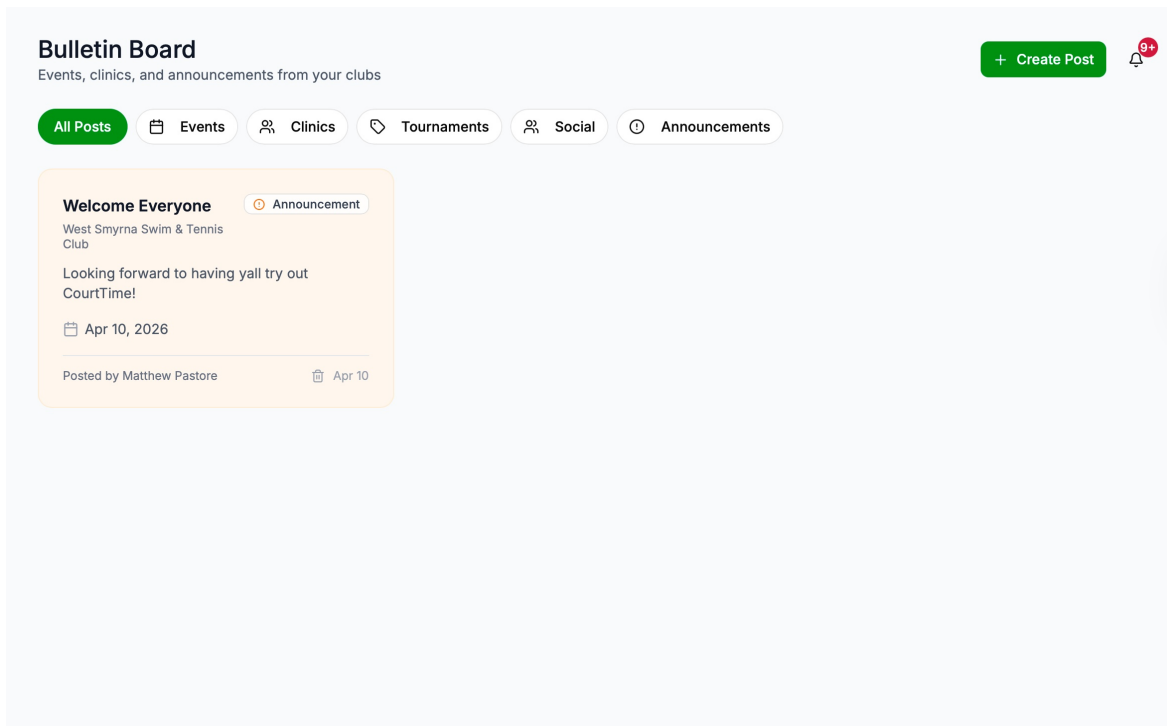


Use Messages to chat with other players at your facility.

Bulletin Board — Stay Up to Date

The Bulletin Board shows events, clinics, tournaments, social posts, and announcements from your club.

- Use the filter tabs at the top — Events, Clinics, Tournaments, Social, Announcements — to browse by category.
- Club administrators post important updates here. Check it regularly so you never miss anything.
- You can also click "+ Create Post" to share your own posts with the club community.



The Bulletin Board keeps you informed about everything happening at your club.

Need Help?

If you have trouble creating your account or have any questions, please contact your club administrator or call (678) 373-7254 support.

www.courttimeapp.com

This guide was prepared for members. Screenshots reflect the CourtTime interface as of April 2026.