



ONLINE TENNIS RESERVATION GUIDE

City of Hermosa Beach • Community Resources Department • 710 Pier Avenue, Hermosa Beach, CA 90254
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WELCOME TO THE CITY OF HERMOSA BEACH TENNIS MEMBERSHIP PROGRAM!

**PLEASE BE MINDFUL OF THE COMMUNITY CENTER TENNIS COURTS USE POLICY WHEN MAKING RESERVATIONS
DO NOT EXCEED THE TOTAL MAXIMUM HOURS ALLOTTED PER DAY (ANY RESERVATIONS MADE EXCEEDING THE MAXIMUM WILL AUTOMATICALLY BE CANCELLED)**

To make reservations online through the City's online reservation system, please follow the instructions listed below.

Step 1. Login to your account at <https://apm.activecommunities.com/cityofhermosabeach> with the account information sent to you by staff at the time of membership confirmation

Step 2. Click the "Reservations" tab at the top of the page

Step 3. Click "Reserve Facilities" button

Step 4. Select Tennis Court Member from the "Reservation Group" dropdown menu

Step 5. Input reservation date and time

- Reminder: Reservations must be made at least 24 hours in advance
- If you would like your reservation to start or end on a half hour mark, you must input the request for that time specifically (i.e. 8:30am)

Step 6. Click 'Check Availability'

Step 7. Availability will appear, select the Court # and time you'd like to reserve

Step 8. Event Name: LEAVE BLANK

Reservation signage will auto populate with your name

Step 9. Input "Number of Guests"

Step 10. Check boxes for the specific court/ time you would like to reserve

Unavailable times will be indicated by the red checkmark

Step 11. Click "Agree to Waiver"

Step 12. Click 'Reserve' button

You will now be directed to the payment page. Input your payment information and submit. You will receive your reservation confirmation on the next page.

Your reservation will be noted on the reservation signs on the court's gate with your name on the court, date and time shown on your confirmation.

Name	Type	Number of Guests	Qty of Equipment	8am	9am	10am	11am	12pm	1pm	2pm	3pm
Community Center - Tennis Court #1 <small>- Bookings cannot be made more than 14 day(s) in advance - Must be booked at least 1 day(s) in advance</small>	Facility	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community Center - Tennis Court #2 <small>- Bookings cannot be made more than 14 day(s) in advance - Must be booked at least 1 day(s) in advance</small>	Facility	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Community Center - Tennis Court #3 <small>- Bookings cannot be made more than 14 day(s) in advance - Must be booked at least 1 day(s) in advance</small>	Facility	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Community Center - Tennis Court #5 <small>- Bookings cannot be made more than 14 day(s) in advance - Must be booked at least 1 day(s) in advance</small>	Facility	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Viewing Current Reservations:

If you would like to view your current reservations, you may do so, under my Account - select 'Family Member's Schedule' and enter the time period you wish to view all reservations for- select the member you wish to view the reservations for under 'Available Family Members' section and move them with the arrow tab to the 'Selected Family Members' section - under the 'Available Schedule Details' section, select 'Rentals; and use the arrow tab to move it to the 'Selected Schedule Details' section - select 'View Schedule.' You should then see all reservations the timeframe selected.

REMINDER, TENNIS MEMBERSHIPS ARE VALID FOR ONE YEAR FROM THE DATE OF PURCHASE.

ONCE YOUR TENNIS MEMBERSHIP EXPIRES, THE ONLINE RESERVATION SYSTEM WILL NO LONGER ALLOW YOU TO MAKE RESERVATIONS UNTIL YOU HAVE PURCHASED A RENEWAL. PLEASE MAKE NOTE OF YOUR ANNUAL RENEWAL DATE. TO RENEW, PLEASE SUBMIT A COMPLETED TENNIS MEMBERSHIP APPLICATION AND THE REQUIRED PROOF OF RESIDENCY.

THANK YOU FOR BEING A MEMBER OF THE HERMOSA BEACH TENNIS MEMBERSHIP PROGRAM