



## Reservations Using the Kourts Online System

1. Download the Kourts app on your smartphone from the App Store (iPhone) or Google Play (Android). From your PC please go to [kourts.com](https://www.kourts.com).
2. Open the app, and click "Next" or "Skip" to scroll through the intro slides.
3. Click "Me" to log in at the bottom of the page (you will only need to do this once).
4. Choose "Connect with Email," and input your email listed in the community directory.
5. Click "Search" to view a list of community clubs once you are logged in.  
Note: If your facility of choice delivers a "Verify Membership" message, contact Recreation staff to adjust your profile.
6. Click the facility, and click "Filter" to define available reservation space.
7. Locate and click the time you wish to reserve.
8. Check your email for confirmation of your reserved date and time.
9. Click "Bookings" to cancel your reservation.
10. Contact staff for assistance if you experience a registration system error by calling [949-268-2418](tel:949-268-2418), [949-597-4382](tel:949-597-4382) or [949-597-4271](tel:949-597-4271), Monday through Friday from 9 a.m. to 4 p.m.
11. Contact Recreation to prepare your profile for use **if you are a new resident** by emailing [recreation@vmsinc.org](mailto:recreation@vmsinc.org).
12. Visit <https://www.kourts.com/clubs/intro-video> for more information.