

To activate your online BOC tennis reservations privileges:

1. You must complete the registration form found online at www.brattleborooutingclub.org, or obtained at the club.
2. All fees must be paid. You may use the online procedure or send payment to the BOC (PO Box 335, 05302).
3. The part time bookkeeper, Sandy, will access the database / pick up the mail, credit your payment, and mark your payment received within the system. This happens once a week.
4. If you currently have a username and password for the court reservation site, www.brattlebororeservations.com, (as a BOC tennis player in previous years, as a member of Brattleboro RacquetSports, or as a member of the Brattleboro Tennis Club), your reservation privileges will be activated when the BOC registrar notifies me that all dues and fees have been paid. Please do not reregister.
5. If you do not currently have a username and password for the court reservation site, www.brattlebororeservations.com, do the following:
 - a. Access the reservation site;
 - b. Select 'Create an Account';
 - c. Fill in the requested information and select 'Ok'; **Be aware that you must enter an email address unique to the system to receive a user name and password;**
 - d. Read the notes and select 'Ok'.

Your reservation privileges will be activated when the BOC registrar notifies me that all dues and fees have been paid. A username and password will then be sent to the email address you entered; You may, at any time, change your username and password or email address by logging on and selecting 'My Profile/Membership' on the top right of the screen.

Instructions for making a reservation may be viewed by selecting '**see a demonstration video**' at the bottom right of the reservation home page.

If you have any problems or questions please contact me at brsports@sover.net

...Phil Feidelseit

The above procedure usually takes some time to complete. If you have not heard from us within a week after we receive your payment, please contact me and I will check on your paperwork.