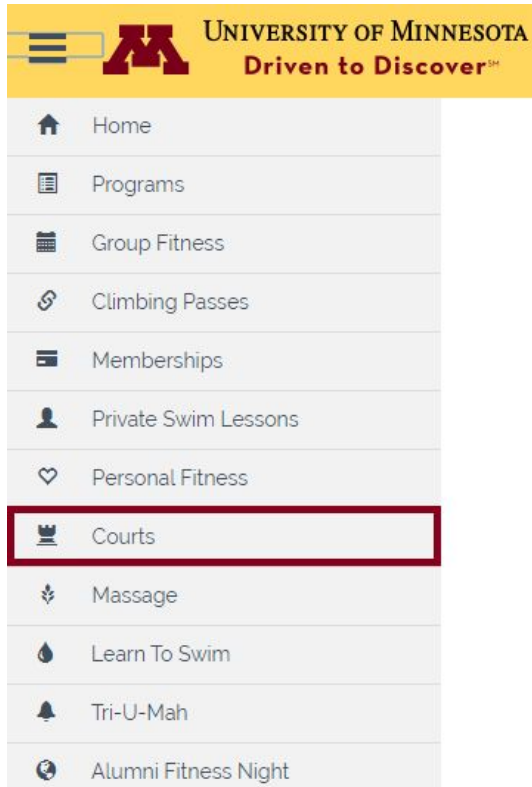


## HOW TO RESERVE COURTS 1-21

### Handball/Racquetball/Squash

Starting Tuesday, January 21, 2020

1. Login at [shoprecwell.umn.edu](http://shoprecwell.umn.edu)
2. Navigate to the *Courts* section



3. To reserve a court:
  - a. Select which court area you wish to reserve (i.e. *Racquetball/Handball Courts* or *Squash Courts*)
  - b. Filter by date if necessary
    - i. You may reserve courts up to *seven* days in advance
  - c. Select *Reserve* on the court you wish to reserve
    - i. Limited to *two* 30-minute reservations per day per court area
    - ii. Limited to *one* court per reservation time slot

## Court Bookings

<b>Courts</b>	Thursday, 2 January, 2020	All Facilities ▾		
All	Slots	Court 13	Court 14	Court 15
Racquetball/Handball Courts	6:00 AM - 6:30 AM	<a href="#">Reserve</a>	<a href="#">Reserve</a>	<a href="#">Reserve</a>
Squash Courts	6:30 AM - 7:00 AM	<a href="#">Reserve</a>	<a href="#">Reserve</a>	<a href="#">Reserve</a>

- d. An email confirmation will be sent for each reservation

4. To cancel a reservation:
  - a. Navigate to your account details
  - b. Select *Court Bookings* and *Cancel* the appropriate reservation

## View Account

Personal Information

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Lockers

1

Equipment

0

**Court Bookings**

1

Facilities

10

### Court Bookings

Bookings (1)

Partners (0)

Court	Facility	Starts	Ends	
Racquetball Courts	Court 1	Thu, Jan 2 2020 9:30 AM	Thu, Jan 2 2020 10:00 AM	<a href="#">Cancel</a>