



HOW TO ADD YOUR MEMBER PORTAL TILE TO YOUR PHONE

Our new club management software offers an outstanding member interface that you can save to your phone, similar to an app.

To access your member portal from your phone's home screen, follow these simple steps.

Apple

- In **Safari browser**, go to the member portal login page: www.ourclublogin.com/510656
- At the bottom of your screen click the middle or “share” button.
- Scroll down to “Add to Home Screen”
- Type in the name you want to appear for this tile.
- Click Add at the top of the screen.
- This tile will appear on your Home Screen and will look like an App. Click this to go directly to the portal to register for classes or make reservations.

Android

- In your browser, go to the login page: www.ourclublogin.com/510656
- At the top right of your screen, click the 3 vertical dots.
- Click “Add to Home Screen”
- Type in the name you want to appear for this tile.
- Click “Add.”
- This tile will appear on your Home Screen and will look like an App. Click this to go directly to the portal to register for classes or make reservations.

Feel free to delete the old app from your phone - it'll be inactive after 5/25/22.

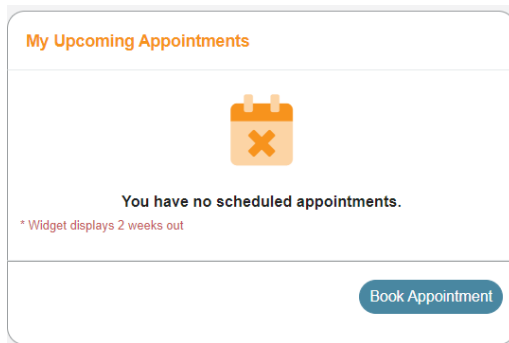
HOW TO LOG INTO YOUR MEMBER PORTAL

- Open a browser and go to: www.ourclublogin.com/510656 or open your member portal on using your phone tile
- You will enter your Member ID (**at the top of your attached letter**) as both your Username and your Password.
- You will be asked if you want to change your Username (this is optional)
- You will be prompted to change your password
- Once you have completed these steps you will be on your main **Dashboard** of your online portal

HOW TO MAKE A COURT OR LANE RESERVATION

From your Dashboard, look for **My Upcoming Appointments**

- Click **Book Appointment**



- **Complete Steps 2 and 3:**

! Calendar will display once all steps are complete.

Step 1: Select Club

Westlake Athletic Club ▾

Step 2: Select Category

Tennis Courts ▾

Step 3: Select Product

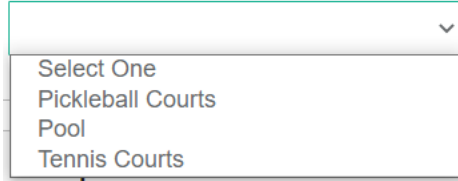
Select One ▾

Step 4: Select Resource(s)

▾

- Choose what area of the club you want to reserve:

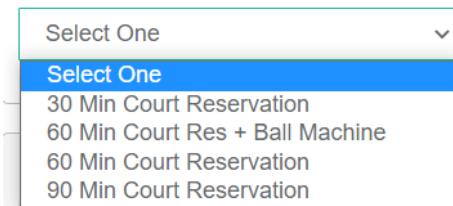
Step 2: Select Category



A dropdown menu with a white background and a light blue border. The top bar is white with a downward arrow. The menu is open, showing four options: "Select One", "Pickleball Courts", "Pool", and "Tennis Courts".

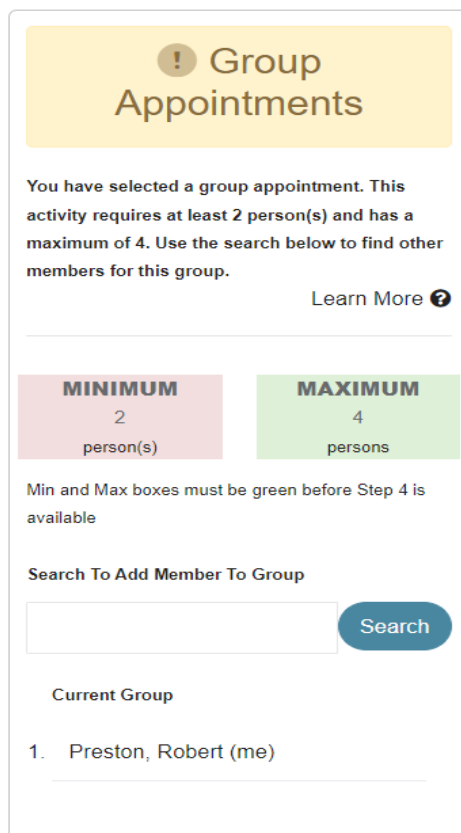
- Choose length of reservation:

Step 3: Select Product



A dropdown menu with a white background and a light blue border. The top bar is white with a downward arrow. The menu is open, showing five options: "Select One" (highlighted in blue), "30 Min Court Reservation", "60 Min Court Res + Ball Machine", "60 Min Court Reservation", and "90 Min Court Reservation".

- **Add other members to the Group** - Look up members' names by full last name. Minimum and maximum number of players is based on length of reservation.



! Group Appointments

You have selected a group appointment. This activity requires at least 2 person(s) and has a maximum of 4. Use the search below to find other members for this group.

[Learn More ?](#)

MINIMUM 2 person(s)	MAXIMUM 4 persons
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Min and Max boxes must be green before Step 4 is available

Search To Add Member To Group



Current Group

1. Preston, Robert (me)

- **Don't do Step 4. Go to Calendar instead.**




- **Look at calendar and click on date**

- **Select court and time period (morning, afternoon, evening)**




 **Select A Time** 

for 05/26/2022




Tennis Court 01

 MORNING 5am-12pm	 AFTERNOON 12pm-5pm	 EVENING 5pm-5am
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Tennis Court 02

 MORNING 5am-12pm	 AFTERNOON 12pm-5pm	 EVENING 5pm-5am
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
Tennis Court 03

 MORNING 5am-12pm	 AFTERNOON 12pm-5pm	 EVENING 5pm-5am
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Tennis Court 04

 MORNING 5am-12pm	 AFTERNOON 12pm-5pm	 EVENING 5pm-5am
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
Tennis Court 05

		
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- **Select reservation time**

Tennis Court 03

 MORNING 5am-12pm	 AFTERNOON 12pm-5pm	 EVENING 5pm-5am
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5:30 AM 6:00 AM 6:30 AM 7:00 AM

7:30 AM 8:00 AM 8:30 AM 9:00 AM

9:30 AM 10:00 AM 10:30 AM 11:00 AM

11:30 AM

- **Review reservation and click Book**



BOOK


Club: Westlake Athletic Club
Time: 05/26/2022 7:00 AM
Product: 30 Min Court Reservation
Resource: Tennis Court 03

This appointment is free!

- **Go to your Dashboard and you will see your reservation in My Upcoming Appointments**

My Upcoming Appointments

05/26/2022 30 MIN COURT RESERVATION
6:30 AM

30 Min 

Tennis Court 03
Westlake Athletic Club

* Widget displays 2 weeks out