

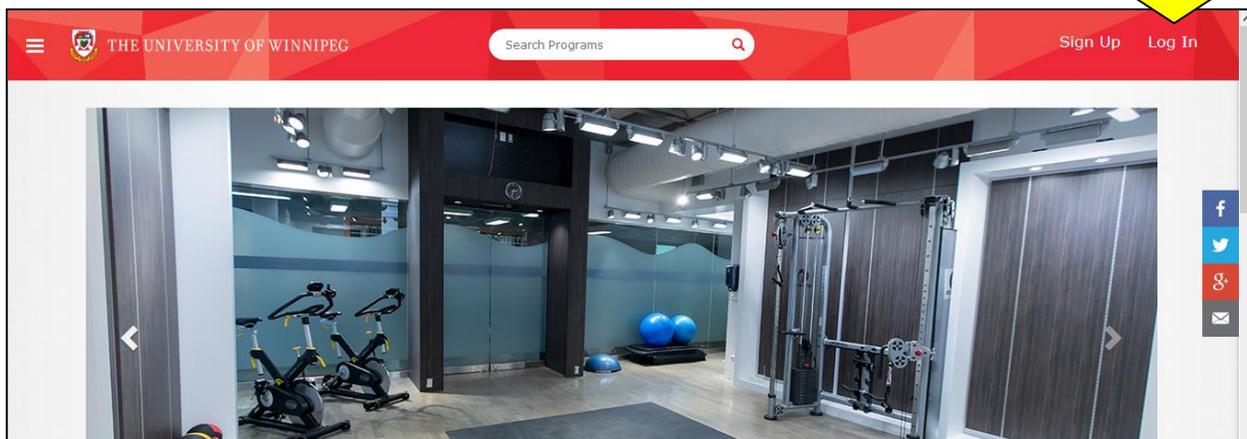


Booking a Racquetball/Handball/Squash Court Using the Member Portal

The following are step-by-step instructions to book a racquet sport court at the Bill Wedlake Fitness Centre through the University of Winnipeg Recreation Services Member Portal.

**These step-by-step instructions assume that you have already created an account on our Member Portal. If you need help creating an account or logging in, please visit our [Help Page](#). **

1. To start, open a browser and go to the Member Portal at: <https://recreationervices.uwinnipeg.ca/>
From here, you'll want to select the **"Log In"** option in the upper right corner.



2. Enter your credentials and click the **"Log In"** button. If you have the proper eligibility, you will be directed back to the Member Portal homepage.

← BACK

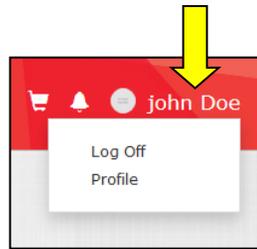
Username

Password

Trouble logging in?

LOGIN

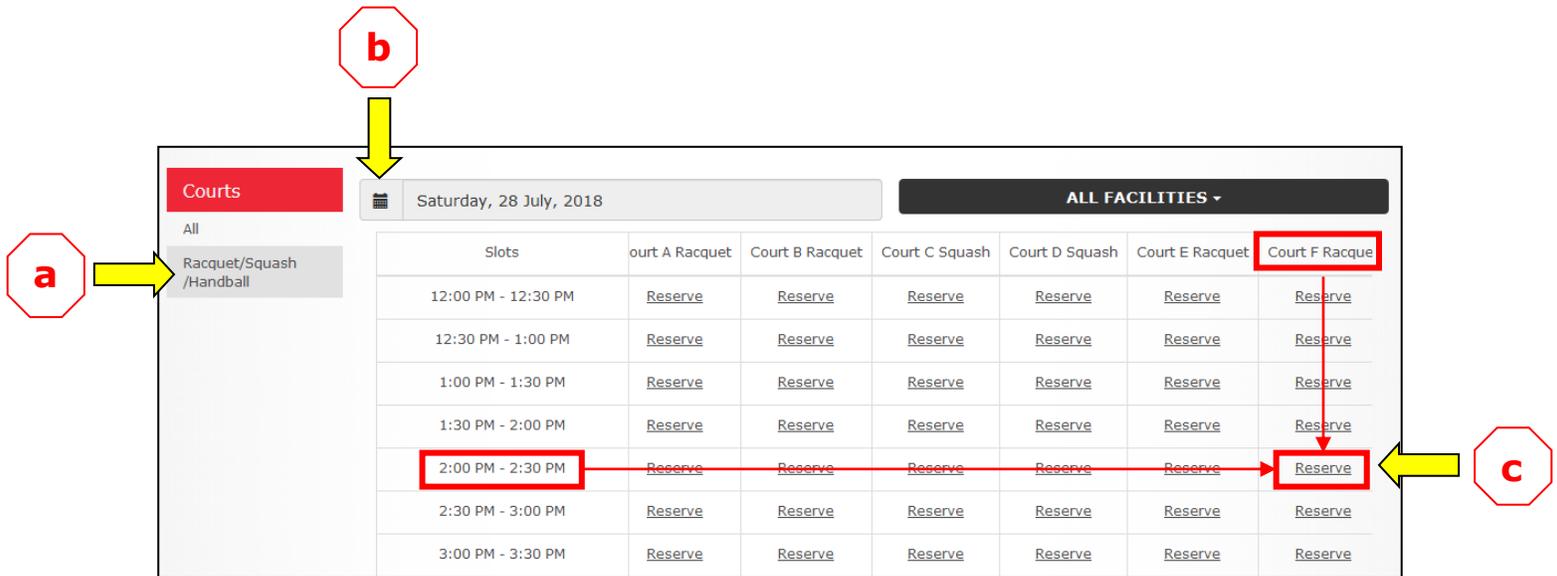
3. Once you have logged in, your screen name will appear in the upper right hand corner.



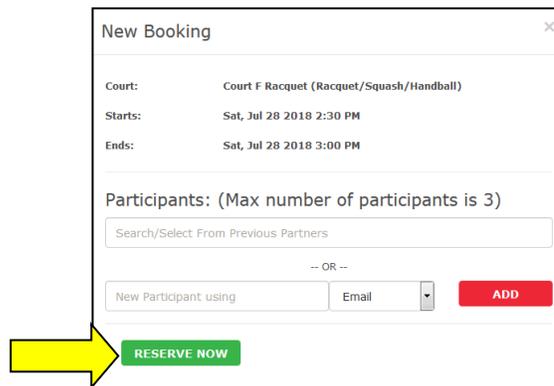
4. On the main landing page, select the "Courts" icon. This will redirect you to the court booking page.

5. From the booking page:

- a. Select "Racquet/Squash/Handball" from the left hand menu.
- b. Choose the date of the booking. Members may book a court up to 4 days in advance.
- c. Select the specific court that you would like to use and the time and click "Reserve".



6. This will prompt you to confirm your reservation. You may also add a partner you will be playing with IF they are a current fitness centre member. Type their email address into the "New participant using..." field and click "Add". If you have selected the time and court that you would like use, click on the "Reserve Now" button.



7. Once you click the **Reserve Now** button, you will see the following message and will also receive a confirmation email.

Reservation Successful! Confirmation Email has been sent to you.

***Courts A/B/E/F: Racquetball/Handball bookings are 30 minutes in length. If you wish to book 60 minutes you will have to reserve two 30-minute blocks. Members may not book more than two 30-minute slots consecutively and may not book more than four 30-minute slots in a 24-hour period.

***Courts C/D: Squash bookings are 45 minutes in length. Members may not book more than one 45 minute slot consecutively and may not book more two 45 minute slots in a 24-hour period.

8. To review your court bookings, click on your screen name in the top right corner and select the **"Profile"** option.



9. In the options along the left side of the screen, select **Court Bookings**.

A screenshot of the 'Court Bookings' page in a member portal. The page has a red header with the title 'Court Bookings'. Below the header, there are two tabs: 'Bookings (3)' and 'Partners (1)'. The main content area is a table with columns for 'Court', 'Facility', 'Starts', and 'Ends'. There are three rows of bookings, each with a 'CANCEL' button. On the left side of the page, there is a navigation menu with various options, and a yellow arrow points to 'Court Bookings'.

Court	Facility	Starts	Ends	
Racquet/Squash/Handball	Court A Racquet	Thu, Jul 26 2018 12:00 PM	Thu, Jul 26 2018 12:30 PM	CANCEL
Racquet/Squash/Handball	Court F Racquet	Fri, Jul 27 2018 10:30 AM	Fri, Jul 27 2018 11:00 AM	CANCEL
Racquet/Squash/Handball	Court F Racquet	Sat, Jul 28 2018 2:00 PM	Sat, Jul 28 2018 2:30 PM	CANCEL

*Need assistance with the Recreation Services Member Portal?
Contact recreationsservices@uwinnipeg.ca*