

## HOW TO BOOK A SESSION WITH YOUR GUEST

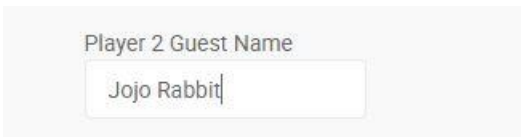
1. Log-in to your Howard Park account.
2. Click “Book A Court”



3. Select the session you would like to book (note that you are not allowed to book online with a guest for prime-time sessions, unless it's a NAB).
4. In the “Player 2” input box, type and select “Guest Player”.

A screenshot of a form field labeled "Player 2\*" in red text. Below the label is a text input box containing the text "Guest Player".

5. Then, in the “Player 2 **Guest Name**” input box, type your guest’s full name.

A screenshot of a form field labeled "Player 2 Guest Name". Below the label is a text input box containing the text "Jojo Rabbit".

6. Click “Book the Court”
7. Click “Pay Court Fee” to pay for the guest fee. You have to complete the payment within 15 minutes otherwise the session will be automatically cancelled by the system.
8. **Don’t forget** to make sure your guest signs the Guest and Covid Waiver BEFORE they enter the court to play. Click [here](#) to access the form.
9. That’s it. You’re done.

For more info on Guest Policy, go [here](#).