



SPARC Arena – CourtReserve Migration Guide

Getting Started

1. Download the CourtReserve App

You can access CourtReserve from your mobile device or computer:

- **Google Play:** https://play.google.com/store/apps/details?id=com.courtreserve&hl=en_US&pli=1
- **App Store:** <https://apps.apple.com/us/app/courtreserve/id1392556575>
- Or directly access the SPARC Arena Member Portal from any browser: <https://app.courtreserve.com/Online/Portal/Index/16260>

For additional help, check out the [Mobile App Quick Start Guide](#) or the [FAQ](#) section available on the portal.

2. Create Your CourtReserve Account

If you are registering for your spouse or children, we recommend creating a separate account for each individual and then placing them under a family account for easy management and organization.

If you received a Welcome Email:

Follow the instructions in the email to set up your CourtReserve account.

If you did not receive a Welcome Email:

Visit [the SPARC Arena CourtReserve Portal](#) and create your account manually

Program Registration & Reservation Details

Badminton Open Play Sessions

Active Members

- Membership billing now occurs **on the 1st of each month**, covering the full month.
- Existing memberships from the previous system are **prorated** based on your current billing cycle.
- You can **register for one session a day up to one week in advance** for open play sessions — **free of charge**.

Non-Members



- You can **register up to one week in advance** for open play sessions by paying the **standard walk-in session fee**.
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Pickleball Open Play

Active Members

- Membership billing now occurs **on the 1st of each month**, covering the full month.
- Existing memberships from the previous system are **prorated** accordingly.
- Register **up to one week in advance** and pay the **discounted member rate** for sessions.

Non-Members

- Register **up to one week in advance** by paying the **regular walk-in session fee**.
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Volleyball Open Play

- All players must register for open play sessions **up to one week in advance** by paying the **walk-in session fee**.
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Court Rentals

- Courts can be reserved using either the **CourtReserve mobile app** or the **SPARC member portal**.
 - Reservations can be made **up to one week in advance**.
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Volleyball Group Training

- Use the Events list in the Member Portal or the Mobile App and use the event categories filter to show only “Volleyball Group Training” events.
 - Register directly through the portal or mobile app.
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Leagues, Training & Other Events

- Use the Events list in the Member Portal or the Mobile App to search and filter to find available leagues, training programs, or special events.



- Register directly through the portal or mobile app.
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3. Helpful Resources

We recommend reviewing the following resources to help you get familiar with the new platform:

- [Player Packet – Training Resources](#): Includes links to all player training guides and tutorial videos.
 - [Player FAQs](#): Common questions and answers about CourtReserve.
 - [Players Quick Start Guide – Mobile App](#): Step-by-step setup for mobile users.
 - [Video Tutorial: How to Use CourtReserve \(Mobile App\)](#)
 - [Video Tutorial: Member Portal Training](#)
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Need Assistance?

If you have any questions or need help setting up your account, please contact the **SPARC Arena front desk** at (248) 938-4250 or refer to the [FAQ](#) and [Training Resources](#) on CourtReserve.

We appreciate your cooperation and patience during this transition and look forward to providing you with a smoother booking and scheduling experience.

Thank you for being a valued part of the **SPARC Arena community!**

– The SPARC Arena Team

www.sparcarena.com