# **Tennis & Volleyball Court Reservation Request Process**

### **STEP 1: ACCESS THE HOMEOWNER PORTAL**

- Visit the Talega website at <u>www.talegatoday.com</u> and click on "Member Log In"
- If you have not created an account, there is a step-by-step guide in the Talega News: www.talegatoday.com/homeowner-portalregistration-help
- In order to create an account in the Homeowner Portal, you must already be in our system by filling out the Membership Paperwork. If you have not done so, stop by the Clubhouse with your I.D. and a copy of your lease/grant deed to receive the paperwork. It will take a couple of days to process. You will then be able to sign up online.
- FirstService Residential's Customer Care Center is available 24 hours a day, 7 days a week. If you are experiencing issues with signing up or logging into your account please call (800) 428-5588.

### **STEP 2: FIND THE AMENITIES FEATURE**

- Once you are in the Homeowner Portal, you access the Reservation Request Process by clicking "Amenities" on the dashboard or "Services" in the menu. The menu will show up when you click the 3 lines in the left top corner.
- You will then see the Tennis and Volleyball Court reservation request features. Please read the details by clicking "More Details" before you make your reservation request. The player's *phone number* and *email* **<u>must</u>** be in the notes section or the request will be invalid and will be declined.



### Talega News

#### NEW Safelisting Rules for 2021 January 21, 2021 TMC has worked with Patrol-One to allow Safelisting by Homeowner's Address as of 01/08/21 for overnight visitor/guest \_

#### Talega Facilities Open/Closure Status

January 11. 2021 The COVID-19 virus has impacted our world and all facets of life. FirstService Residential, Talega's Management company ...

### Volunteers needed for the Enforcement Committee

November 19, 2020 Hey Talega Homeowners! What's the easiest way to give back. our beautiful community, and make a .

#### Motorcycles Trespass & Fines

October 23, 2020 Living in the semi-rural paradise of Talega avails us to an up-close and personal experience with the .

#### NEW Tennis & Volleyball Court Reservation Process

January 21, 2021 Starting February 1st. phone reservations will no longer be needed for the Tennis Court and Volleyball Court.

#### Talega Year Review

November 24, 2020 21st Annual Meeting Recap Full 2020 TMC Annual MeetingDownload Here

#### Tierra Grande Pool Closed

November 12, 2020

The Tierra Grande pool will officially be closed on Monday. all/Winter season and will.

## tember 8, 2020

Having trouble understanding the portal? No worries! We are here help. First thing to know.





Today

### **STEP 3: MAKING YOUR RESERVATION REQUEST**

- You are only able to reserve a timeslot 3 days in advance and one reservation per day. After you select your date of interest, you will see all of the starting times available. If a time does not show, it is not available. The times are listed in 30-minute increments and you may request to reserve a minimum of 30 minutes and a maximum of 2 hours.
- Enter the player's phone number and email in the "Additional Information" section. If the contact information is not provided, your request will be automatically declined, as listed in the Details and Terms & Conditions.
- Making a reservation request does not guarantee your time slot. Your time slot is not confirmed until you receive an email response with your Request Approval. For more amenity rules and updates visit <u>www.talegatoday.com/reservations</u>

### **STEP 4: CONFIRMATIONS** & CANCELLATIONS

- You will receive emails from an automated system to the email that is associated with your account. These emails will inform you when your request is received, approved, declined, or canceled. These emails do not receive any responses or replies.
- If you need to cancel your request or reservation, go to "Services" in the menu and click "My Reservations". A list of the status of your request(s) will show, as well as the grey Cancel button. If you need to change the time of a reservation last minute on the day of, call the Clubhouse at (949) 361-8466 or email Reservations@TalegaToday.com



**Fennis Court** 

Accepted

**Reservation Date** January 27, 2021

servation Time 08:00 AM - 10:00 AM

6:00 AM - 10:00 PM		
	-	
MAKE A RESERVATION		

JAN	JAN 2021 >								
S	Μ	Т	W	Т	F	S	Available Start Time		Available End T
JAN	1				1	2	00.00 AM		08:30 AM
3	4	5	6	7	8	9			09:00 AM
10	11	12	13	14	15	16			09:30 AM
17	18	19	20	21	22	23			10·00 AM
24	25	26	27	28	29	30			10.00 AM
31	2	-			-				





### Dear Brian

Your request to reserve the Tennis Court on Saturday, January 30, 2021 from 6:30 AM to 8:00 AM has been received.

Your request cannot be processed if the player's phone number and email address are not in the notes section.

If you need to request a different time last minute or have any questions regarding the reservation process, please call the Clubhouse at (949) 361-8466.

This is an outgoing email and does not receive replies or responses.

Sincerely,

Talega Maintenance Staff