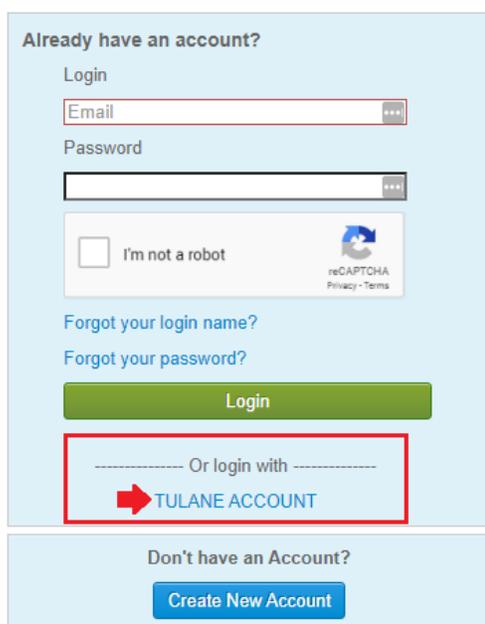


## Creating a Court or Ping Pong Table Reservation

The Tennis, Racquetball, and Badminton courts in addition to one ping pong ball table must be reserved through Active Net. This is the same process that has always been used to make court reservations.

**NOTE:** Reservations will appear to be for 1- hour, however the entire facility will be cleared every 50-minutes.

1. Visit the Active Net login page: [https://apm.activecommunities.com/tulanecampusrecreation/ActiveNet\\_Login](https://apm.activecommunities.com/tulanecampusrecreation/ActiveNet_Login)
2. There are two ways to log in.
  - a. Tulane Email Address: If you are a Tulane Student or a Faculty/Staff member with a Reily membership, you can use the Tulane Single Sign-On process by clicking the [TULANE ACCOUNT](#) link below the standard login.



- b. No Tulane Email Address: If you are a Reily member but do not have a Tulane Email address you should use the standard login form using the email address you gave when creating your account and password you created if you have ever logged into this page before.

**IMPORTANT:** Do not create a new account unless you are purchasing a Reily membership for the first time. If you do not know your password, use the [Forgot your password?](#) link to reset it. If you do not know the email address on file, call our membership desk at 504-865-5431

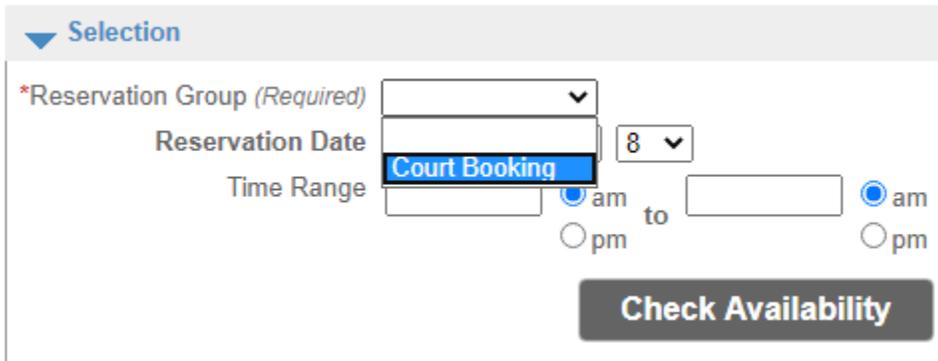
3. Once logged in, select the Reservation Request menu option.



- Next, click the Book a Court button.



- Select Court Booking from the Reservation Group (required) drop down menu.

A screenshot of a web form titled "Selection" with a dropdown arrow. It contains the following fields: a required dropdown menu for "Reservation Group" with "Court Booking" selected; a "Reservation Date" field; a "Time Range" field; a dropdown menu for the number "8"; radio buttons for "am" and "pm" with "am" selected; and a "Check Availability" button.

**Selection**

\*Reservation Group (Required) [dropdown menu] [8] [am/pm]

Reservation Date [input field]

Time Range [input field] [am/pm]

**Check Availability**

- A list of courts and available times will be displayed. Check the box for the time slot you would like to reserve.

Name	6am	4pm	5pm	6pm	9pm
Ping Pong Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Finally, click the reserve button at the bottom of the page. You will be forwarded to a confirmation page. If you need to cancel your reservation you will need to call our front desk at 504-865-5242 so they can do that for you.