Online Reservation System How-to

Inspire, Connect, Play!

Updated May 17, 2022
Online System

- Phone- and Computer-Friendly
- First Sign Up for an account
- Then Log In
- Before booking, you will need to validate your email address and provide your residential address.
Spotery Landing Page

1. Log in
2. San Francisco Rec & Park Users: Click Here!
San Francisco Recreation & Parks

San Francisco, CA, USA

Need another good reason to love the City by the Bay? How about this one: more green space than any other municipality in the United States. Our recreation and parks system makes the most of an incomparable natural setting, with more than 220 parks and places for you to enjoy throughout the city. Start here to find locations, amenities, hours and more. Then get out and play! The San Francisco Recreation and Park Department's Mission is to provide enriching recreational activities, maintain beautiful parks and preserve the environment for the well-being of our diverse community.

Field Draft

Youth sports teams participating in the Spotery draft, please click on "Field Draft" button.

Tennis court availability

SFRPD is piloting a program to offer online reservations of neighborhood tennis courts while the Golden Gate Park Tennis courts are closed. To find available tennis courts, please click either on the pictures or the green button titled "Our Spots".

1. Note Tennis Court Availability
2. Click “our spots”
Court Availability Search Page

1. Search availability of a court by date
2. To book an available time, Go To Booking Page
Alice Marble Tennis Court #1
San Francisco Recreation & Parks
San Francisco, CA, USA
Max Cap. 4

1. Confirm that “I am human” with Captcha
2. Click once to Book Now
3. CLICK AGAIN TO CONFIRM
Reservation # 61937

**Booked**

- **You’re booked!**
- **Click on Print Preview to see permit.**

<table>
<thead>
<tr>
<th>spot</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>owner</td>
<td>San Francisco Recreation &amp; Parks</td>
</tr>
<tr>
<td>by</td>
<td></td>
</tr>
<tr>
<td>date</td>
<td>Mar 18, 2019 6:30 PM - 8:00 PM</td>
</tr>
</tbody>
</table>

**Pricing details**

This facility is free

**Documents**

**Reservation history log**

- 3/16/2019 4:59 PM
- Booked
- Spot has been booked!
How do I cancel a booking?

1. Log in
2. Go to “my stuff”
3. Select “view details” of the booking you’d like to cancel
4. Select “cancel reservation”
How do I check in?

1. Log in
2. Go to "my stuff"
3. Select “CHECK-IN” for the booking you’d like to check in for (at reserved court within 15 minutes of your reservation time)
Dear Jessica,

Your reservation has been confirmed, and it was marked as **booked**.

**Reservation #:** 2724821  
**Organization Name:** San Francisco Recreation & Parks  
**Spot Name:** McLaren Park Tennis Court #1  
**Requested by:** Jessica Hing  
**Activity Date:** Sep 10, 2021 12:00 PM to 01:30 PM

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**How do I check in?**

1. Alternatively, you can also check in by selecting “RESERVATION PAGE” in your confirmation email
2. Then select “CHECK-IN” for the booking you’d like to check in for (at reserved court within 15 minutes of your reservation time)
How do I check in?

A successful check-in looks like this!

Enjoy!

You have been successfully checked in
My Favorite Spots

1. To search your favorite spots, select the heart icon next to your favorite court.

2. Then, select “My favorite spots” and click search afterwards to browse availability only at your favorite spots.
A few parting notes

• Reservations are on a first-come, first-served basis.

• Reservations starting seven calendar days prior to the date you are interested in booking – If you want to make a reservation on Saturday, 4/20, you will not be able to make a reservation until Saturday, 4/13.

• Reservations starting two calendar days prior to the date you’re interested in booking – If you want to make a reservation on Saturday, 4/20, you will not be able to make a reservation until Thursday, 4/18.

• Please add support@spotery.com to your contacts. If you reset your password etc., messages from this account may be sent to your junk folder.

• If you have questions or comments, please contact rpdinfo@sfgov.org. Thank you!