

## PLATFORM RESERVATION INSTRUCTIONS

1. Go to Borough website at [www.springlakeboro.org](http://www.springlakeboro.org)
2. Click on Recreation
3. Click on the [Community Pass Button](#)
4. Log in to your Community Pass account or if you don't have one create one
5. Click on [Register Now](#)
6. Click on [Continue](#) under Paddle Court Reservations
7. Complete all account information and click on [continue](#)
8. Verify email address when complete click on [continue](#)
9. Click on details on the Facility Permit page for rules and information. Select Paddle Court Reservations, click on [continue](#)
10. Select Court (either #1 or #2), select date, select day, select time, complete # of attendees, click on [continue](#).
11. Click on method of payment, click on [continue](#)
12. Enter payment information, click on [complete transaction](#)
13. Check your email to make sure you received your permit and show the police when picking up the key.

HAVE FUN!

