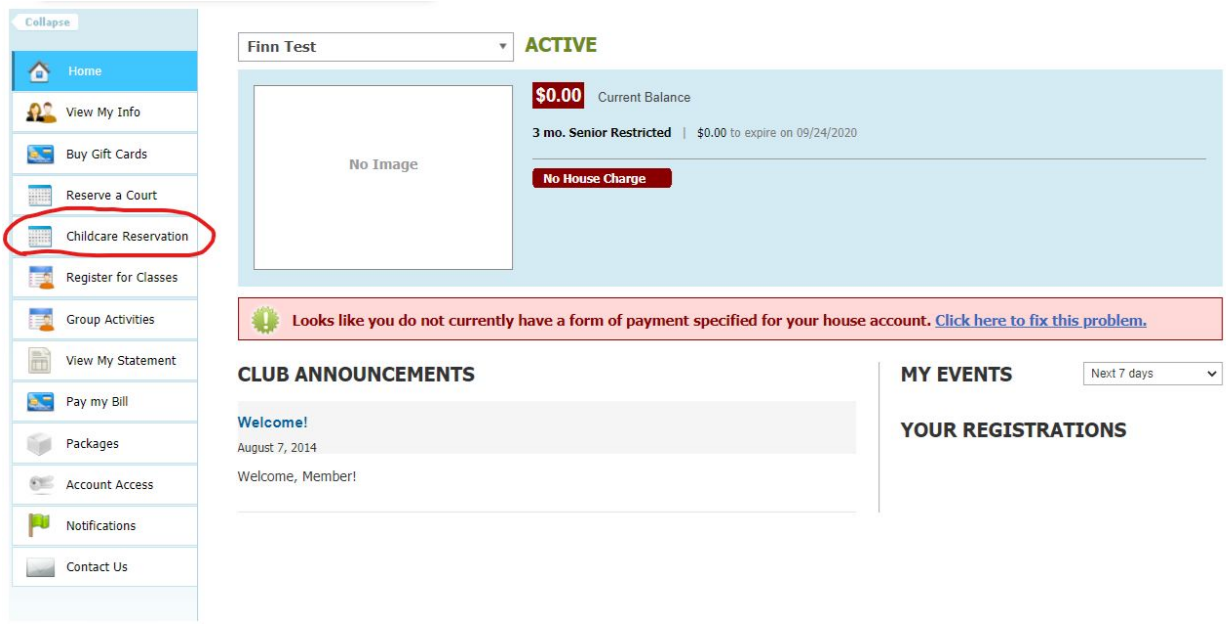
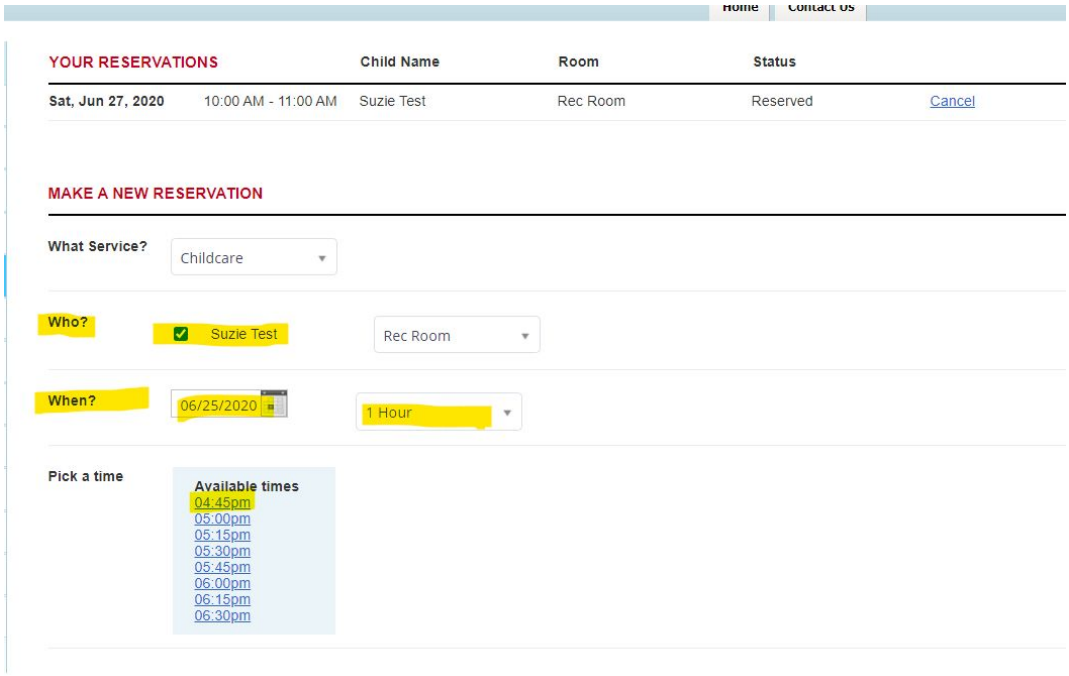
STEP 1

Once you have logged on the member portal. You will see a list of options to select from on the left-hand side of your screen. Click on Childcare Reservations.



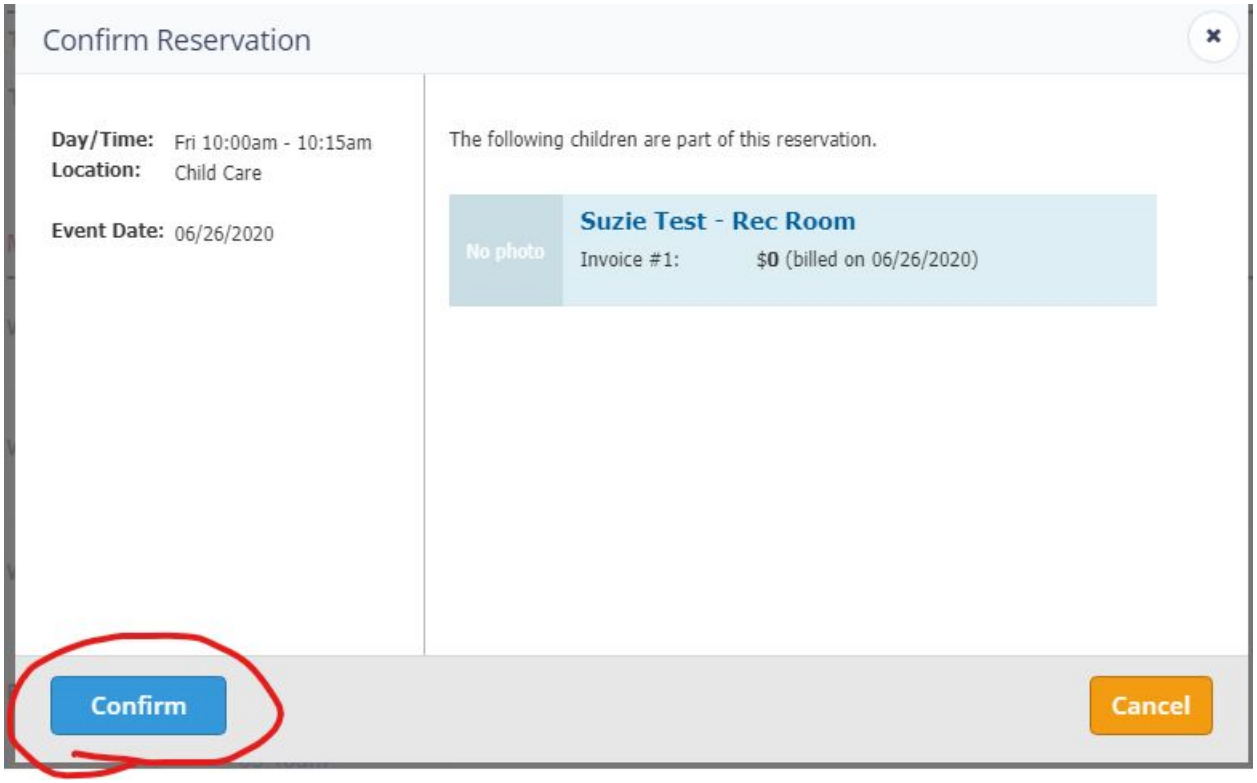
STEP 2

The reservation screen will open. You will need to check each child you are making a reservation for. Select the date, remember you can only make reservations 2 days in advance. Select the length of time, currently you may only schedule up to 1 hour, and finally what time you want your reservation to begin.



STEP 3

A confirmation window will open. Please click on the Confirm button to finalize your reservation.



Your reservation will display at the top of the screen.

YOUR RESERVATIONS		Child Name	Room	Status	
Thu, Jun 25, 2020	4:45 PM - 5:45 PM	Suzie Test	Rec Room	Reserved	
Fri, Jun 26, 2020	10:00 AM - 10:15 AM	Suzie Test	Rec Room	Reserved	Cancel

No shows will still be charged in full for their visit. Please be sure to cancel your reservation in advance if your plans have changed. You simply click cancel and the reservation will be removed.