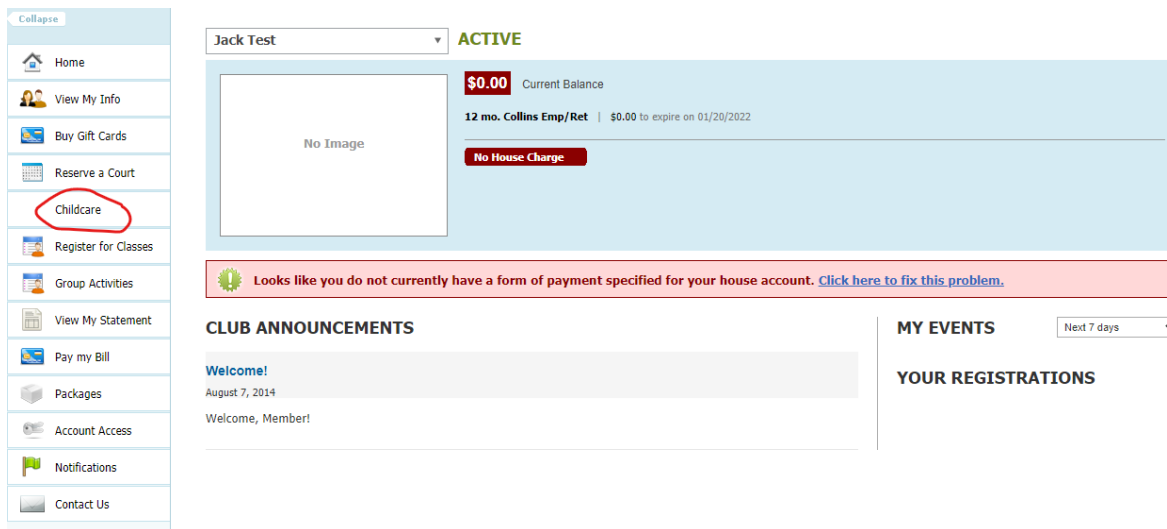# Making a Childcare Reservation
in Club Automation
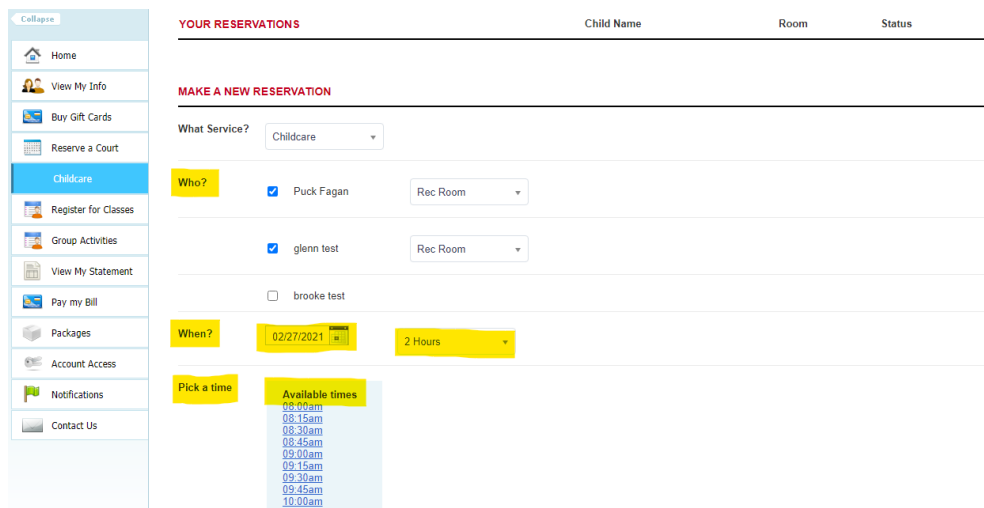
Step 1— Go to our member portal at collinsaerospace.clubautomation.com. If this is your first time, you will need to create a member account using the email that is on your member profile. If you don't know what that email is, please ask a staff member or call 319-295-2552.

Step 2— Once you have logged in to your member account, you will see the screen below. On the left-hand side you will see the option for Childcare. Click on that box.

Step 3— The reservation screen will open.

- You will need to select the child(ren) that you are making the reservation for. (If you haven't registered your children in the room before, please call 295-2552 and ask for a Rec Room staff member or the Business Manager, if it's outside of Rec Room hours. Select the date. (Note, reservations can only be made 48 hours in advance). Select the length of the reservation, (maximum time is 2 hours). Select your start time.

Step 4 - A confirmation window will open. Click on the Confirm button to finalize your reservation.

Your reservation will display at the top of the screen.

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