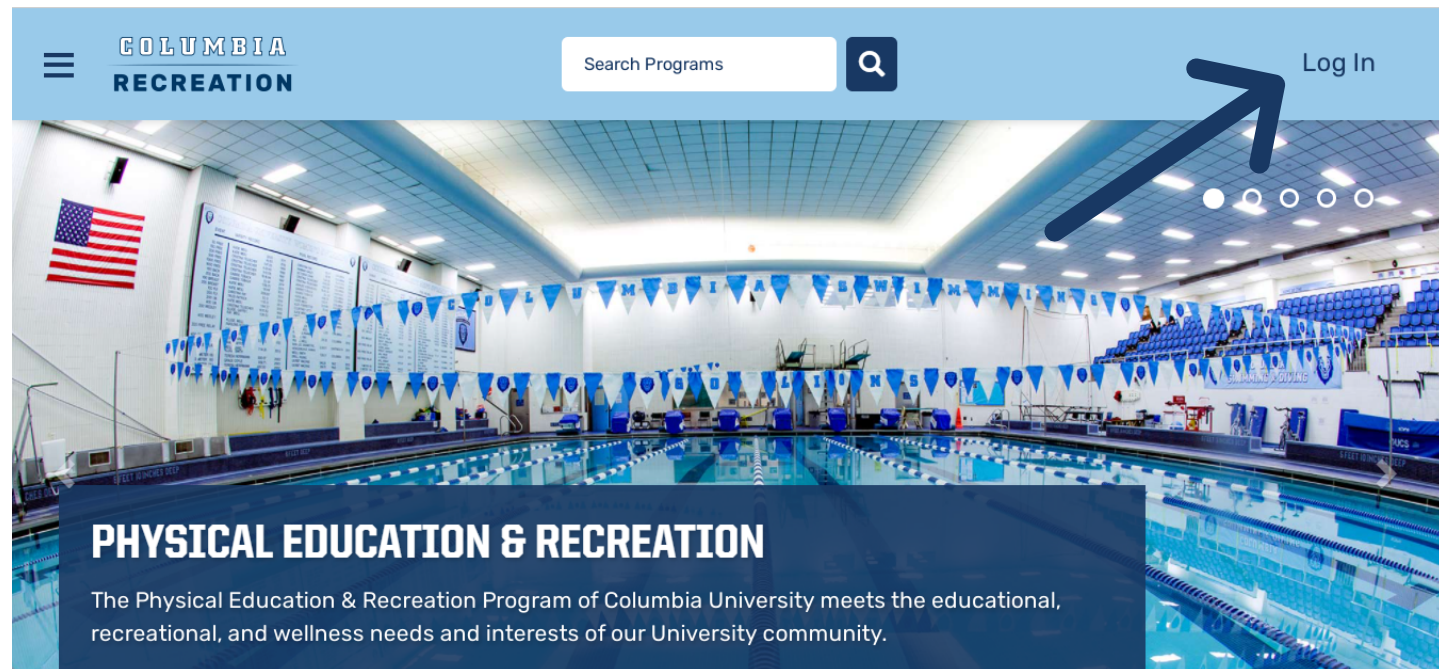


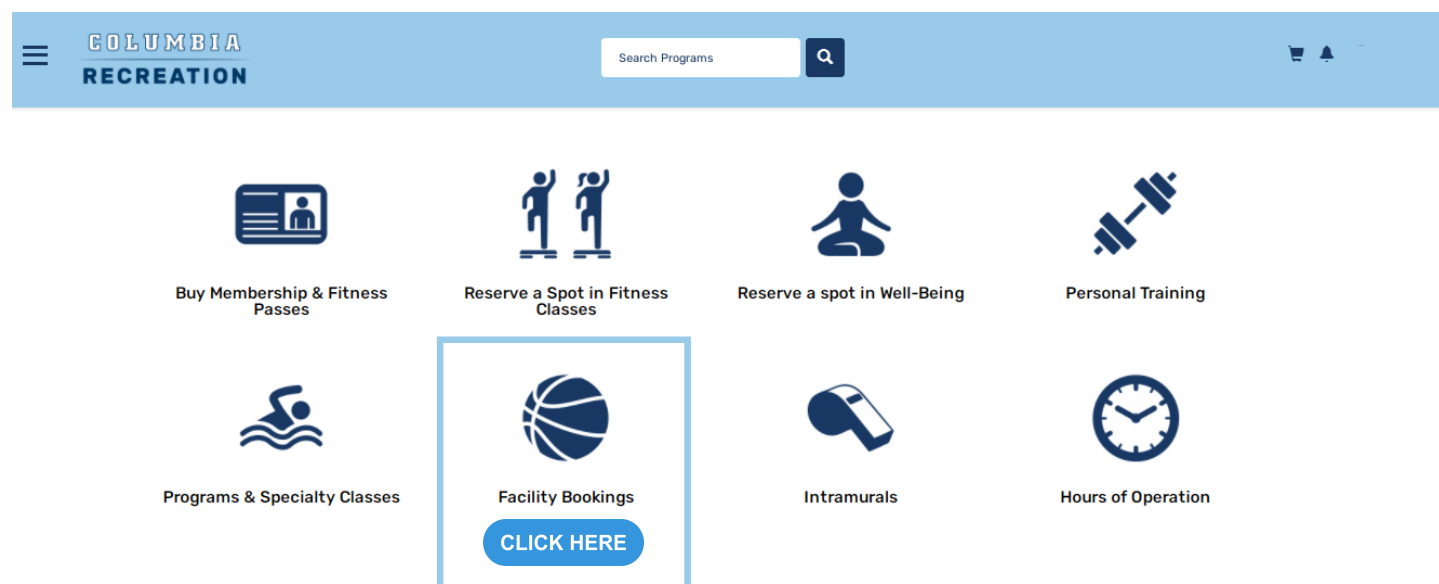
# 1. SIGN IN TO THE MEMBER PORTAL

Use your Columbia UNI



# 2. NAVIGATE TO THE FACILITY BOOKING ICON

Double click to access



# HOW TO RESERVE A CARDIO EQUIPMENT OR SQUASH COURT

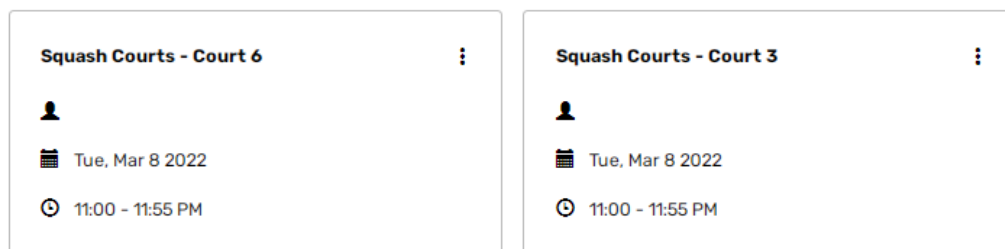
### 3. FEATURES OF THE BOOKING PAGE

- If you have any Upcoming Bookings, each reservation will appear with their own tile
- If you have more than 3 bookings, the full history of bookings can be found by clicking "View All"
- All active booking products will show under New Booking. You will click on the booking product to book a time slot for a specific date and time



#### BOOKINGS

##### UPCOMING (2)



##### NEW BOOKING




# HOW TO RESERVE A CARDIO EQUIPMENT OR SQUASH COURT

## 4. CHOOSING A FACILITY AND A TIME SLOT

- Reservable items are displayed along at the top of the page
- You can reserve up to 2 days in advance
- Each tile is an individual time slot & number of spots available
- Click Book Now to reserve
- If a time slot says Unavailable: either the time is full, you have reached your max amounts of bookings allowed for the day, or the consecutive amount of reservations has been reached
- You able to reserve one piece of equipment at a time, and for no more than 60 consecutive minutes

### SQUASH COURTS

Bookings / Squash Courts



March 6 - 9, 2022

6 Sun 7 Mon 8 Tue 9 Wed

Court 3 Court 6

Some times may be unavailable due to conflicting appointments.

6 - 7 AM 1 spot available Book Now	7 - 8 AM 1 spot available Book Now	8 - 9 AM 1 spot available Book Now	9 - 10 AM 1 spot available Book Now
10 - 11 AM 1 spot available Book Now	11 AM - 12 PM 1 spot available Book Now	12 - 1 PM 1 spot available Book Now	1 - 2 PM 1 spot available Book Now

# HOW TO RESERVE A CARDIO EQUIPMENT OR SQUASH COURT

## 5. RECEIVE CONFIRMATION EMAIL

- Details of the booking date and time are sent in the confirmation email
- A link to cancel is provided in the confirmation email, which sends you to your profile on the member portal
- "View Booking" links the individual to their profile on the member portal



# HOW TO RESERVE A CARDIO EQUIPMENT OR SQUASH COURT



## **6. CHECK IN ON THE DAY OF YOUR RESERVATION**

- Visit the Equipment Checkout Room on the 4th floor
- Bring either your CUID or your confirmation email
- You can check in no earlier than 5 minutes before the reservation start time
- Members who do not attend or check in for their reservation may be limited in making future reservations



# **HOW TO RESERVE A CARDIO EQUIPMENT OR SQUASH COURT**