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)**

- Squash Courts - Court 6
  - Tuesday, Mar 8 2022
  - 11:00 - 11:55 PM

- Squash Courts - Court 3
  - Tuesday, Mar 8 2022
  - 11:00 - 11:55 PM

**NEW BOOKING**

- Bottom Tri Level Fitness Area
- Squash Courts
- Top Tri Level Fitness Area

**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

<table>
<thead>
<tr>
<th>Bookings / Squash Courts</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Squash Courts Icon]</td>
</tr>
</tbody>
</table>

**March 6 - 9, 2022**

- Court 3
- Court 6

Sometimes may be unavailable due to conflicting appointments.

<table>
<thead>
<tr>
<th>Time</th>
<th>Court 3</th>
<th>Court 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-7 AM</td>
<td>Book Now</td>
<td>Book Now</td>
</tr>
<tr>
<td>7-8 AM</td>
<td>Book Now</td>
<td>Book Now</td>
</tr>
<tr>
<td>8-9 AM</td>
<td>Book Now</td>
<td>Book Now</td>
</tr>
<tr>
<td>9-10 AM</td>
<td>Book Now</td>
<td>Book Now</td>
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<tr>
<td>10-11 AM</td>
<td>Book Now</td>
<td>Book Now</td>
</tr>
<tr>
<td>11-12 PM</td>
<td>Book Now</td>
<td>Book Now</td>
</tr>
<tr>
<td>12-1 PM</td>
<td>Book Now</td>
<td>Book Now</td>
</tr>
<tr>
<td>1-2 PM</td>
<td>Book Now</td>
<td>Book Now</td>
</tr>
</tbody>
</table>
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.

Example confirmation email:

**Squash Courts - Court 6 Booking**

| ID: |

Hello

Here are the details regarding your recent booking. If you are unable to attend, please cancel your booking online.

Product: Squash Courts - Court 6
Date: Tue, Mar 8, 2022
Time: 11:00 PM - 11:55 PM

Thank you,
Columbia University

VIEW BOOKING
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