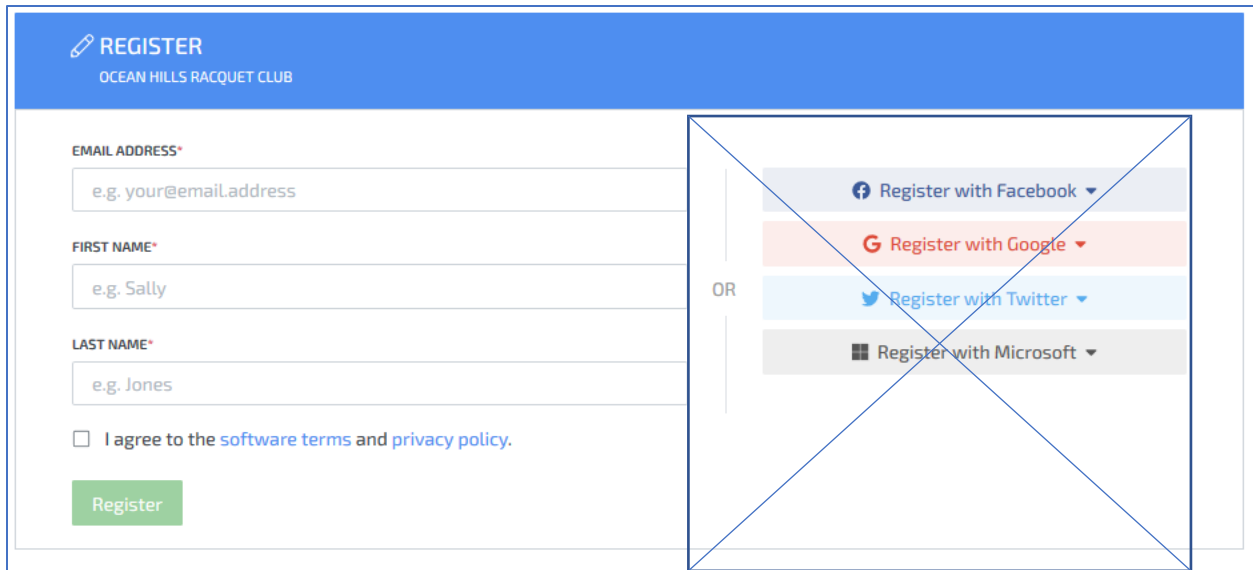
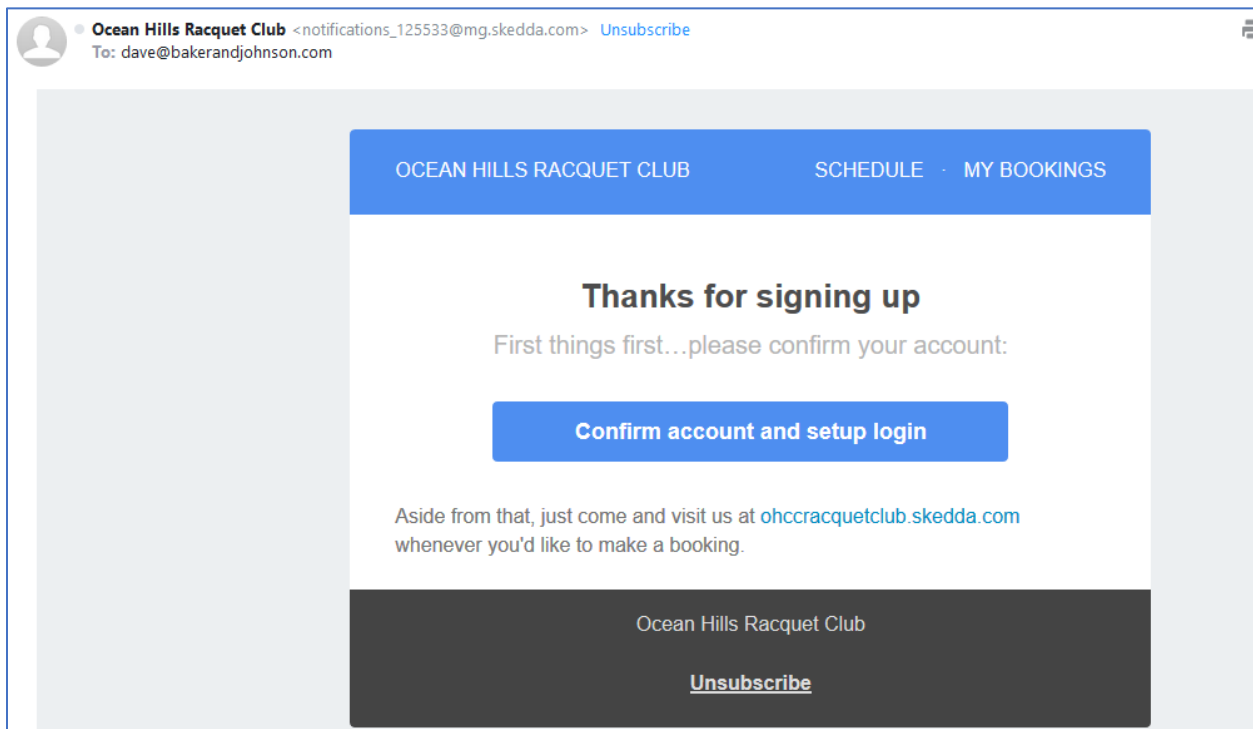


Part 1 - Creating your login credentials

Use this link (<https://tinyurl.com/ybyfv5gh>)



Please use the left-hand side of this registration page only. After you complete this page, you will be taken automatically to the OHCC Racquet Club Reservation System main page. However, you ****ARE NOT**** yet fully set up as your account does not yet have a password. Please check your e-mail for something that looks like this:



Click “Confirm account and setup login” and you’ll reach this screen:

Choose your new login

Ocean Hills Racquet Club

Your new password

Confirm new password

I have read and agree to the [software terms](#) and [privacy policy](#)

Remember me

Set password and log in

Go to the regular login page

OR

Log in with Facebook

Log in with Google

Log in with Twitter

Log in with Microsoft

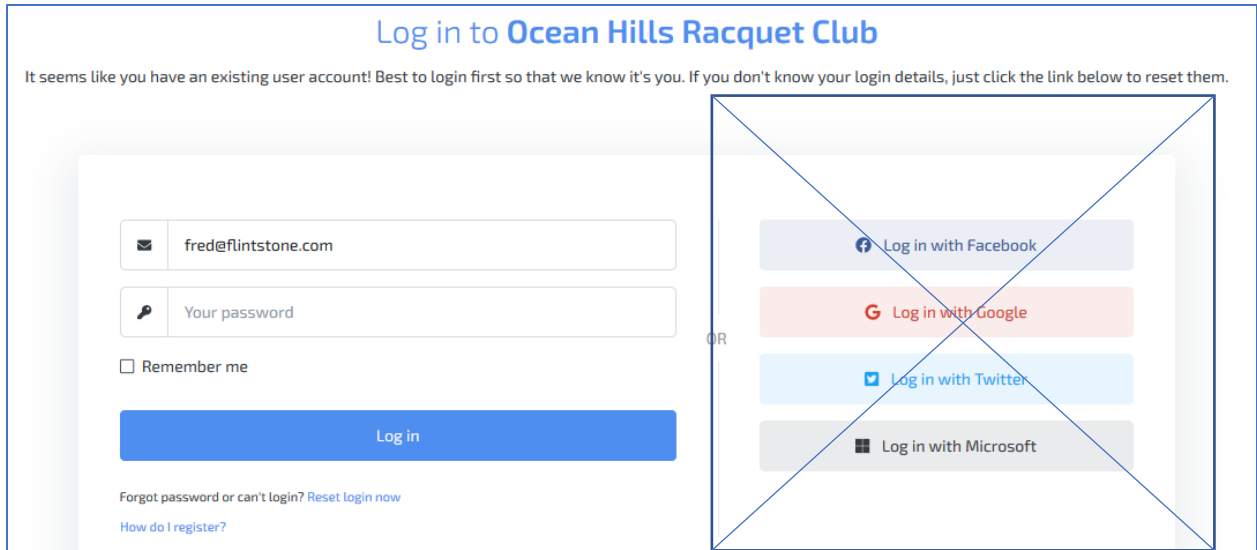
Choose your password and then click the blue button to continue.

That’s it – you’re in!

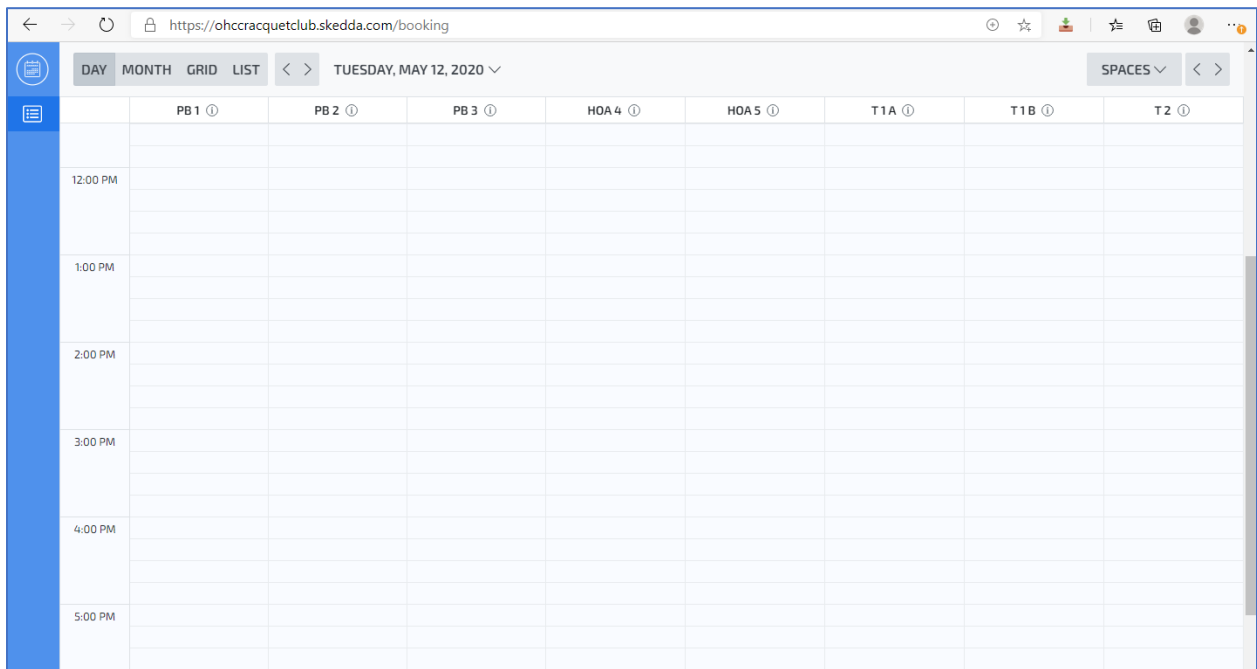
Part 2 – Making Reservations

If you haven't logged in already, you'll need to do that.

You can also reach the login page at any time using this link (<https://ohccracquetclub.skedda.com/>) or by using the Court Reservations link on the COVID page of the Racquet Club website (<https://ohccracquetclub.wixsite.com/racquet>)

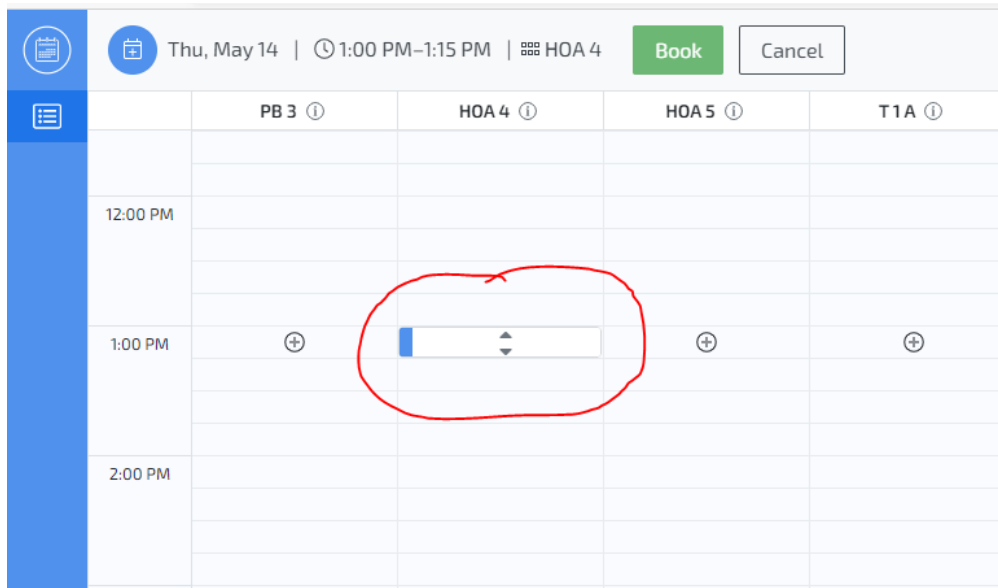


The default view you get after logging in looks like this:



At the top, you can switch the view between Day (one full day), Month (like a calendar), Grid (one day per row), and List (just text). You can also change the time being viewed or use the arrows at the top right to scroll through our ten courts (if they don't all fit on your screen at once).

To create a new reservation in the Day view, click on any open timeslot or the big green Plus sign at the lower right (on the Month, Grid, or List view, you can only click the big green Plus sign). Let's reserve HOA4 for an hour of pickleball on Thursday, May 14 at 1PM by clicking in that slot.



Now click the Green “Book” button and fill out the reservation details. **Be sure to adjust the length of the reservation - either here on this screen (by dragging the arrows) or after you click the Book button.** Otherwise, you'll just have a 15-minute long reservation! Also, the “Playing With” field is required – this should be a total of 4 names (you plus three others) for doubles or 2 names (you plus one other) for singles. Only players listed in the reservation may play at that time – no extra players or subs allowed.

If you need to change/update the players prior to the start of your reservation time, the fastest and easiest way to do this is to cancel the reservation and re-add it with the correct players. If this isn't possible, then send an e-mail to our new OHCC Racquet Club Help team (details at the end of this document) with the changed player names and we will update the reservation for you.

NEW BOOKING

***not an actual reservation *** You are required to list the names of each player who will be on the court. Maximum of four (4) people (the person making the reservation plus up to three (3) more).

BOOKING DETAILS

DATE & TIME *

Tuesday, May 12, 2020 From 1:00 PM to 2:00 PM

SPACES*

HOA 4

BOOKING TITLE

An optional booking summary

PLAYING WITH*

Ann Rike, Cliff Singh, Karen Burke

YOUR DETAILS

Dave Johnson
✉ dave@bakerandjohnson.com
[Edit details](#)

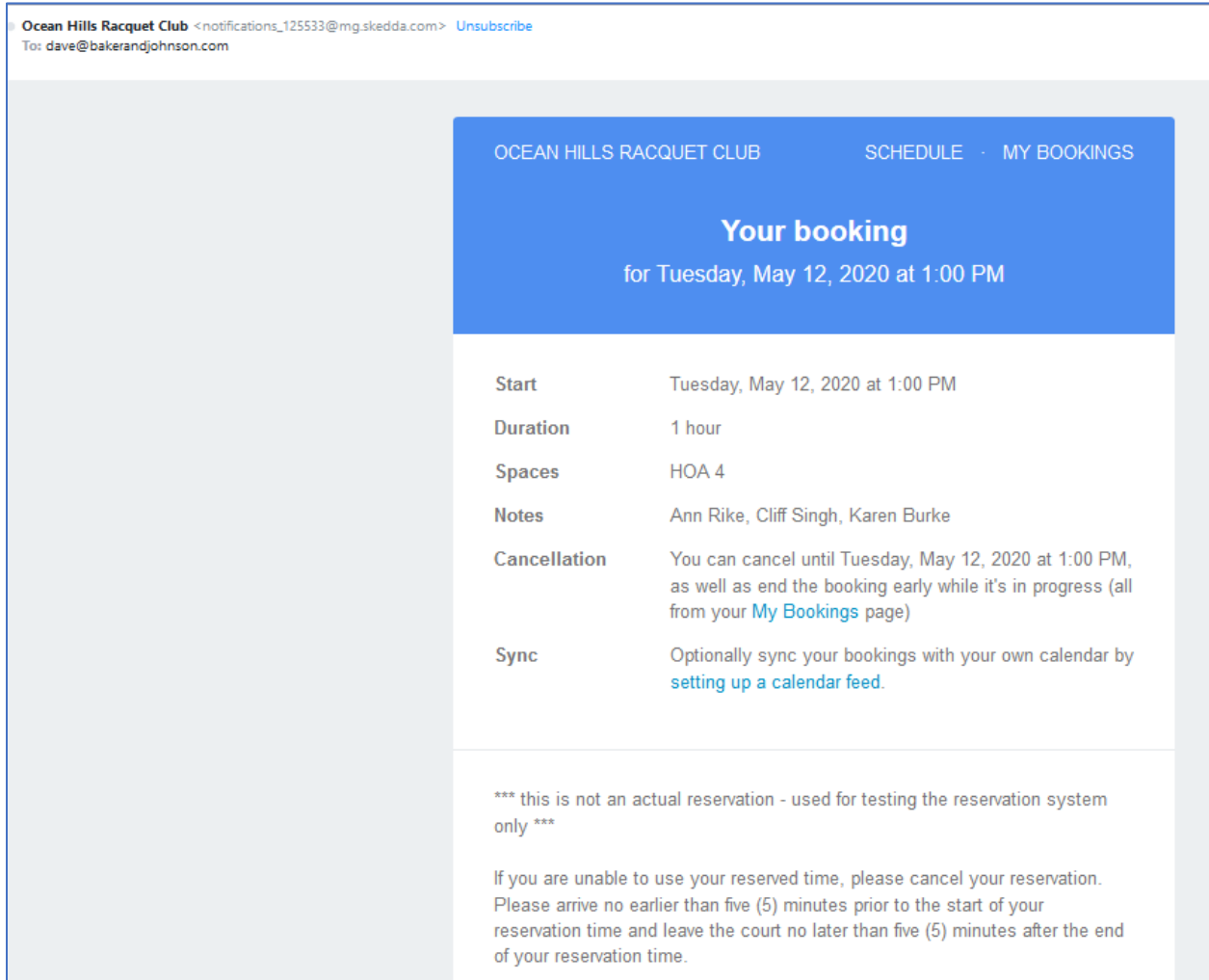
CANCELLATION

You can cancel this booking any time before it begins.

[Confirm booking](#) [Cancel booking](#)

Make sure that you have double-checked your Start Time and your End Time! Then click “Confirm booking” and you’re done.

You will get an e-mail confirmation that looks something like this:



Ocean Hills Racquet Club <notifications_125533@mg.skedda.com> [Unsubscribe](#)
To: dave@bakerandjohnson.com

OCEAN HILLS RACQUET CLUB SCHEDULE · MY BOOKINGS

Your booking

for Tuesday, May 12, 2020 at 1:00 PM

Start	Tuesday, May 12, 2020 at 1:00 PM
Duration	1 hour
Spaces	HOA 4
Notes	Ann Rike, Cliff Singh, Karen Burke
Cancellation	You can cancel until Tuesday, May 12, 2020 at 1:00 PM, as well as end the booking early while it's in progress (all from your My Bookings page)
Sync	Optionally sync your bookings with your own calendar by setting up a calendar feed .

*** this is not an actual reservation - used for testing the reservation system only ***

If you are unable to use your reserved time, please cancel your reservation. Please arrive no earlier than five (5) minutes prior to the start of your reservation time and leave the court no later than five (5) minutes after the end of your reservation time.

If you are unable to use the court time you have reserved, please cancel that reservation so that another group can use the court at that time.

In the reservation system, everyone can see the reservation and the names of all players; you can also see the 15-minute “social distancing” buffers that are automatically applied on either side of the reservation.

TUESDAY, MAY 12, 2020					
PB 2	PB 3	HOA 4	HOA 5	T1A	
		Dave Johnson 1:00 PM-2:00 PM Dave Johnson Notes: Ann Rike, Cliff Singh, Karen Burke			

The system will also enforce the guidelines about length of reservations and reservations / day limit. For example, if I tried to book another pickleball court on May 12, I would get a message like this when I pressed the Confirm Booking button:

⚠ Sorry, but we ran into some problems...

- This booking cannot be confirmed because it would mean that your quota is exceeded for the day 5/12/20. Specifically, you have an individual maximum of 1h across the space(s) PB 1, PB 2, PB 3, T 1 A, HOA 4, HOA 5, T 1 B. You can check your current usage on the List mode under 'My Bookings'.

Any questions or problems? Send e-mail to ohrchelp@gmail.com. This is our new Racquet Club e-mail for all question, suggestions, requests, complaints, etc. about the new reservation system or any of the reopening procedures. We will strive to respond to all e-mails within 24 hours.