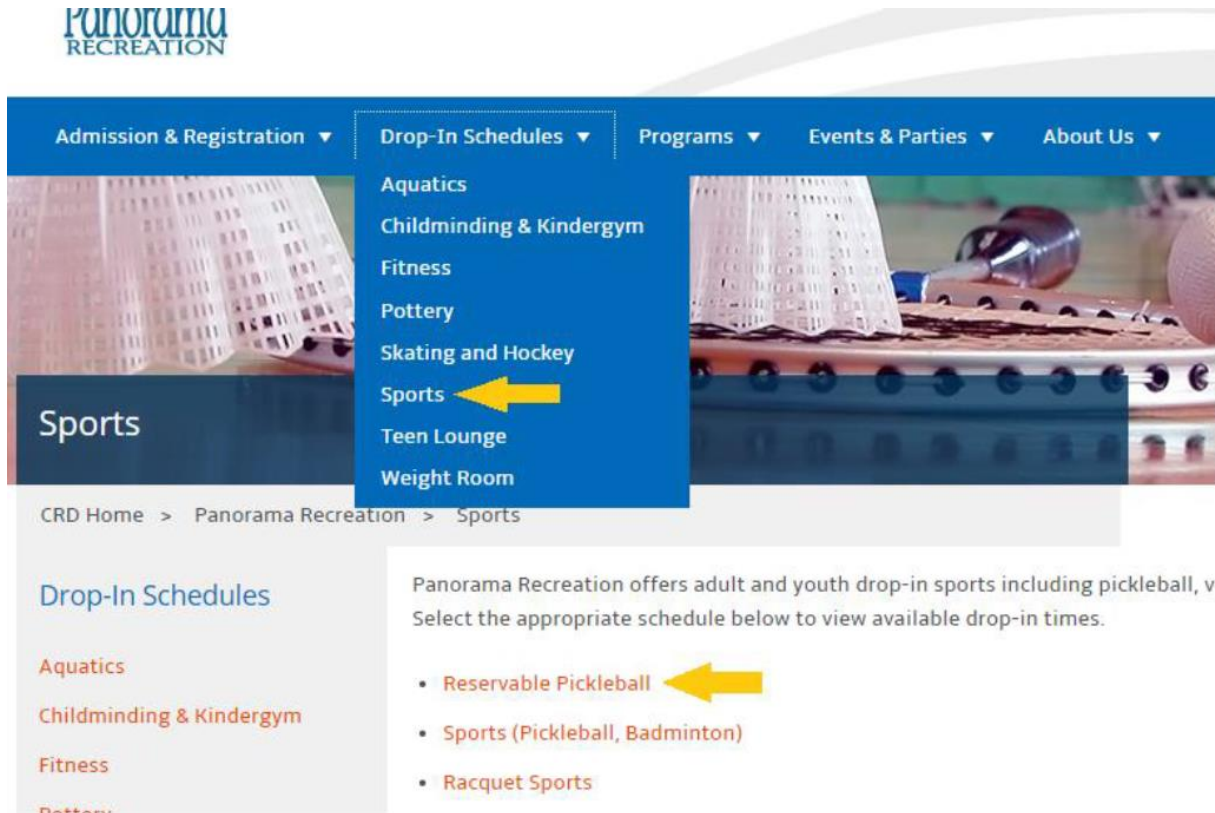


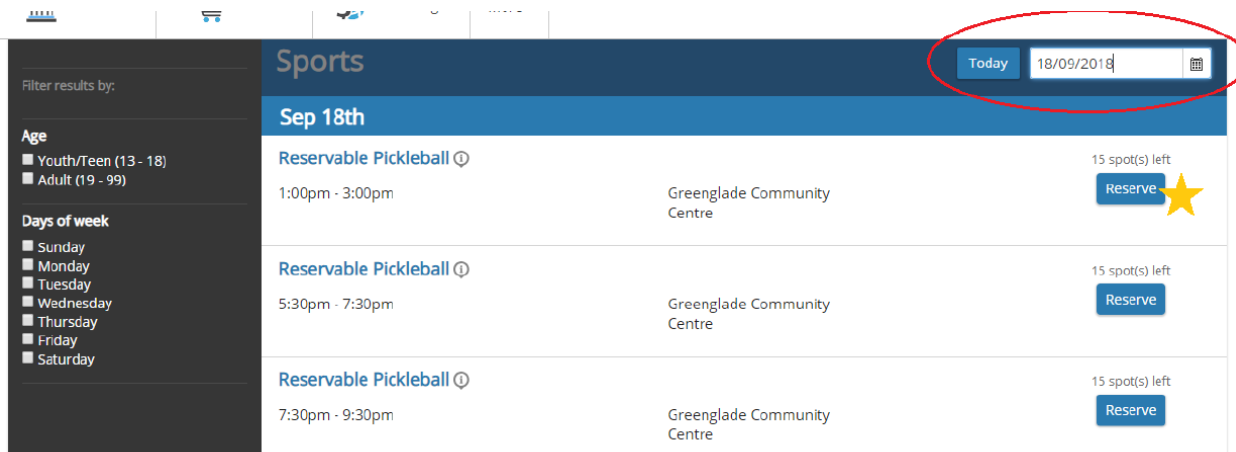
How to Reserve Pickleball Online (at Greenglade Community Centre)

1. From panoramarecreation.ca, under **Drop-In Schedules**, click **Sports**.

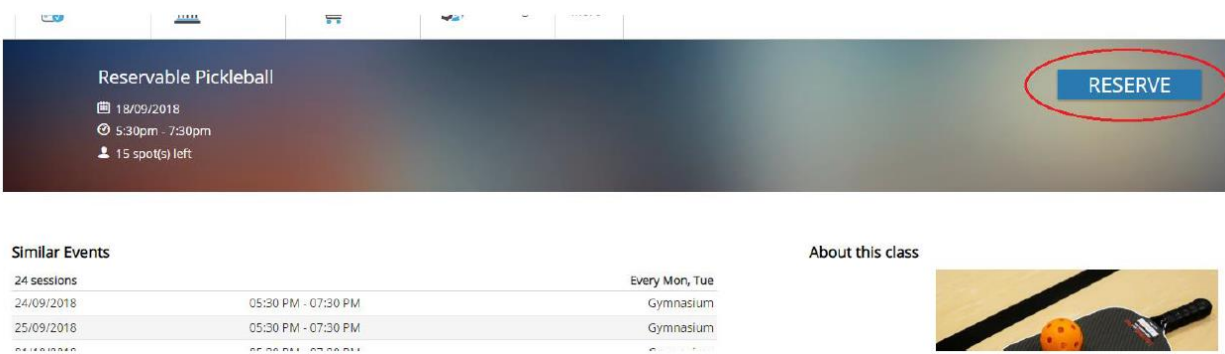
You will be redirected to a new page. Select **Reservable Pickleball** from this page.



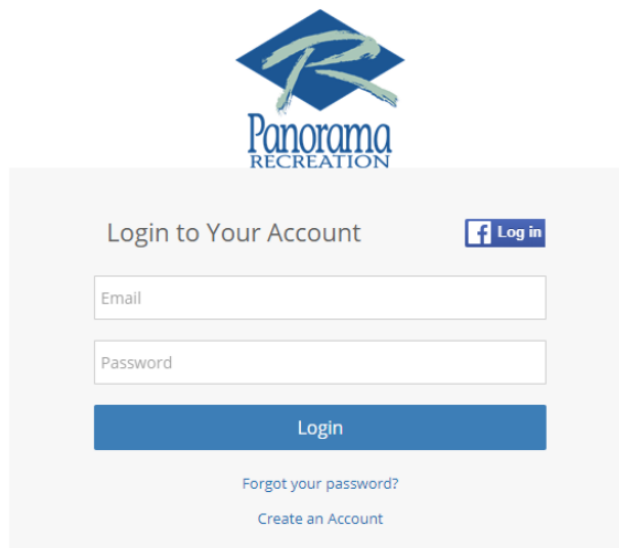
2. A separate window will open within your browser. Select the day and time of interest. Reservable Pickleball has been broken into chunks of time to facilitate the reservation process. One timeslot may be reserved per player each day. *Please see the notes at the end of this document for some other important points to know.



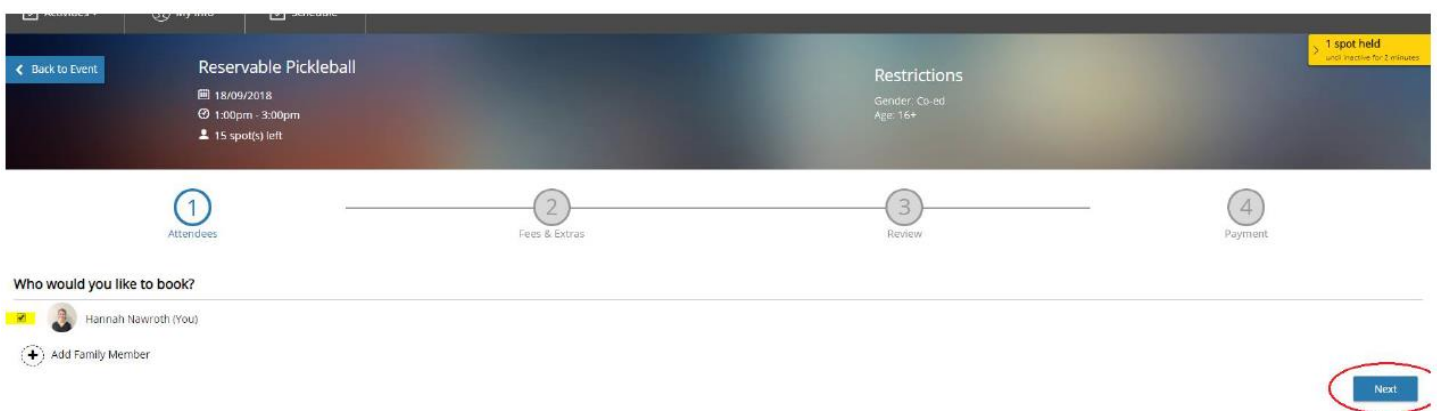
3. A new window will open within your browser summarizing details of the desired session. Click **RESERVE**.



4. You will be prompted to log into your Panorama Recreation PerfectMIND account. If you have yet to create one or have forgotten your password, you can do this from this screen.



5. Once logged in, select the person(s) you would like to reserve for then, click **NEXT**.



6. Select the appropriate fee. Click **NEXT**.

- Pass holders → No charge to reserve.
- Non-pass holders → You will be prompted to pay the drop-in fee.

7. You will be redirected to a **Cart Summary** page.

At this time, if you would like to reserve another timeslot within the same transaction, select **Book Another Event**.

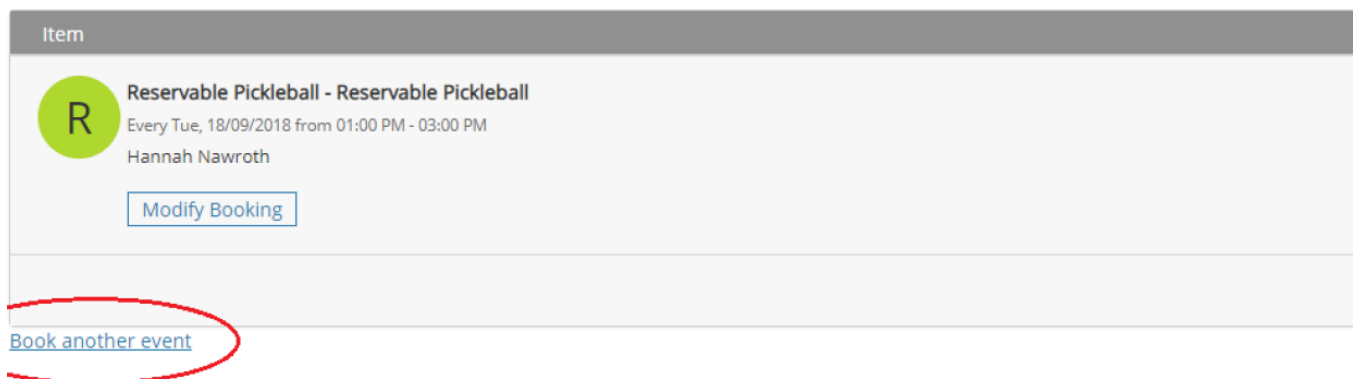
If booking another event, you will be redirected back to the Reservable Pickleball calendar through which another date/time can be selected. Repeat steps 2 through 6 until back at the Cart Summary page. Repeat these steps for adding all sessions of interest.

In the event a session inadvertently added that not wanted, click  to remove it from your cart.

Once your cart has the desired sessions added, click **CHECKOUT**. You will be redirected to a registration confirmation or to complete payment. A receipt of your bookings can be printed or emailed from the final screen.

①
Attendees

②
Fees & Extras



The screenshot shows a booking confirmation card with the following details:

- Item:** Reservable Pickleball - Reservable Pickleball
- Frequency:** Every Tue, 18/09/2018 from 01:00 PM - 03:00 PM
- Organizer:** Hannah Nawroth
- Action:** A button labeled "Modify Booking" is visible.
- Link:** A blue link labeled "Book another event" is circled in red at the bottom of the card.

Notes:

- Reservations can be made up to 2 weeks prior to each session start. One reservation may be made per player per day and any spaces not reserved are open to drop-ins.
- Reservations must be made at least 30 minutes prior to timeslot start and, if unclaimed, will be forfeited to drop-ins 15 minutes after timeslot start. Please check-in with reception upon arrival.
- Players interested in continuing play into the following timeslot must check with reception within the 30 minutes before the next session start to confirm space available.
- If wishing to cancel a reservation, please phone, email or stop by reception and they can complete this for you. It cannot be done online. (250) 656-7055 or info@panoramarec.bc.ca