

Circle C Aquatics

Lane Reservation Online Walkthrough

Step 1: Log into your pool account at https://circlec.clubautomation.com. If this is your first time logging into your pool account, click "**Access My Account**" in the top right. If you have logged in before, enter your username and password.

14	First time here?	Access My Account	
	Welcome!		
the appropriate	Login to your account		
- LEEN MARSON	USERNAME		
and the second se	PASSWORD		
CONTRACTOR OF THE OWNER.		Forgot password?	
	Login		
	REGISTER FOR EVENTS		
ASPECTOR NO.	Preview our current schedule of evo online registration today.	vents and begin your	

Step 2: Once logged in, click "Make a Reservation" on the left.

*	Home	
*	View My Info	Welcome, erin madden
	Make a reservation	erin madden 🗸
ž	Register for Classes	Member
3°	Group Activities	
	View My Statement	No House Charge
=Ľ \$	Pay my Bill	
¥	Packages	Looks like you do not currently have a form of payment specified for your house account. Click here
<u>.</u>	Account Access	
	Notifications	CLUB ANNOUNCEMENTS
1	Contact Us	

Step 3: Under What Service?, click Swimming.

YOUR RESERV	TIONS	Host
MAKE A NEW R	ESERVATION	
What Service?	Facility Schedule	
Where?	Facility Schedule Swimming All Rooms	
Who will host?	erin madden 🔻	
When?	04/23/2023	
Search		

Step 4: Complete the Make a New Reservation section:

- Under Where, select the lane you would like to reserve.
- Keep your name as the host if you are reserving for yoursel
- reserving for yourself
 Select the date and time of the reservation.
- Click Search.

What Service?	Swimming
Where?	Swim Center - La 🔻
Who will host?	erin madden 🔹
When?	05/17/2023 60 Min
Search for available times	From 04:00 PM • To 05:00 PM •

MAKE A NEW RESERVATION

Step 4:	What Service? Swimming	
Click on the reservation time.	Where? Swim Center - La 🔻	
	Who will host? erin madden	
	When? 05/17/2023 60 Min	
	Search for available times From 04:00 PM TO 05:00 PM T	
	Search	
	Pick a Time Swim Center 4:00pm	

Step 5: Click Confirm to confirm your reservation

Confirm Reservation		×
Day/Time: Wed 4:00PM-5:00PM Location: Swim Center	The following members will be invoiced for the reservation:	
Event Date: 05/17/2023	No photo No Invoice	
	Cancel	Confirm

Step 6: To view your lane reservation, click on Make a Reservation. This will show your lane reservation as a Swimming Reservation, with the lane number, date and time.

				Logout	
YOUR RESERVATION	ONS	Host	Activity	Players	
Wed, May 10, 2023	4:00 PM - 5:00 PM	erin madden	Swimming Reservation (Swim Center Lane 17)	Edit Cancel	

You can also view your lane reservation on your home page by clicking My Reservations. This will show your lane reservation as Court Time.

