



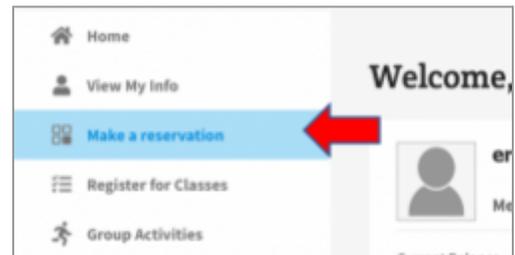
Registering for Lap Lane Reservations

1. Log into your Pool Account [HERE](#) or at circlec.clubautomation.com

If you have logged in before, enter your username and password.

- 🚩 If this is your first time logging into your Pool Account, click “Access My Account” in the top right and log in with your email address and name.
- 🚩 Please email customerservice@ccswim.net if you need help getting into your account.

2. Once logged into your account, click “Make A Reservation” on the left side of the screen.



3. Under “Make a New Reservation,” do the following:

What Service? - Set to Swimming

Where? - Choose which lane you’d like if you have a preference. If you do not have a lane preference, set it to All Lanes.

- 🚩 Note: Lanes are labeled A-D to facilitate booking in our system. These letters do not make a difference in the lane number you choose.

Who will host? - Choose which member of your household you are making the reservation for.

- 🚩 Each reservation is for one person. Please book multiple reservations if you would like to book for multiple members of your household.

When? - Choose the date you’d like to book.

- 🚩 Each reservation is for one person. Please book multiple reservations if you would like to book for multiple members of your household.

Search for available times - Set the time range from 4:00pm to 12:00am.

Click SEARCH. Available reservation slots will populate below.

🚩 If you do not see any reservations, confirm your account is active!!

Under View My Info, if your account is a GUEST, your access has expired. You must renew your Resident status to be eligible to make a reservation!

4. Click which time slot you would like to book.



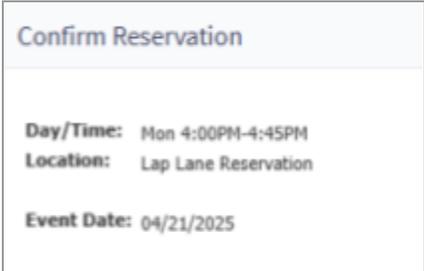
Search

Pick a Time

Lap Lane Reservation

- 4:00pm
- 4:45pm
- 5:30pm
- 6:15pm
- 7:00pm

5. On the confirmation page, make sure the date, time, lane, and Resident are correct. Click confirm to finish booking.



Confirm Reservation

Day/Time: Mon 4:00PM-4:45PM

Location: Lap Lane Reservation

Event Date: 04/21/2025

6. The reservation should now populate under “My Reservations.”

If you need to change or cancel your reservation, you can do so by clicking Edit or Cancel on the right side of the reservation entry.

YOUR RESERVATIONS		Host	Activity	Players
Mon, Apr 21, 2025	4:00 PM - 4:45 PM	Frank Mannikin	Swimming Reservation (Lap Lane Reservation Short Course Lane 15 A)	Edit Cancel

Please email customerservice@ccswim.net if you are unable to log into your account or make a Lap Lane Reservation.