



## AREA RESERVATIONS WALKTHROUGH

All Area Reservations are made online by Residents through their Pool Account. The Front Desk does not complete any Reservations.

1. Log into your Pool Account at [circlec.clubautomation.com](http://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”](#)

If you need assistance getting into your account, please email [customerservice@ccswim.net](mailto:customerservice@ccswim.net).

2. Click [“Make A Reservation”](#)

- 🚩 If you do not have this button, your account is inactive.

Email [customerservice@ccswim.net](mailto:customerservice@ccswim.net) for assistance.



3. On the Create Reservation page, choose the following-

- ★ **Department** - [“Facility”](#)
- ★ **Location** - [Select Pool](#)
- ★ **Court** - [Select Reservation Area](#)
- ★ Click [“View Availability.”](#)

**Create Reservation**

Department: Facility  
Location: Community Center  
Court: Community Center Area 1

4. In the options that open, choose the following-

- ★ Use the calendar to choose a [date](#)
- 🚩 Reservations may only be booked for available seasons.
- Reservations booked outside of offered seasons will be cancelled.

- ★ Select [“Morning”](#) or [“Afternoon”](#)
- ★ Select the desired [time slot](#).

**BOOKING INTERVAL**  
120 minute reservation

**RESERVATION HOST**  
Frank Mannikin

Morning Afternoon Evening

12:00 PM

- Review your reservation and click **“Start”** to begin booking.

**WARNING: Do not discard the reservation!**

If the reservation is discarded before a payment is made, the reservation will not be completed.

A spot will be blocked on the schedule for up to 10 minutes but will not be held, even if it appears in your reservations.

There is not a way to pay at this point to complete the transaction.

You will need to wait up to 10 minutes for the reservation to be discarded, then book the reservation over again.

- Sign the Area Reservations waiver
- Enter your payment information and complete the transaction

RESERVATION DETAILS		
Club	Location	Resource
Circle C HOA	Community Center	Community Center Area 1
Date	Start Time	Duration
06/08/2026	12:00 PM	120 Min

  

ORDER SUMMARY	
Court Time (06/08/2026)	\$100.00
Resource Fee	\$100.00
Tax (0)	0
<b>Total Due Today</b>	<b>\$100.00</b>

Buttons: Discard, Start

- Once you have received-

- An emailed receipt
- A confirmation email

*The automated confirmation email may take up to 30 minutes to send.*

*It will be sent to the Primary Household Member's email as listed on your account.*

**Area Reservation Booked!**

**Circle C Aquatics**

Dear Frank,

Your Area Reservation has been successfully booked at the Swim Center Pool on Sunday, June 7 at 10:30am.

*By booking an Area Reservation, hosts confirm they have read, understand, and agree to all Area Reservations Policies found on the Pool Reservations page of the website at [circlecranch.com/pool-reservations](http://circlecranch.com/pool-reservations).*

Any questions about Area Reservations can be directed to [customerservice@ccswim.net](mailto:customerservice@ccswim.net).