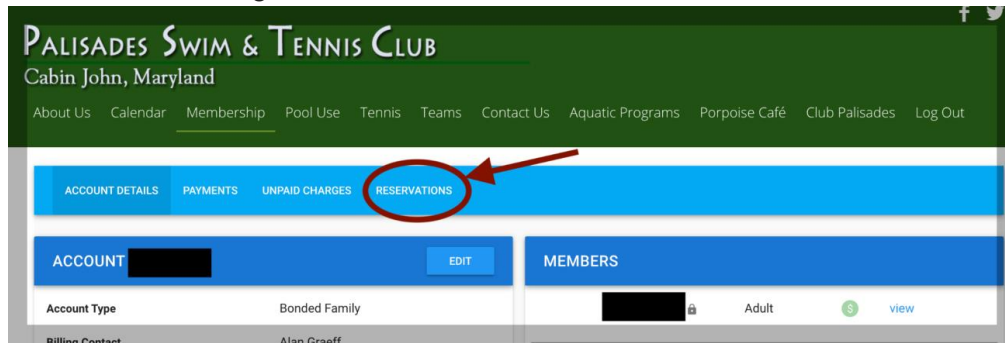


Below are the instructions on how to make, edit, and cancel reservations.

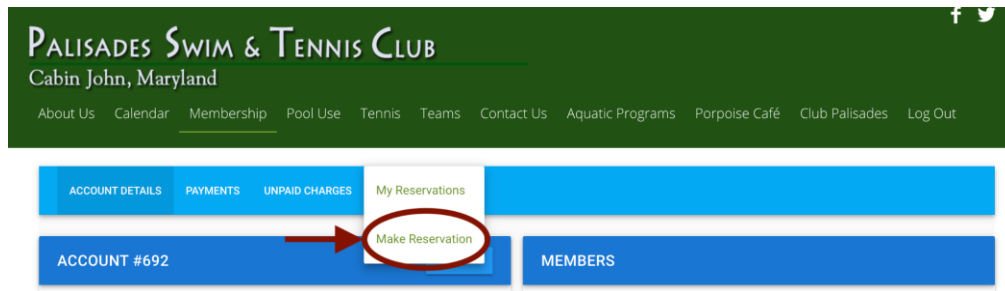
To make a reservation:

Go to [www.palisadespool.com](http://www.palisadespool.com) and log into your account.

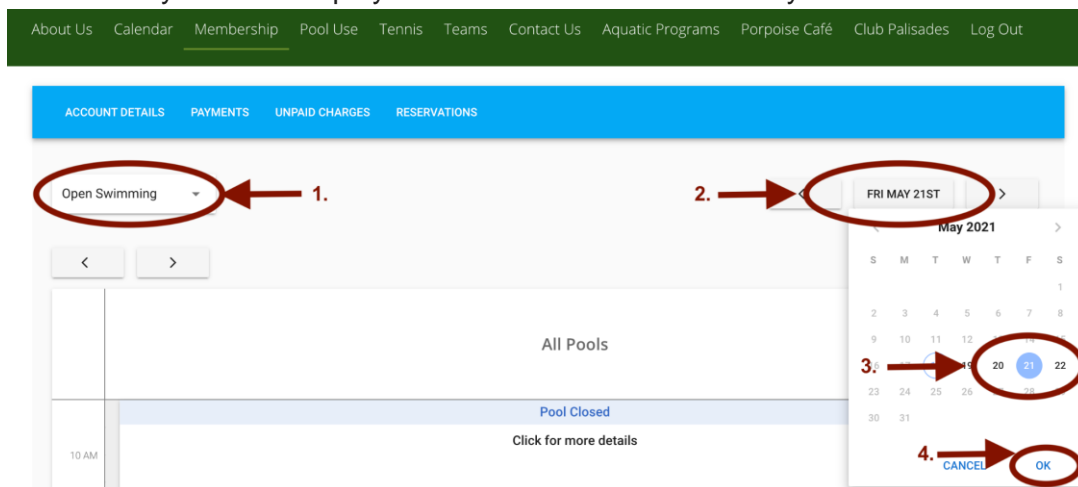
Click "Reservations" in the light blue bar.



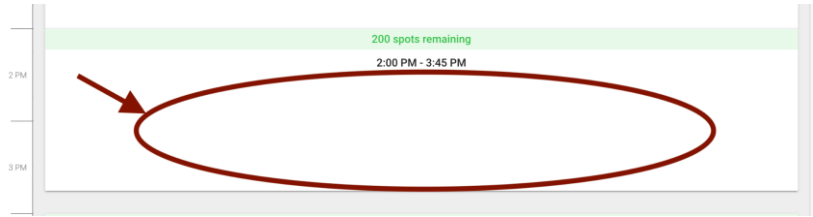
Click "Make Reservation"



1. Click on the box in the upper left hand corner to select "Open Swimming."
2. Click on the box with date.
3. Select the day you wish to make a reservation.
4. Click OK. The system will display all reservation slots for that day.



Click anywhere in the slot you want to reserve.



Select members on your account for the reservation and click “BOOK IT”

Reserve a time for All Pools 198 Spots Available

**Time**  
Start Time: 2:00 PM to End Time: 3:45 PM

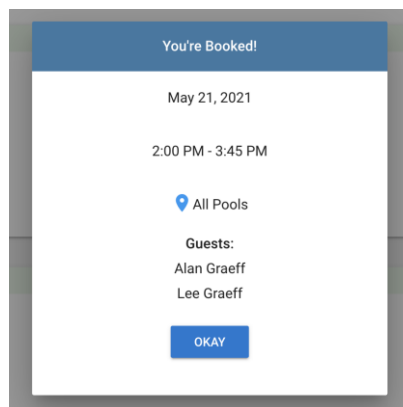
**Select Members**  
(only paid are listed)  
*If member is greyed out, they have reached their maximum reservation limit*

Alan Graeff  Lee Graeff  Abby Graeff  Lily Graeff

**Select Emails**  
Receive updates about this reservation

alanlee@21btc.net

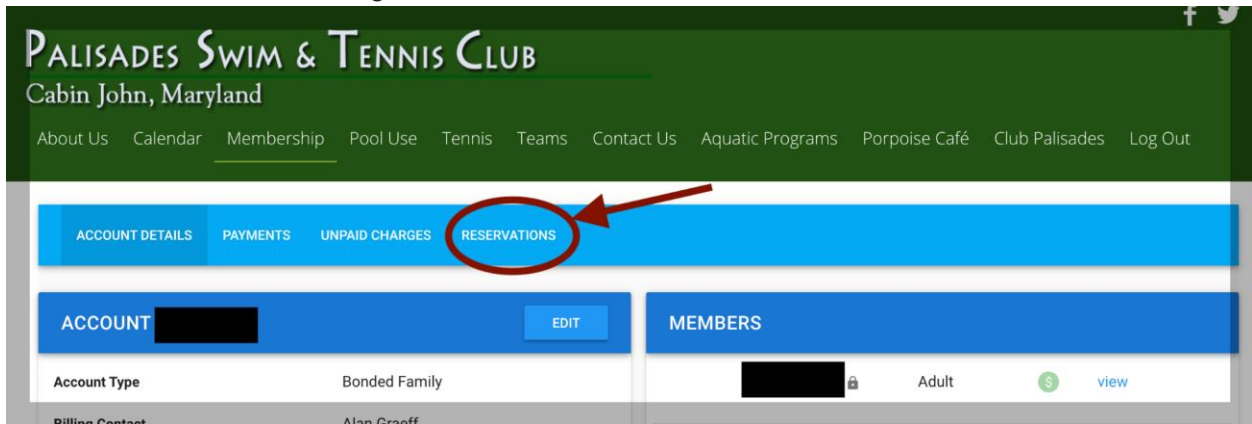
Once the reservation is booked, the system will display a confirmation of the reservation. Click “OKAY” button to view your reservations.



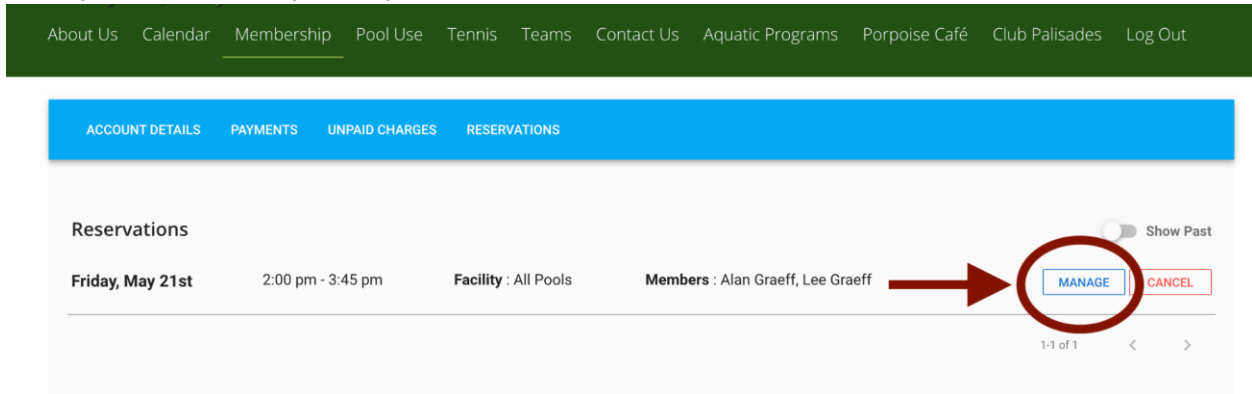
To edit a reservation:

Go to [www.palisadespool.com](http://www.palisadespool.com) and log into your membership.

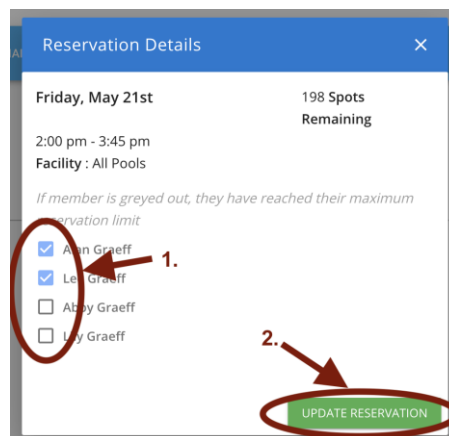
Click "Reservations" in the light blue bar.



The system will display all of your reservations. Click "MANAGE."



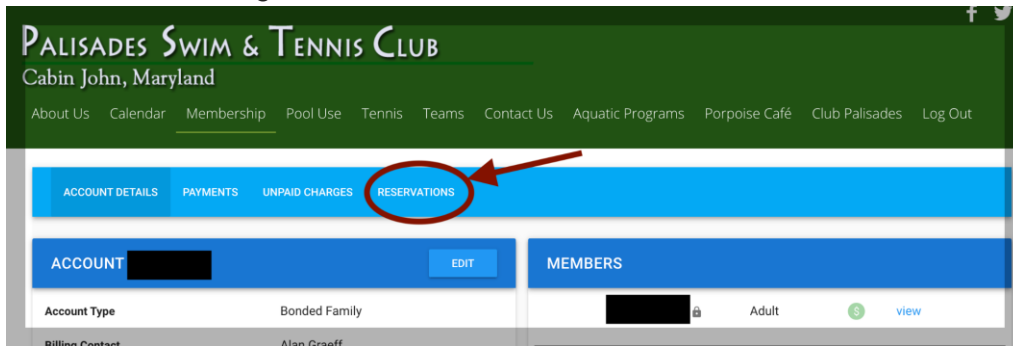
Check/uncheck the box next to the member to add/remove from the reservation. Click "UPDATE RESERVATION"



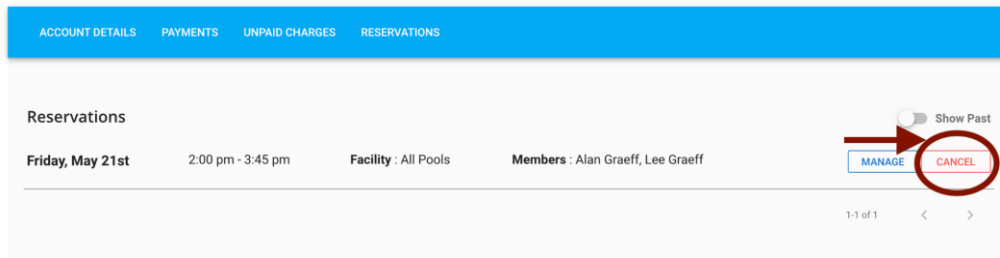
To cancel an entire reservation:

Go to [www.palisadespool.com](http://www.palisadespool.com) and log into your membership.

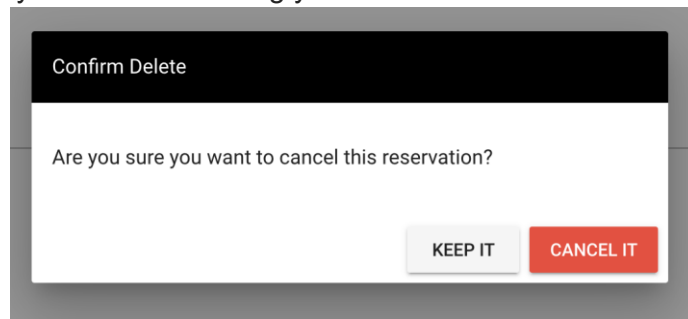
Click "Reservations" in the light blue bar.



Click "CANCEL"



The system will display an alert box asking you to confirm cancellation. Click "CANCEL IT"



The system will return to your account information page and will not display the canceled reservation.

