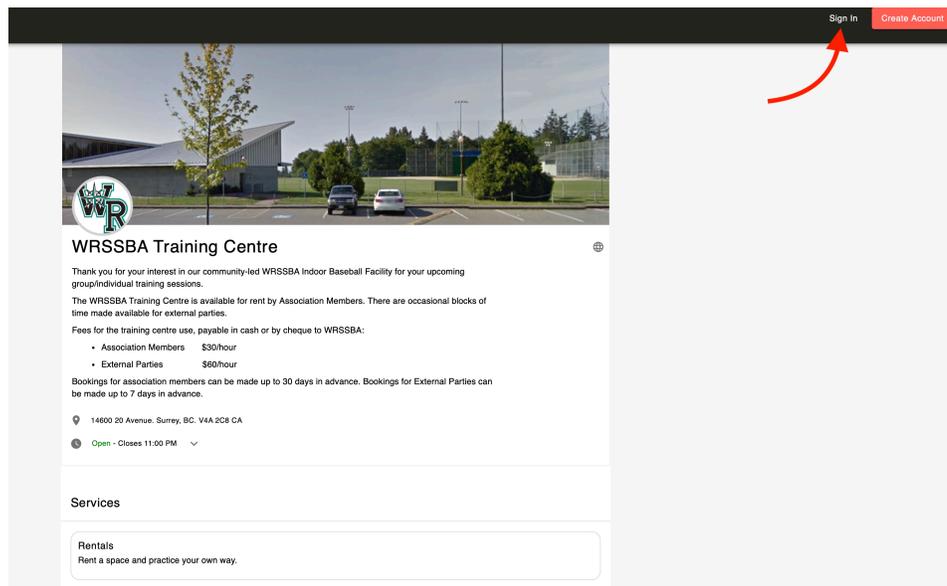


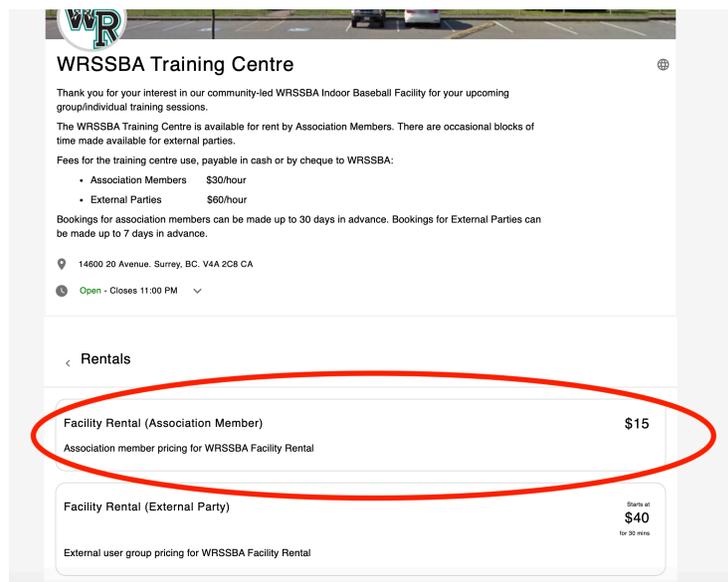


HOW TO - WRSSBA INDOOR FACILITY BOOKING

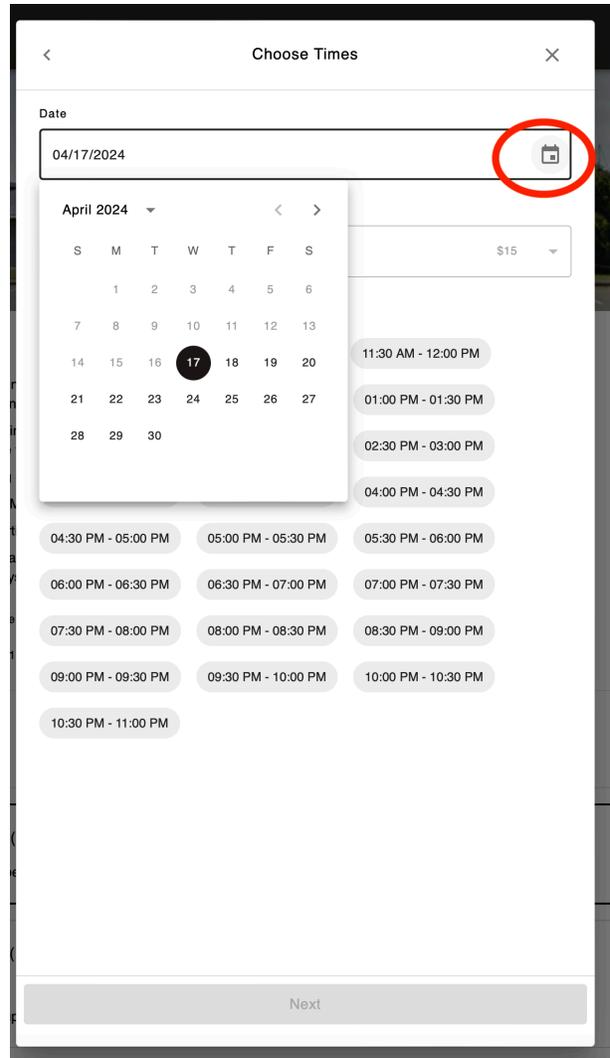
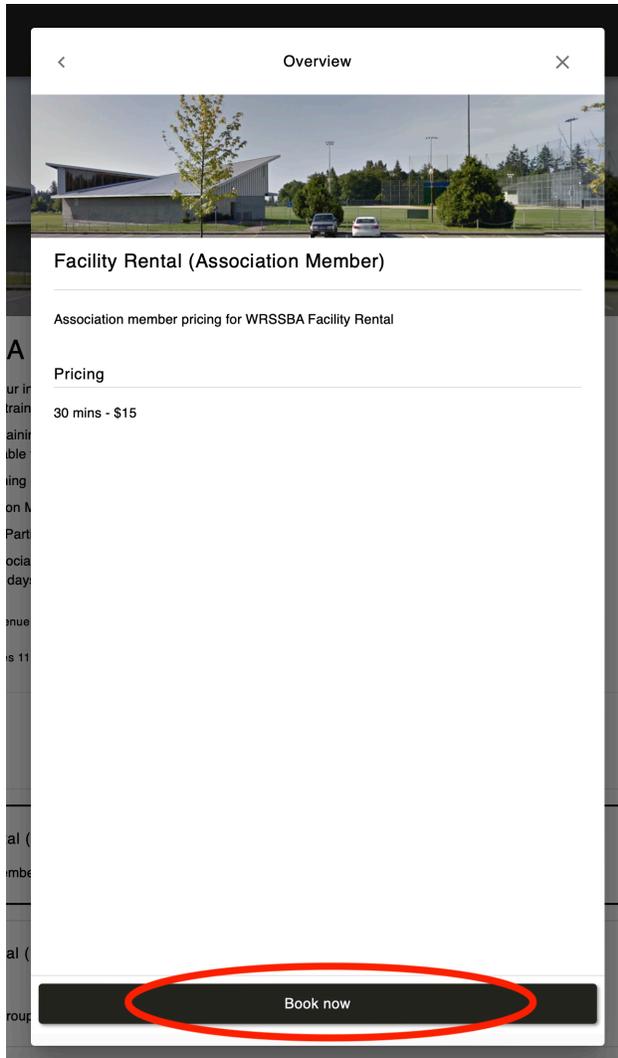
1. CLICK **SIGN IN** (or **CREATE ACCOUNT** if this is your first visit) - You can use your google account, or your email and password to create an account with the system.



2. CLICK **FACILITY RENTAL (Association Member)**



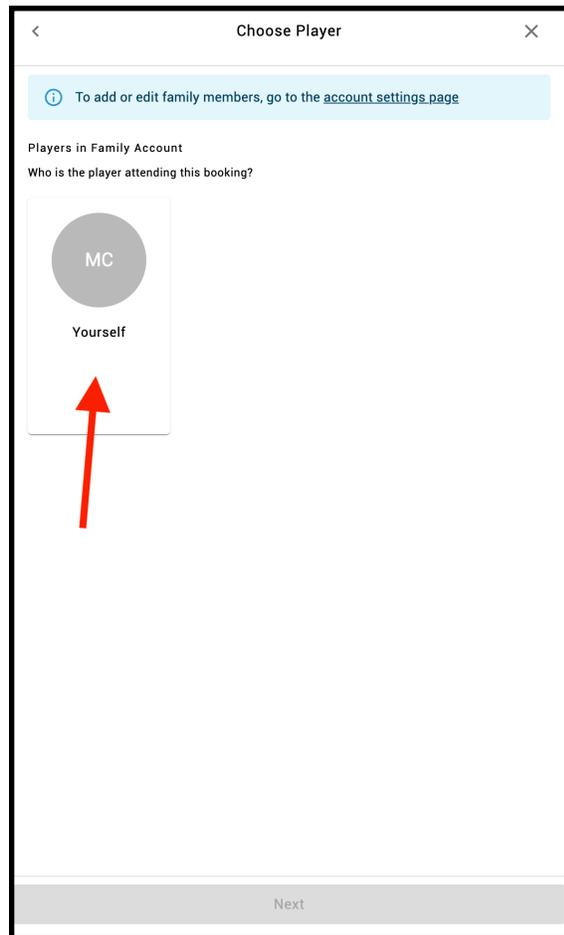
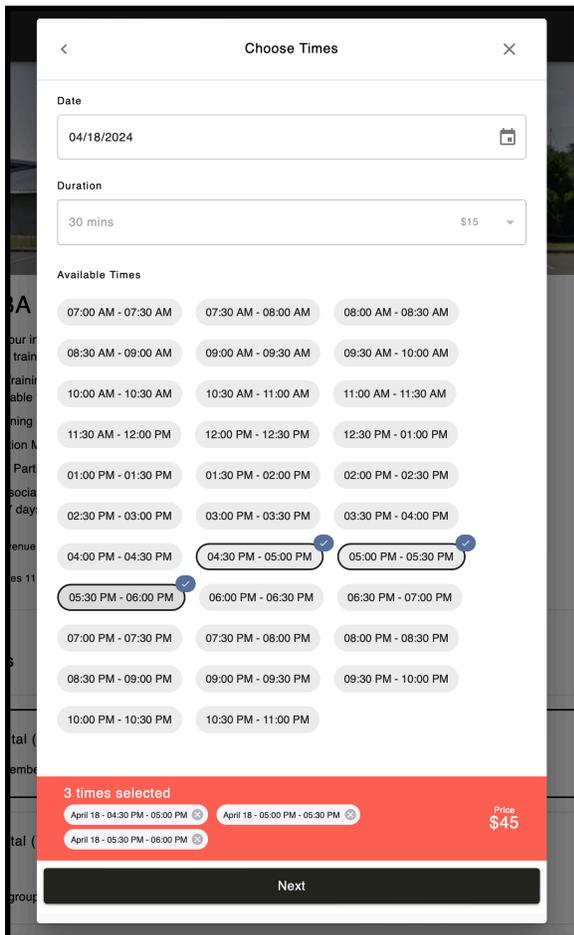
3. CLICK **BOOK NOW** to enter the booking system. When the **CHOOSE TIMES** tab loads, click the **calendar icon** to choose your date.



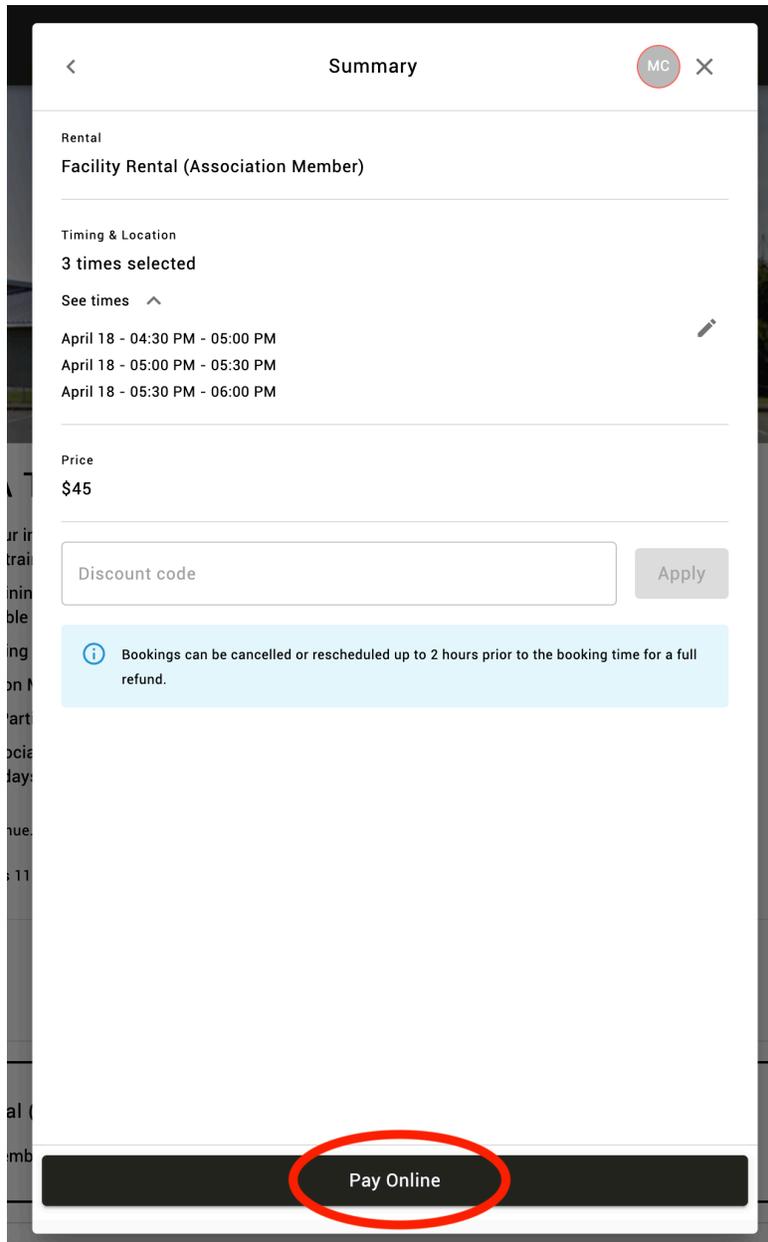
4. **SELECT THE TIMES** in increments of 30 MINUTES that you would like to book. Recommended booking lengths are 30 minutes to 90 minutes.

NOTE: MULTIPLE DATES AND TIMES CAN BE BOOKED USING THIS PROCESS - After you have selected your booking for 1 date, navigate to another date and add additional times. Once all your dates are added to the red highlighted area, **CLICK NEXT**.

5. SELECT THE **PERSON** YOU ARE BOOKING THIS FOR.

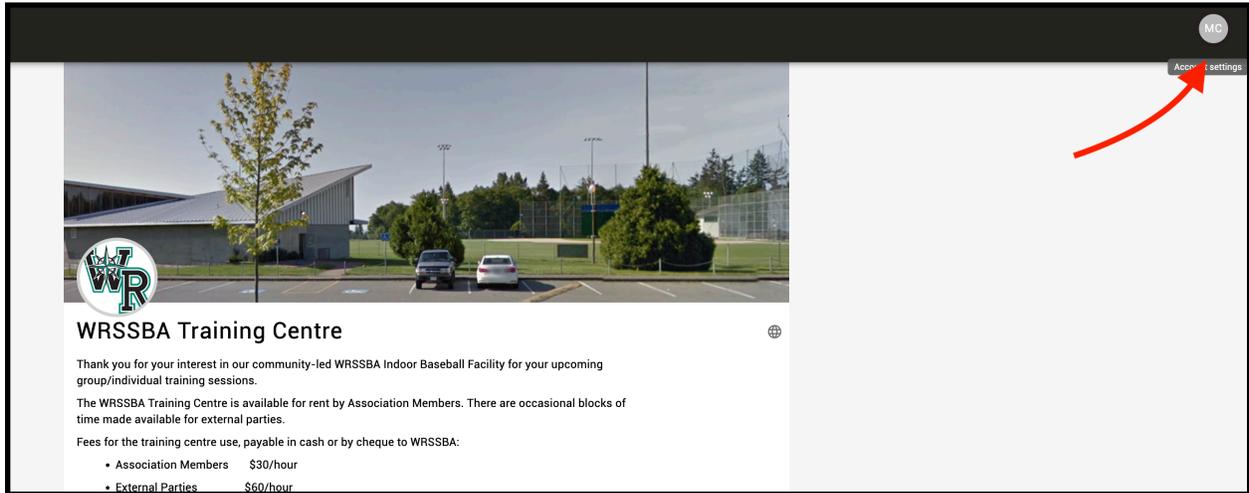


6. VIEW THE SUMMARY OF THE TIMES YOU WANT and CLICK **PAY ONLINE**

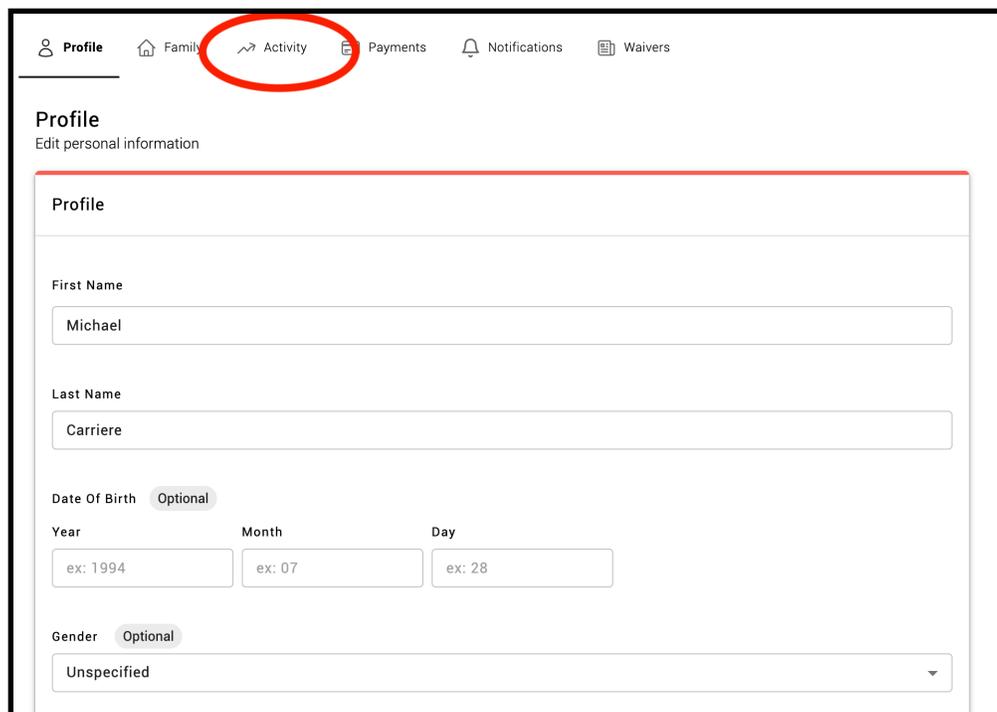


HOW TO CANCEL A BOOKING

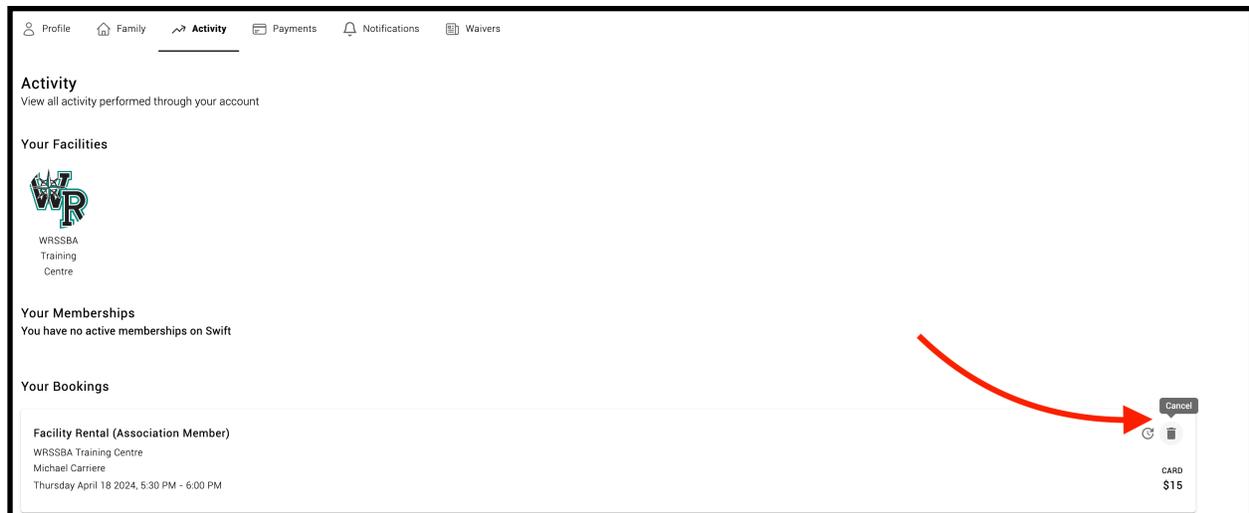
1. After you have SIGNED IN, CLICK ON the circle with your INITIALS in the top right corner.



2. CLICK ACTIVITY

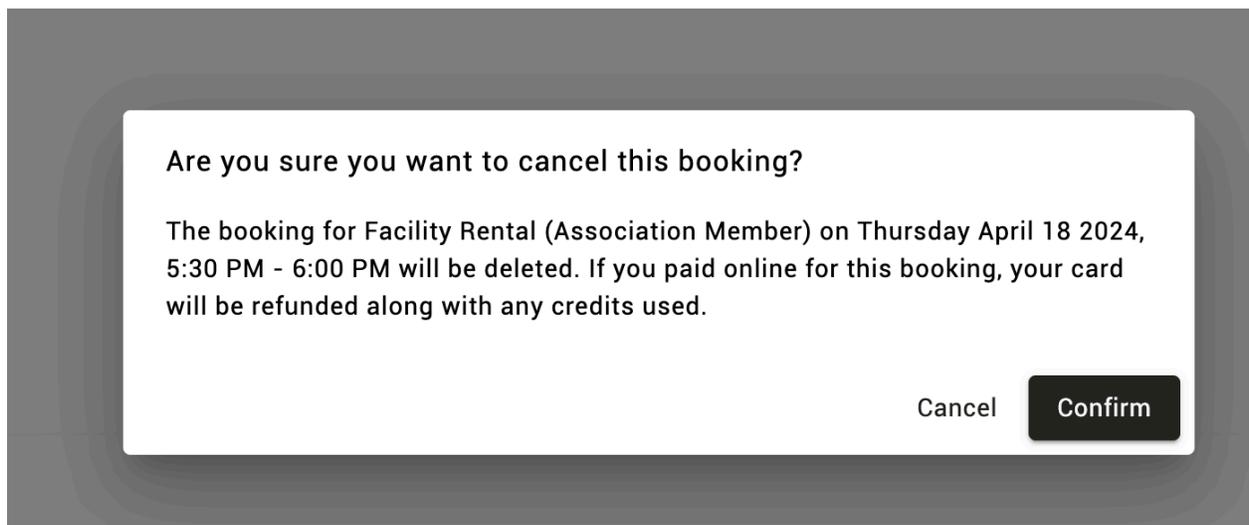
A screenshot of a user profile page. At the top, there is a navigation bar with icons and labels for 'Profile', 'Family', 'Activity', 'Payments', 'Notifications', and 'Waivers'. The 'Activity' tab is circled in red. Below the navigation bar, the page title is 'Profile' with the subtitle 'Edit personal information'. The main content area is a form with the following fields: 'First Name' (Michael), 'Last Name' (Carriere), 'Date Of Birth' (Optional) with sub-fields for 'Year' (ex: 1994), 'Month' (ex: 07), and 'Day' (ex: 28), and 'Gender' (Optional) (Unspecified).

3. CLICK the **TRASH CAN** icon to **CANCEL**



4. CLICK **CONFIRM**.

NOTE - You must do this for EACH 30 minute booking segment you booked and paid for. Your credit card will be refunded.



**IF YOU HAVE ANY QUESTIONS OR ISSUES, PLEASE CONTACT
JORDAN AT wrsbatrainingcentre@gmail.com**