



Swim & Tennis Club

POOL BOOKING SYSTEM

User Guide

Version 1.0

February 2, 2021

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1. Introduction

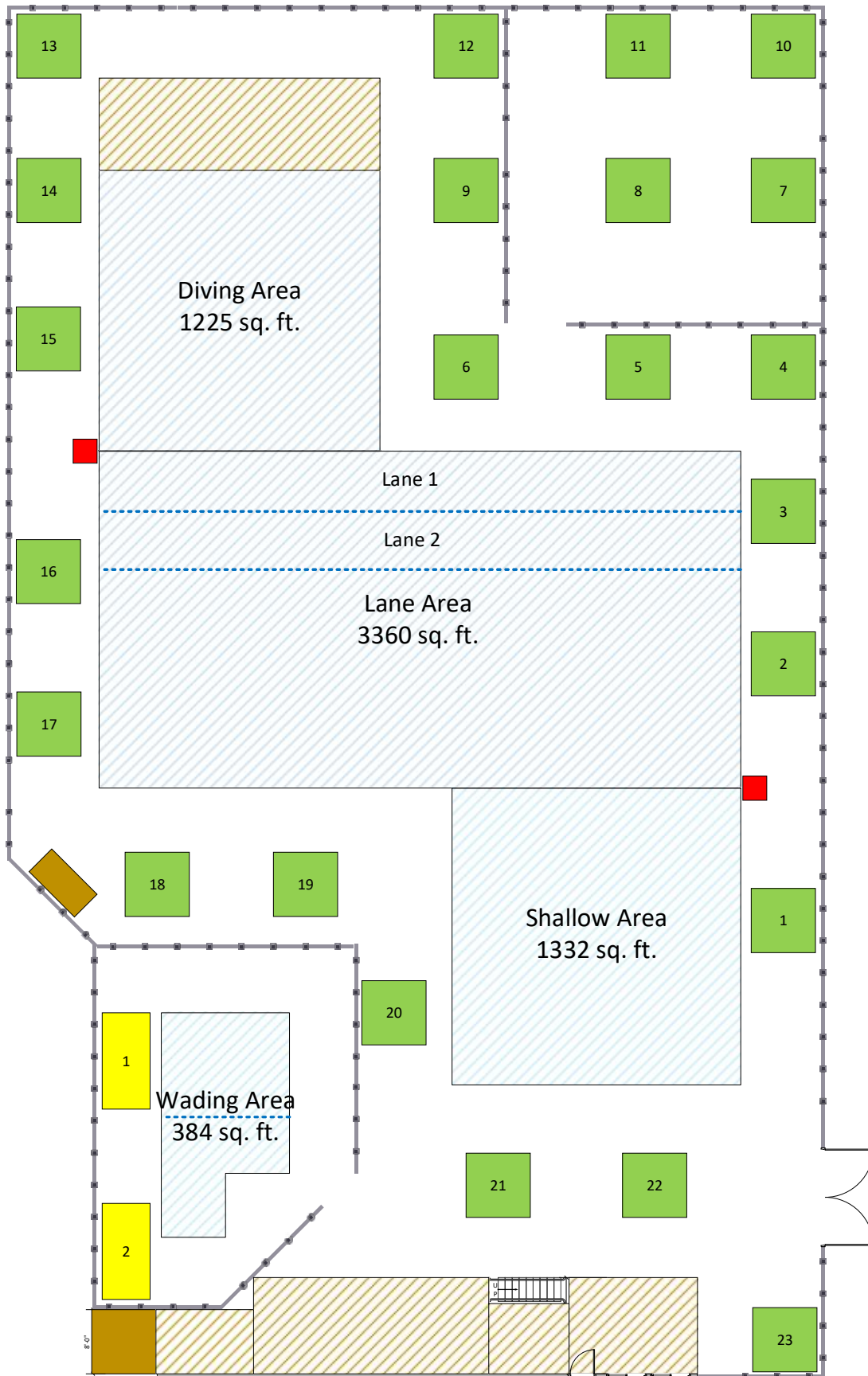
Due to the Covid-19 pandemic the Commonwealth of Virginia requires swimming pools to follow and enforce an additional set of rules in order to be able to open and operate.

Two of these rules effect the capacity of our swimming pool facility (i.e., the number of people that can be in the pool or on the pool deck). The first states that the occupancy must be limited to 75% of the normal capacity. The second states that seating areas (known as zones in this document) must be spaced 10 feet apart to ensure adequate social distancing between members not of the same household.

To comply with these requirements Hiddenbrook Swim & Tennis Club has determined that it can accommodate 25 seating zones; 2 zones in the wading pool area and 23 zones in the main pool area. These zones are shown in the diagram below. Seating zones in the main pool area are shown in green while the seating zones in the wading pool area are shown in yellow.

The Hiddenbrook Swim & Tennis Club will use a booking system to enable members to reserve a seating zone for an allotted period of time.

This document describes how to use the pool booking system.



2. Accessing System

2.1 Logging In

To log into the pool booking system you must first navigate to the booking system web page by pressing CTRL and clicking on the following link: [Member Log In](#)

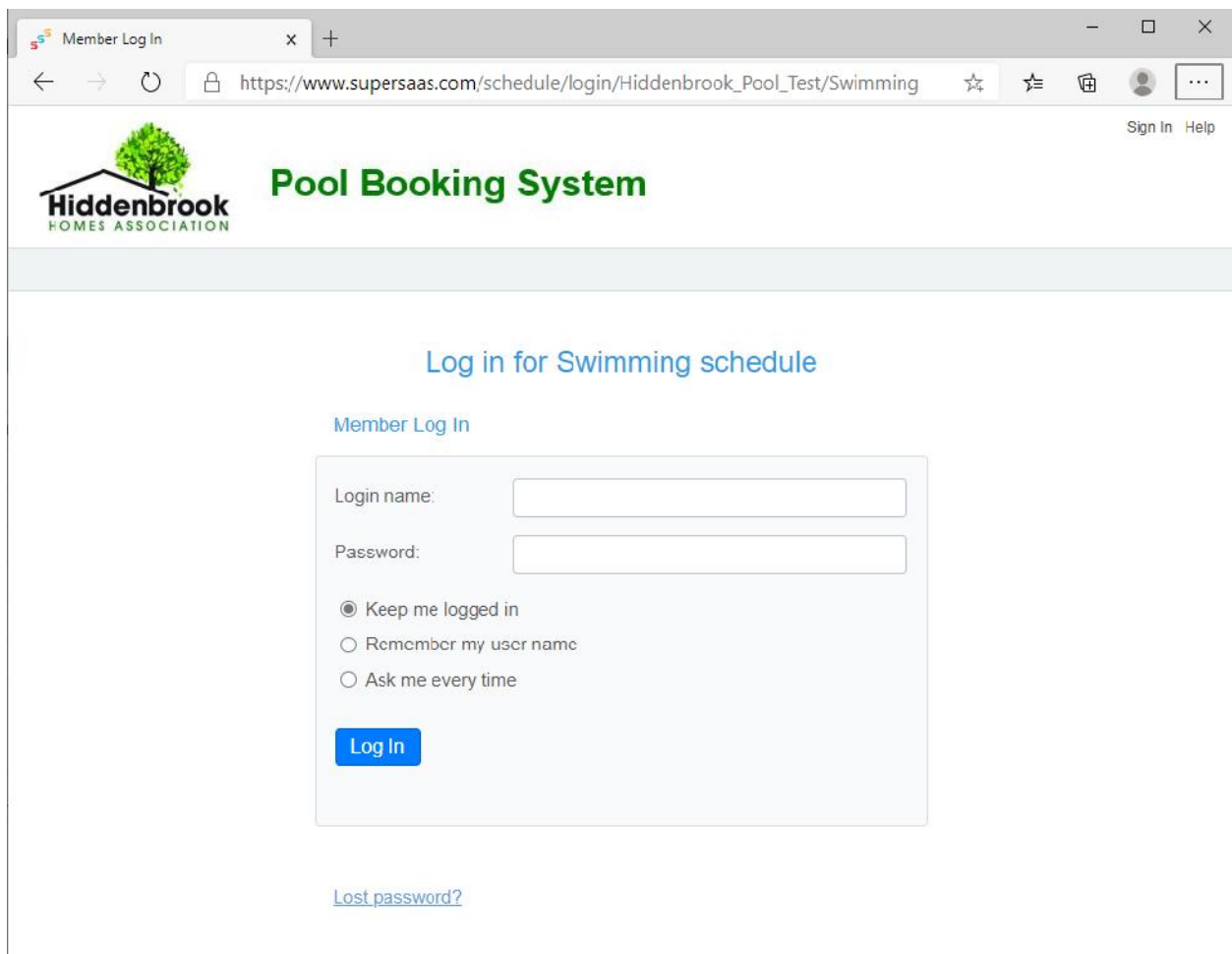
NOTE

A link to the pool booking system can also be found on the Hiddenbrook Homes Association website: [Hiddenbrook Homes, Swim & Tennis Club](#)

TIP

You may want to bookmark the log in page to simplify navigation in the future.

You should be greeted with the log in screen which looks like this:

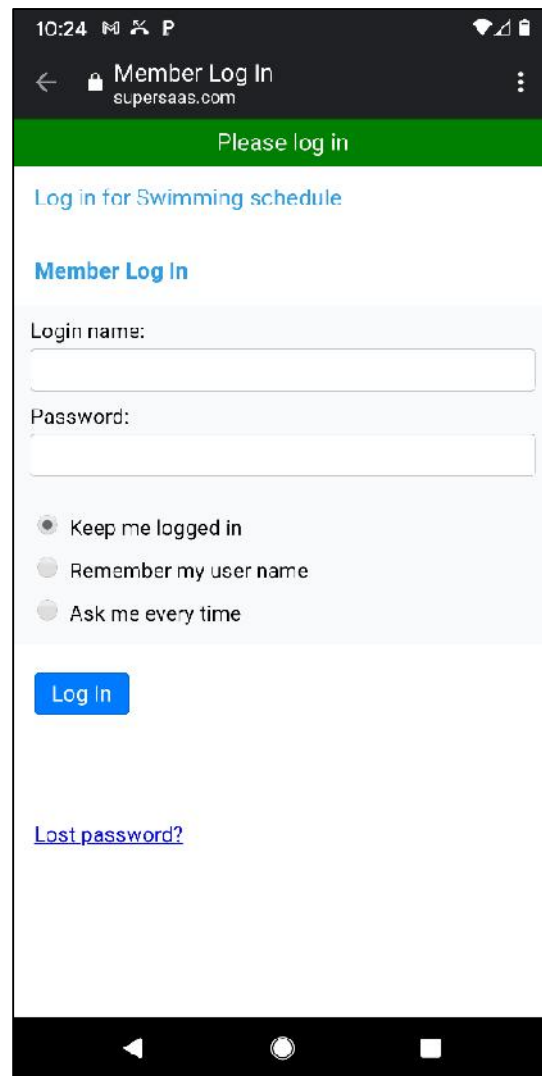


The screenshot shows a web browser window with the URL https://www.supersaas.com/schedule/login/Hiddenbrook_Pool_Test/Swimming. The page features the Hiddenbrook Homes Association logo and the title "Pool Booking System". The main heading is "Log in for Swimming schedule". Below this, there is a "Member Log In" section with a form containing the following elements:

- Login name:
- Password:
- Keep me logged in
- Remember my user name
- Ask me every time
-

At the bottom of the form, there is a [Lost password?](#) link.

Or this on a phone:




The screenshot shows a mobile application interface for logging in. At the top, the status bar displays the time 10:24 and various icons. Below that, the app's header shows a back arrow, a lock icon, the text 'Member Log In', and the URL 'supersaas.com'. A green banner with the text 'Please log in' is positioned below the header. The main content area features a blue link 'Log in for Swimming schedule', followed by the title 'Member Log In'. There are two input fields: 'Login name:' and 'Password:'. Below these fields are three radio button options: 'Keep me logged in' (which is selected), 'Remember my user name', and 'Ask me every time'. A blue 'Log In' button is located below the options. At the bottom of the form area, there is a blue link 'Lost password?'. The bottom of the screen shows the standard Android navigation bar with back, home, and recent apps buttons.

Enter your login name and password and click the blue “Log In” button to enter the pool booking system.

Prior to clicking the “Log in” button you can select the behavior desired when you next return to the website. The options are:

1. Keep me logged in – This will enable you to enter the pool booking system without having to provide your login name and password. If you explicitly log out or use a device you previously haven’t logged in with, then you will have to provide your login name and password.
2. Remember my user name – The login page will remember your login name but you will still have to provide your password to enter the pool booking system.
3. Ask me every time – You will have to enter your login name and password each time you want to enter the pool booking system.

 NOTE

Each membership has a single account that must be shared by all members of your household. Your initial login name and password were provided with your dues request.

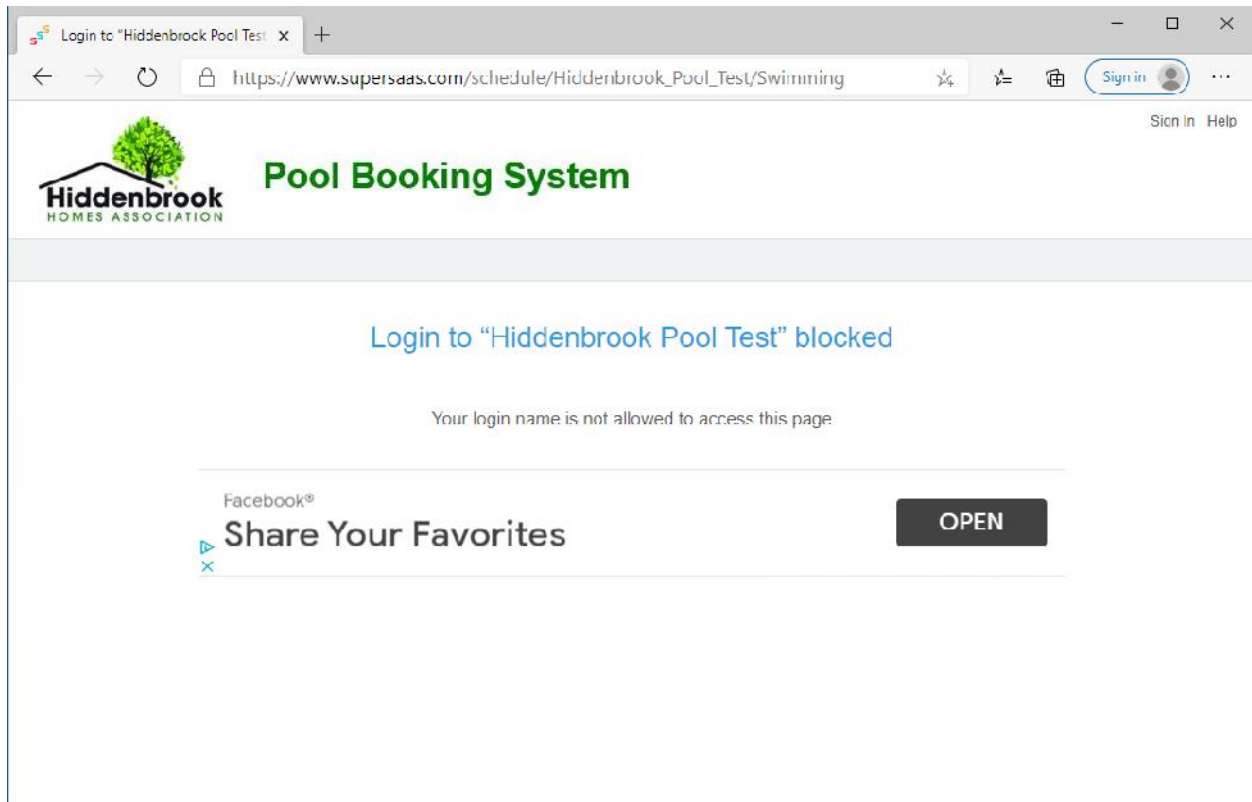
 TIP

If you have forgotten your login name, please contact the Hiddenbrook Homes Association at Hiddenbrook_Homes@hotmail.com to have your account reset.

2.2 Blocked Account

If there is an issue with your membership, access to the booking system will be blocked. The system will indicate if your account is blocked when you attempt to log in, as shown below.

Please contact the Hiddenbrook Homes Association to resolve a membership issue.



2.3 Lost Password

If you forget your password and you have a valid email address in your profile information, then you can reset your password.



TIP

If you don't have an email address in your profile, please contact the Hiddenbrook Homes Association at Hiddenbrook_Homes@hotmail.com to have your account reset.

To reset your password, click the "Lost password?" link at the bottom of the login page, as shown below.

Member Log In

https://www.supersaas.com/schedule/login/Hiddenbrook_Pool_...

Sign In Help

Hiddenbrook
HOMES ASSOCIATION

Pool Booking System

Log in for Swimming schedule

Member Log In

Login name:

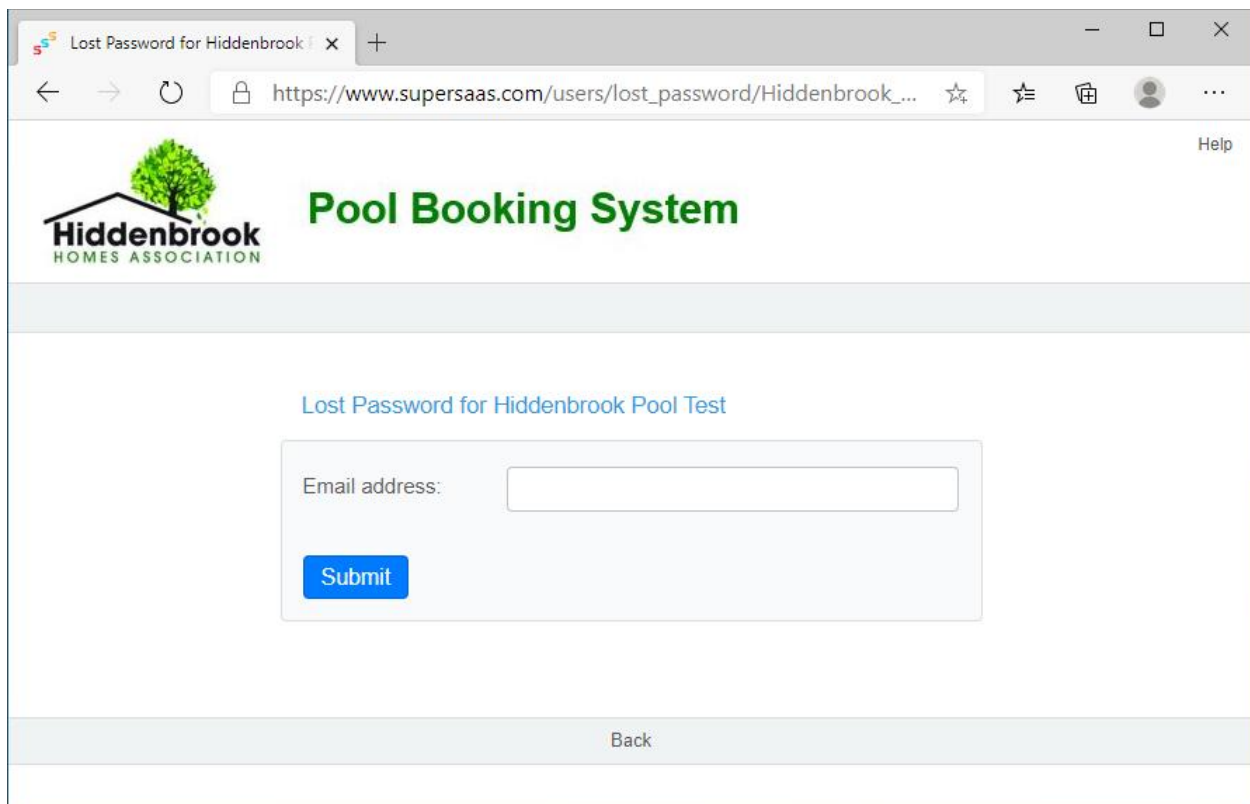
Password:

Keep me logged in
 Remember my user name
 Ask me every time

[Log In](#)

[Lost password?](#)

This will take you to a page that will allow you to enter your email address, as shown below.



The screenshot shows a web browser window with the following elements:

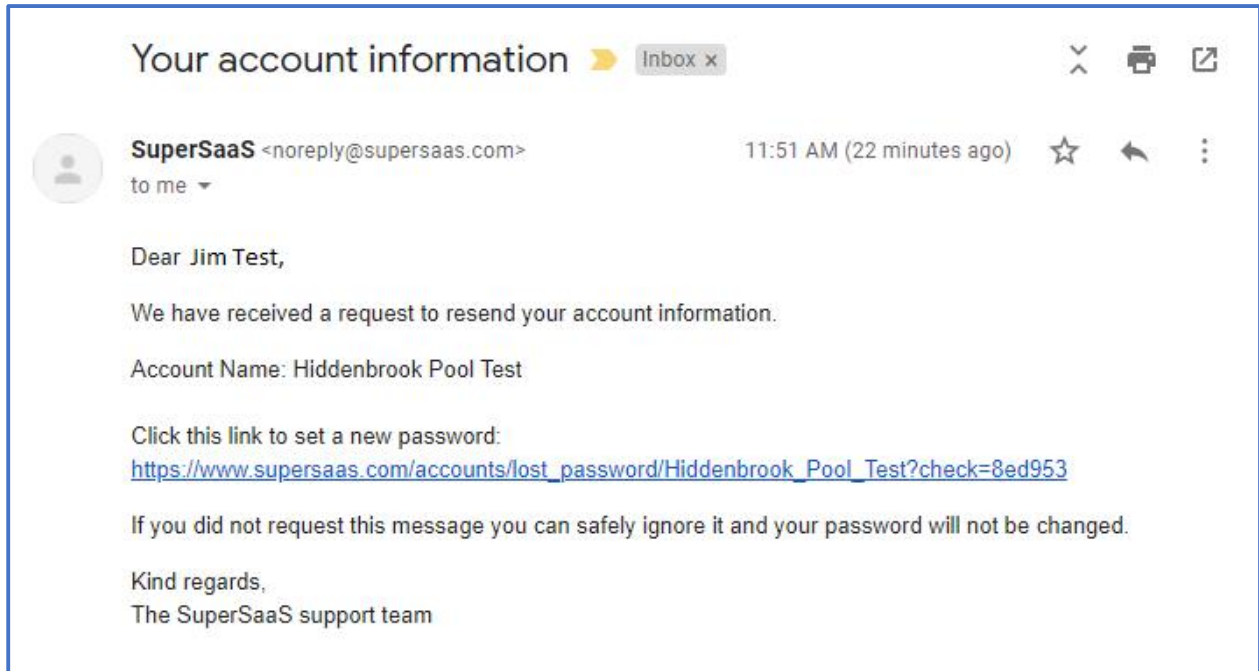
- Browser tab: "Lost Password for Hiddenbrook | x"
- Address bar: "https://www.supersaas.com/users/lost_password/Hiddenbrook_..."
- Page header: "Hiddenbrook HOMES ASSOCIATION" logo and "Pool Booking System" title.
- Page title: "Lost Password for Hiddenbrook Pool Test"
- Form fields: "Email address:" label and an empty text input box.
- Submit button: A blue button labeled "Submit".
- Footer: A "Back" button.

Enter the email address that is stored in your profile and click the blue "Submit" button.

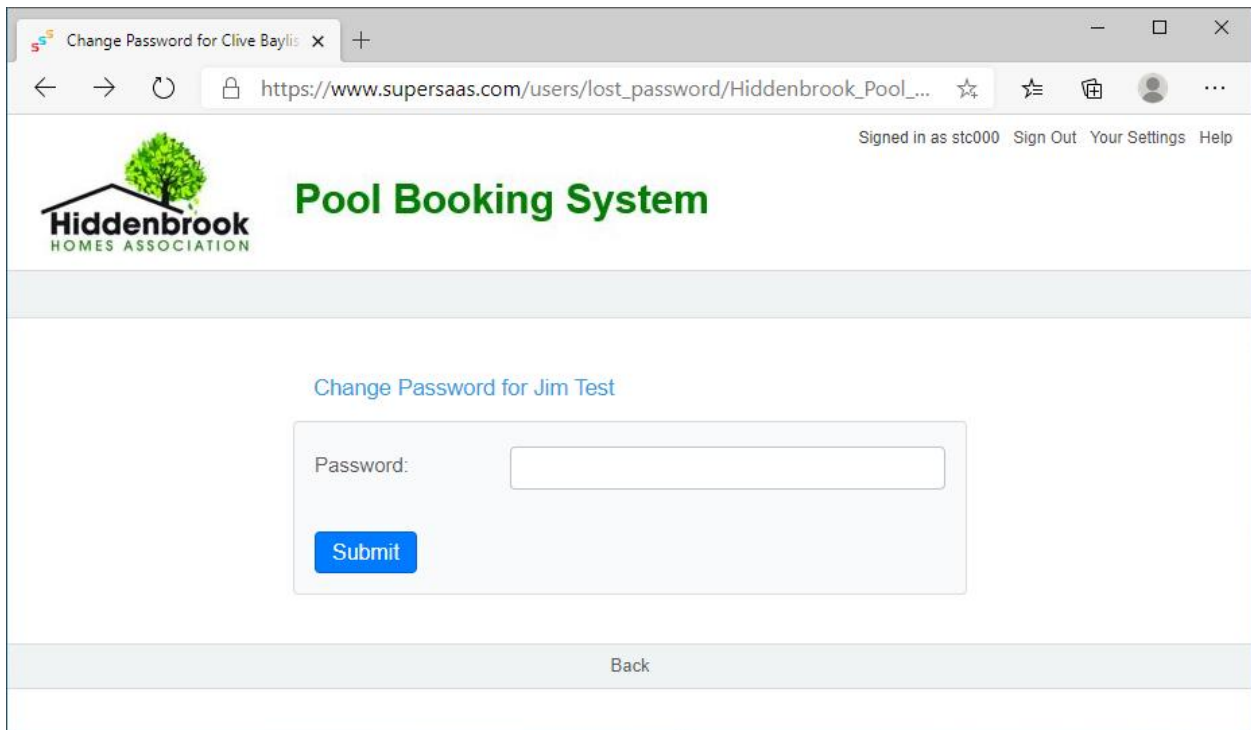
If the email address entered matches the information in your profile, the system will confirm that an email has been sent to allow you to reset your password.

If you enter an incorrect email address the system will inform you that it is not recognized; e.g. "Email address jill.test@example.com is not on file". Please try again or contact the Hiddenbrook Homes Association at Hiddenbrook_Homes@hotmail.com to have your account reset.

The email to change your password will be from SuperSaaS and will look like:



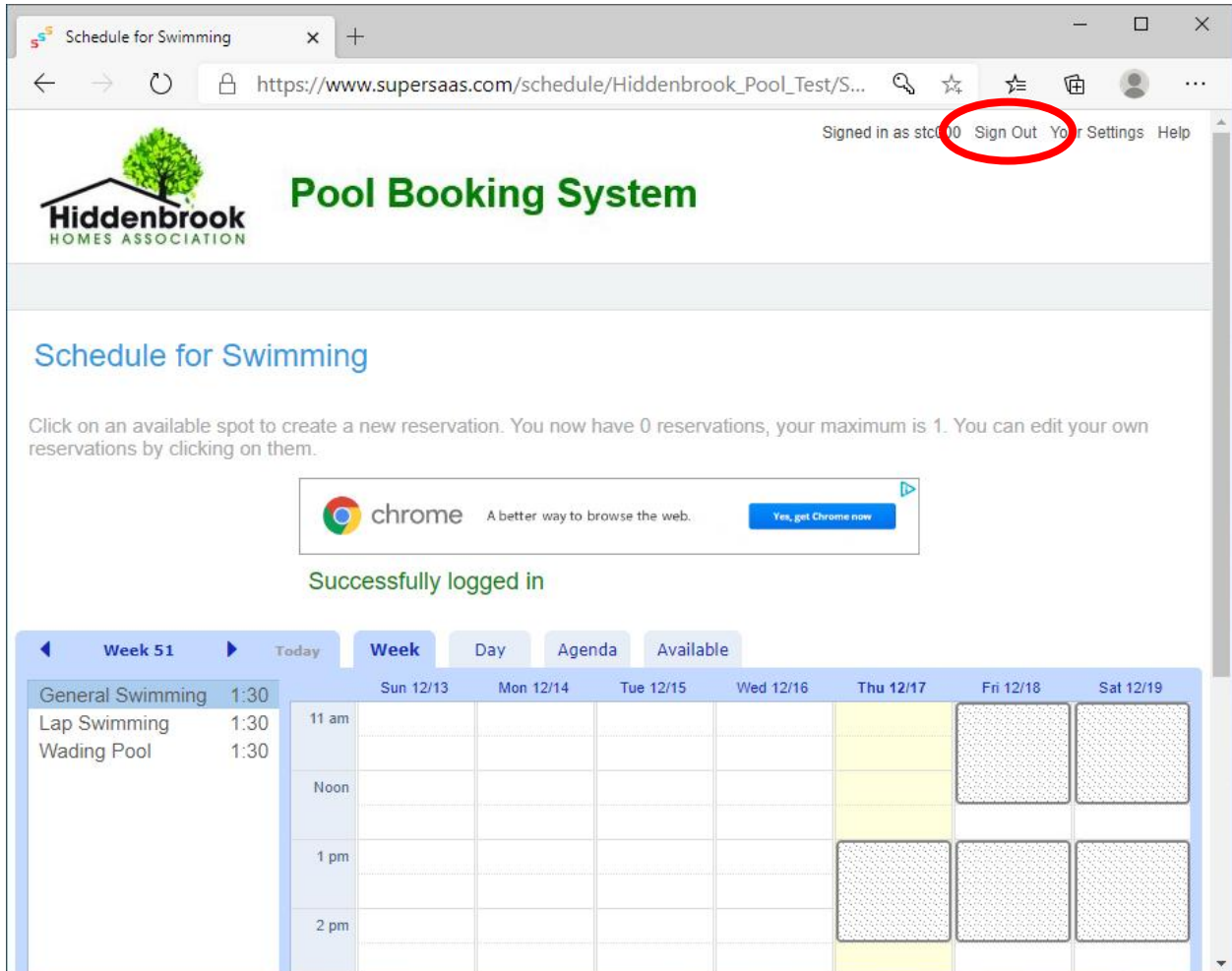
If you click on the link in the email you will be taken to a Change Password page that will allow you to reset your password, as shown below.



Enter a new password and click the blue “Submit” button. Your password will be updated and you will be returned to the log in page.

2.4 Signing Out

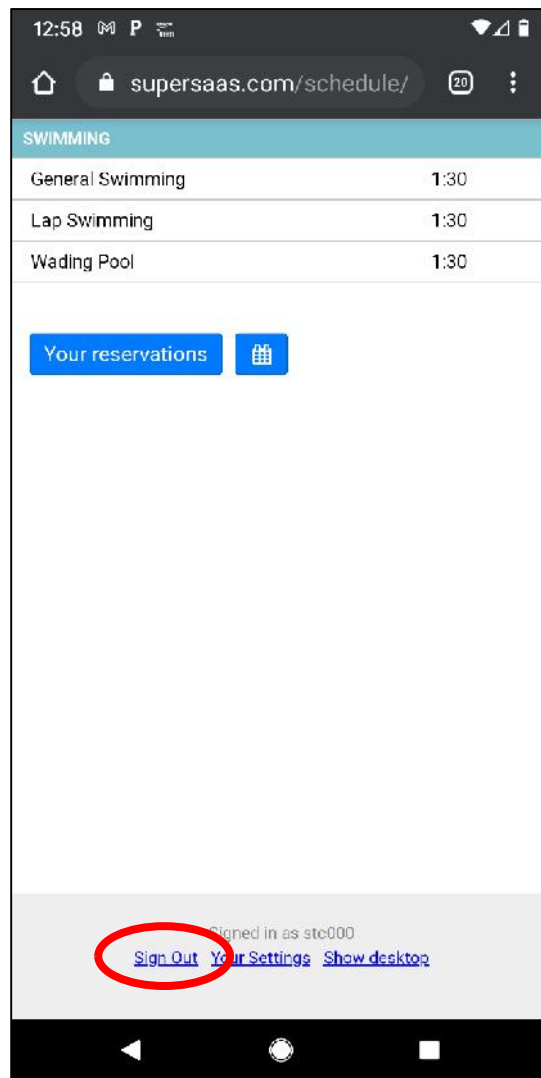
You can sign out of the pool booking system by clicking the “Sign Out” link at the top right of the page (bottom of page on a phone), as shown below. This will return you to the login page.



The screenshot shows a web browser window with the URL https://www.supersaas.com/schedule/Hiddenbrook_Pool_Test/S.... The page title is "Schedule for Swimming". The user is signed in as "std00". The "Sign Out" link is circled in red. The page features the Hiddenbrook Homes Association logo and the text "Pool Booking System". Below the header, there is a "Schedule for Swimming" section with instructions: "Click on an available spot to create a new reservation. You now have 0 reservations, your maximum is 1. You can edit your own reservations by clicking on them." A Chrome advertisement is displayed, followed by a "Successfully logged in" message. The main content is a calendar grid for "Week 51" showing swimming activities for the week of December 13-19, 2016. The activities are General Swimming, Lap Swimming, and Wading Pool, all starting at 1:30. The grid shows that the 1:30 slot is reserved for Thursday, Friday, and Saturday.

	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19
General Swimming 1:30							
Lap Swimming 1:30							
Wading Pool 1:30							

Phone screen:



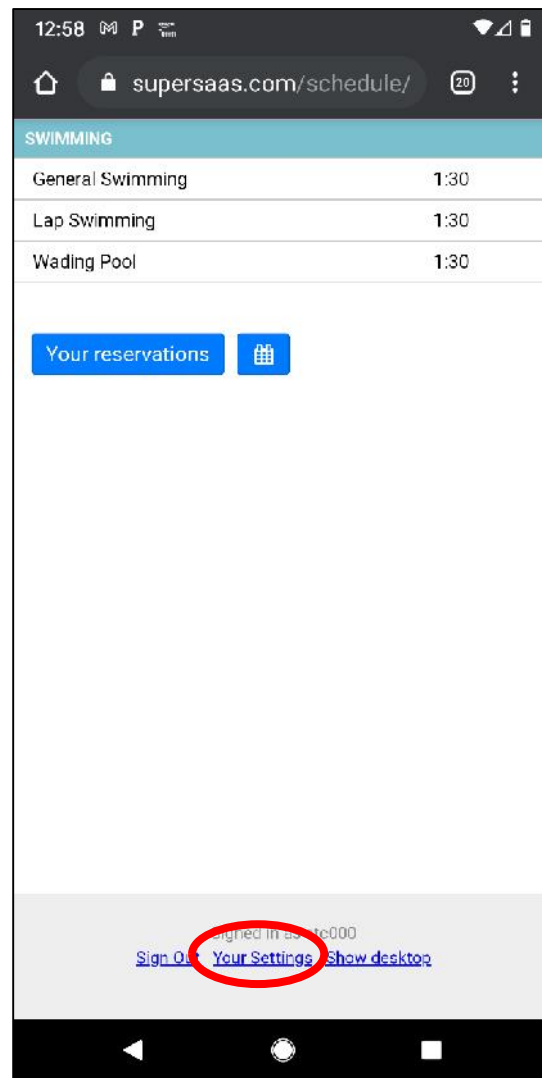
3. Profile Information

You can view and edit your profile information by clicking on the “Your Settings” link at the top right corner of the page (bottom of page on a phone or tablet), as shown below.

The screenshot shows a web browser window with the URL https://www.supersaas.com/schedule/Hiddenbrook_Pool_Test/S.... The page header includes the Hiddenbrook Homes Association logo and the text "Pool Booking System". In the top right corner, the user is signed in as "stc000" and there are links for "Sign Out" and "Your Settings", with "Your Settings" circled in red. Below the header, the page title is "Schedule for Swimming". A message states: "Click on an available spot to create a new reservation. You now have 0 reservations, your maximum is 1. You can edit your own reservations by clicking on them." Below this is a Chrome advertisement. A green message says "Successfully logged in". At the bottom, there is a calendar interface with tabs for "Week 51", "Today", "Week", "Day", "Agenda", and "Available". The calendar shows a grid for the week of December 13-19, 2013, with time slots from 11 am to 2 pm. The "Available" tab is selected, and the calendar shows a yellow background for Thursday, Friday, and Saturday, indicating no reservations are booked.

	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19
11 am							
Noon							
1 pm							
2 pm							

Phone screen:



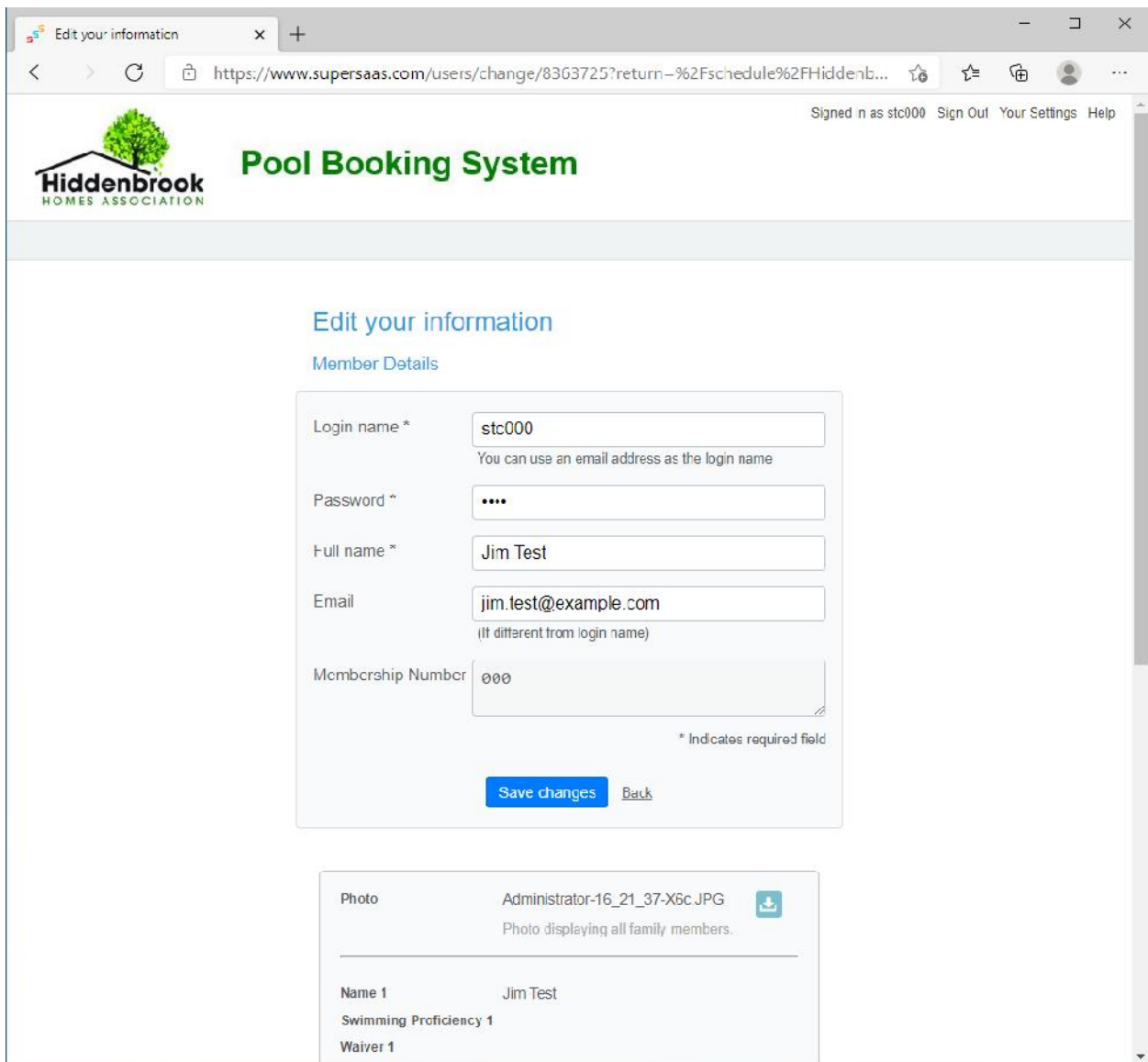
You will be presented with a screen that shows your editable profile information, including:

-) Login name
-) Password
-) Full name
-) Email

You may want to change these values to reflect the person who will be the primary user of the pool booking system.

 TIP

You need to have a valid email address in your profile to be able to reset your password through the system. If you forget your password and don't have a valid email address in your profile, you will have to contact the Hiddenbrook Home Association at Hiddenbrook_Homes@hotmail.com to have your account reset.



The screenshot shows a web browser window with the URL <https://www.supersaas.com/users/change/8363725?return=%2Fschedule%2FHiddenb...>. The page is titled "Edit your information" and is part of the "Pool Booking System" for the "Hiddenbrook HOMES ASSOCIATION". The user is signed in as "stc000".

The "Member Details" section contains the following form fields:

- Login name *: stc000 (Note: You can use an email address as the login name)
- Password *: [Redacted]
- Full name *: Jim Test
- Email: jim.test@example.com (Note: (It different from login name))
- Membership Number: 000

Buttons: Save changes, Back

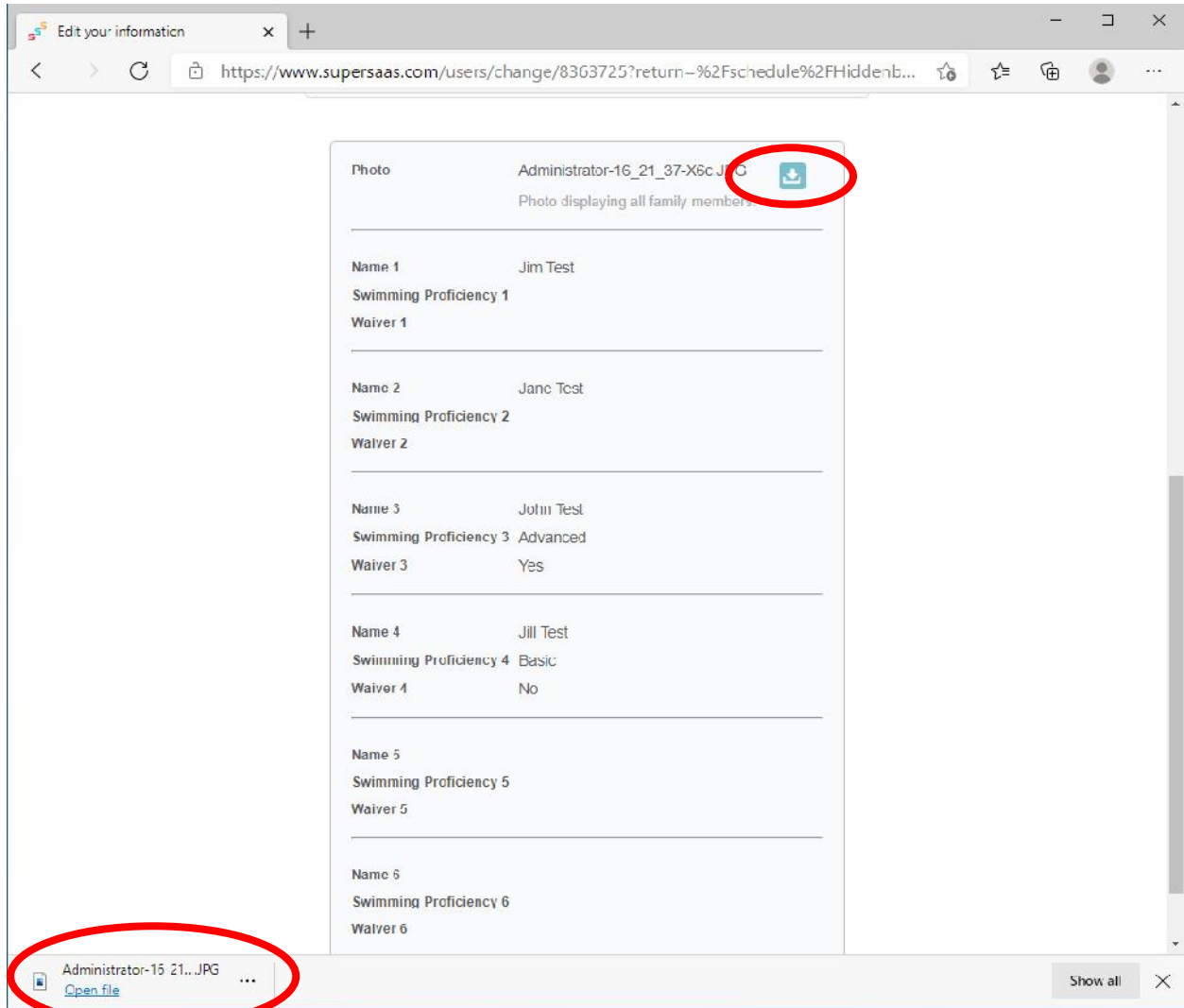
* Indicates required field

The "Profile Information" section includes:

- Photo: Administrator-16_21_37-X6c.JPG (Photo displaying all family members)
- Name 1: Jim Test
- Swimming Proficiency 1
- Waiver 1

In addition to the editable profile information, you can also view the photo of your household that is currently on record and see the swimming profile for each family member.

To view the photo, click on the download icon as shown below. This will cause the photo to be downloaded on to your computer, which you can then open in a viewer.





Please review the photo to ensure that it is current and clearly identifies each member of your household. Please also review the information on each family member for accuracy. If required, you should send a new photo, supervision waivers, or other corrections to the Hiddenbrook Homes Association at Hiddenbrook_Homes@hotmail.com

3.1. Swimming proficiency and Supervision Waivers

A child aged 11 or 12 will be allowed unaccompanied access to the pool if they have an advanced swimming proficiency and an approved swimming waiver on file.

A child aged 12 or younger, that has a basic or advanced swimming proficiency will be eligible to receive a wrist band that entitles them to swim in deep water.

Swimming proficiency requirements are as follows:

Basic: Swim 25 meters without stopping or struggling and tread water for 1 minute.

Advanced: Swim 50 meters without stopping or struggling and tread water for 2 minutes.

4. Reservations

NOTE

To ensure equitable use of the pool, you may only have 1 active reservation at a time.

An active reservation is defined as a reservation that has a start time in the future.

To be able to create a reservation you must either have:

-) Not created any reservations, or
-) Your most recent reservation has a start time in the past.

NOTE

A reservation can be made up to 7 days in advance.

NOTE

The following activities will be available:

-) General swimming – unstructured swimming in the main pool area
-) Wading pool – to only be used by families with children 5 or under

4.1 Creating a Reservation

4.1.1 Week View

Select the week view by clicking on the “Week” tab, as indicated by the red circle on the diagram below.

To create a reservation, first select the type of activity required from the left side of the page. The red arrow on the diagram below points to the available activities. Then select an available timeslot from the calendar on the right side of the page. The green arrow on the diagram below points to one of the available timeslots. You can navigate to a different week using the arrow icons indicated by the green circles on the diagram below.

Once you select a timeslot, a reservation form will appear; see section 4.1.5.

The screenshot shows a web browser window with the URL https://www.supersaas.com/schedule/Hiddenbrook_Pool_Test/Swim.... The page title is "Pool Booking System" and the user is signed in as "stc000". The main heading is "Schedule for Swimming". Below the heading, there is a message: "Click on an available spot to create a new reservation. You now have 0 reservations, your maximum is 1. You can edit your own reservations by clicking on them." There is a banner for "Global Expansion for Finance". The main content area shows a calendar view for "Week 51" (Dec 12/13 to Dec 12/19). The "Week" tab is selected and circled in red. The calendar shows a grid of timeslots (11 am to 8 pm) for each day. The Friday (12/18) column is highlighted in yellow. A red arrow points to the activity list on the left: "General Swimming 1:30", "Lao Swimming 1:30", and "Wading Pool 1:30". A green arrow points to the 7 pm timeslot on Friday. Green circles highlight the left and right navigation arrows for the week view.

Activity	Time	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19
General Swimming	1:30							
Lao Swimming	1:30							
Wading Pool	1:30							
	11 am							
	Ncon							
	1 pm							
	2 pm							
	3 pm							
	4 pm							
	5 pm							
	6 pm							
	7 pm							
	8 pm							

4.1.2 Day View

Select the day view by clicking on the “Day” tab, as indicated by the red circle on the diagram below.

To create a reservation, first select the type of activity required from the left side of the page. The red arrow on the diagram below points to the available activities. Then select an available timeslot from the calendar on the right side of the page. The green arrow on the diagram below points to one of the available timeslots. You can navigate to a different day using the arrow icons indicated by the green circles on the diagram below.

Once you select a timeslot, a reservation form will appear; see section 4.1.5.

Screenshot of the Pool Booking System interface. The browser address bar shows the URL: https://www.supersaas.com/schedule/Hiddenbrook_Pool_Test/Swim.... The page title is "Pool Booking System" and the user is signed in as s.c000. The main heading is "Schedule for Swimming". Below the heading, there is a message: "Click on an available spot to create a new reservation. You now have 0 reservations, your maximum is 1. You can edit your own reservations by clicking on them." A banner for Ashley HomeStore grüve is visible. The interface shows a navigation bar with tabs: "Fri 12/10", "Today", "Week", "Day", "Agenda", and "Available". The "Day" tab is selected and circled in red. Below the navigation bar, there is a list of activities on the left and a calendar grid on the right. The activities list includes: "General Swimming 1:30", "Lap Swimming 1:30", and "Wading Pool 1:30". A red arrow points to this list. The calendar grid shows timeslots from 11 am to 8 pm. Two timeslots, 5 pm and 7 pm, are shaded grey. A green arrow points to the 7 pm timeslot. Navigation arrows are circled in green.

4.2.3 Available View

Select the available view by clicking on the “Available” tab as, indicated by the red circle on the diagram below.

To create a reservation, first select the type of activity required from the left side of the page. The red arrow on the diagram below points to the available activities. Then select an available timeslot from the list on the right side of the page. The green arrow on the diagram below indicates one of the available timeslots. You can navigate to a different set of timeslots by entering a date & time in the “Find available space after” field and clicking the “Find” button, as indicated by the yellow arrow on the diagram below.

Once you select a timeslot a reservation form will appear; see section 4.1.5.

The screenshot shows a web browser window with the URL <https://www.supersaas.com/schedule/Hiddenbrook Pool Test/Swim...>. The page header includes the Hiddenbrook Homes Association logo and the text "Pool Booking System". Below the header, there is a navigation bar with tabs for "Week", "Day", "Agenda", and "Available". The "Available" tab is highlighted with a red circle. On the left side, there is a list of activities: "General Swimming 1:30", "Lap Swimming 1:30", and "Wading Pool 1:30". A red arrow points to this list. The main content area displays "Availability for General Swimming" with a table of timeslots. A green arrow points to one of the timeslots in the table. Below the table, there is a text prompt: "Click on an available spot to create a new reservation. You now have 0 reservations, your maximum is 1." At the bottom, there is a search field labeled "Find available space after" with the value "12/20/2020 5:00pm" and a "Find" button. A yellow arrow points to the "Find" button.

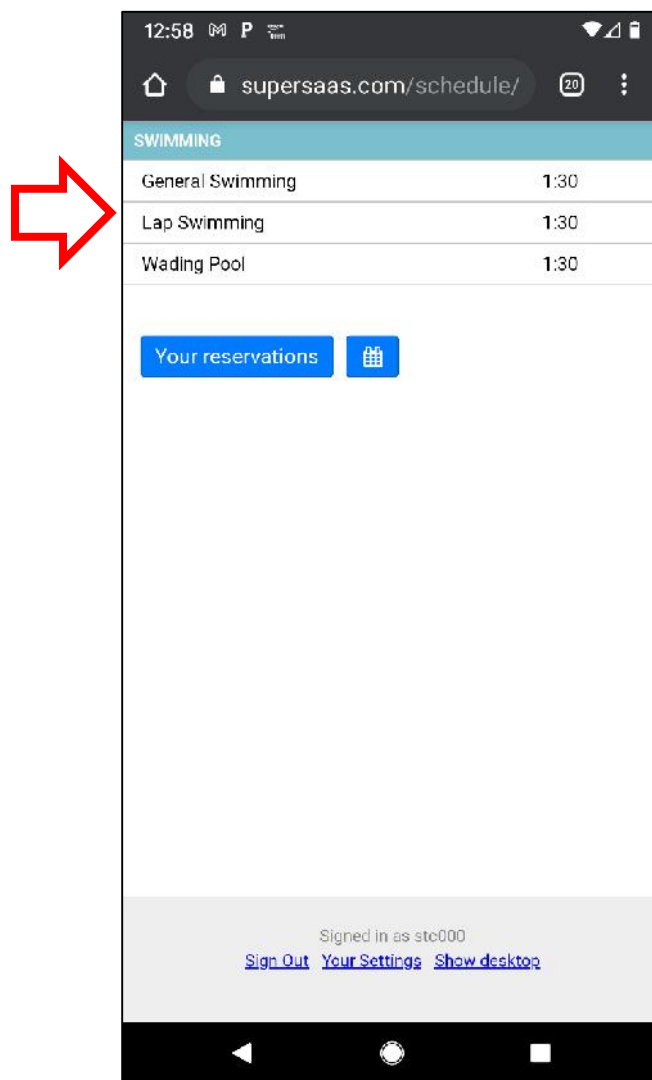
FROM	TO
Fri 12/18 5:00pm	6:30pm
Fri 12/18 7:00pm	8:30pm
Sat 12/19 11:00am	12:30pm
Sat 12/19 1:00pm	2:30pm
Sat 12/19 3:00pm	4:30pm
Sat 12/19 5:00pm	6:30pm
Sat 12/19 7:00pm	8:30pm
Sun 12/20 11:00am	12:30pm
Sun 12/20 1:00pm	2:30pm
Sun 12/20 3:00pm	4:30pm

4.1.4 Phone View

To create a reservation, first select the type of activity required. The red arrow on the diagram below points to the available activities.

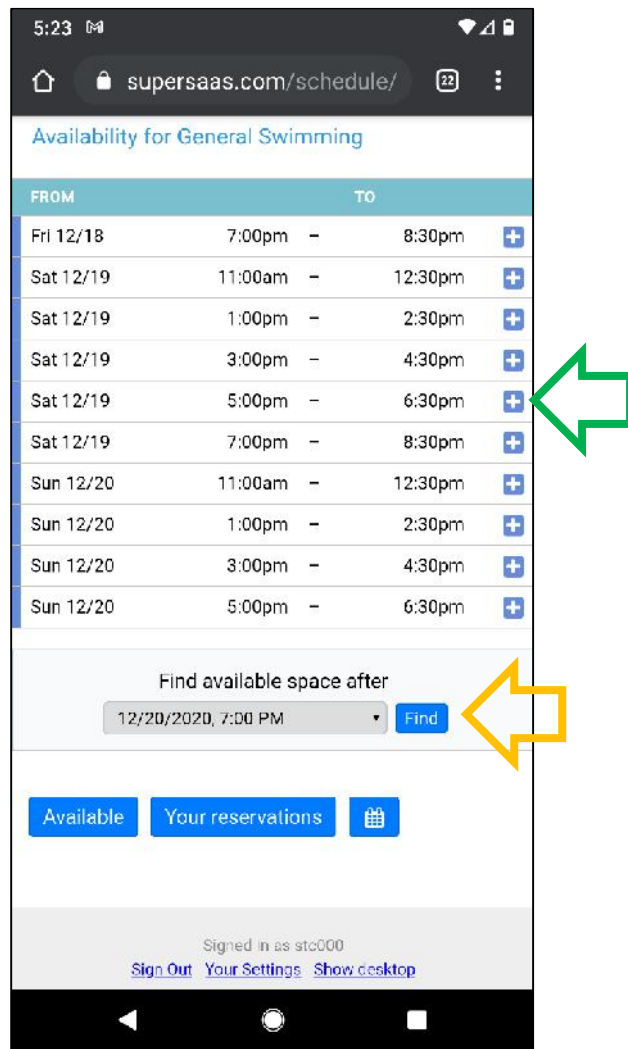
TIP

To navigate to the activity selection page, click the “Available” button on the page you are currently on.



Then select an available timeslot from the list. The green arrow on diagram below indicates one of the available timeslots. You can navigate to a different set of timeslots by entering a date & time in the “Find available space after” field and clicking the “Find” button, as indicated by the yellow arrow on the diagram below.

Once you select a timeslot a reservation form will appear; see section 4.1.5.



4.1.5 Reservation Form

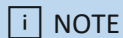
When you select a time slot you will be presented with a “New Reservation” form as shown below.

Please select a seating zone; the location of the seating zones and lanes are detailed in the pool diagram at the beginning of this document. Also provide the name of the person creating the reservation and optionally a valid email address if you want to receive a confirmation email.



TIP

Your full name and email will be pre-populated from your profile information.



NOTE

Your reservation will not be created until you complete the Covid-19 Safety and Risk form.

When you have filled in the form click the “Create Reservation” button. You will then be taken to a Covid-19 Safety and Risk form; see section 4.1.6.

General Swimming

The screenshot shows a modal window titled "New Reservation" with a close button (X) in the top right corner. The form contains the following fields and options:

- When:** Two date and time input fields. The first is "12/18/2020 5:00pm" and the second is "12/18/2020 6:30pm", separated by the word "to".
- Main Pool Seating:** A dropdown menu currently showing "Zone 3" with a downward arrow.
- Full name *:** A text input field containing "Jim Test".
- Email:** A text input field containing "jim.test@example.com".
- Confirm:** A checkbox labeled "Send email" which is currently unchecked.

At the bottom of the form, there is a blue button labeled "Create Reservation" and a link labeled "Cancel". A legend at the bottom right states "* Indicates required field".

Wading Pool

New Reservation ✕

When to

Wading Pool Seating

Full name *

Email

Confirm Send email * Indicates required field

Cancel

4.1.6 Covid-19 Safety & Risk Form

In order to create a reservation, you must complete the Covid-19 safety and risk form, as shown below.

Please check the two (2) boxes on the form to indicate that you have read, understand and accept the requirements for creating a reservation and attending the pool.

The screenshot shows a web browser window with the URL https://www.supersaas.com/schedule/Hiddenbrook_Pool_Test/S.... The page header includes the Hiddenbrook Homes Association logo and the text "Pool Booking System". The user is signed in as "stc000".

The main content area is titled "COVID-19 SAFETY" and contains the following text:

Do not place a reservation or attend the pool if any of the following apply:

- You or a family member currently or within the past fourteen (14) days have experienced any symptoms associated with COVID-19, which include fever, cough, and shortness of breath.
- You or a family member have been diagnosed with COVID-19 and are not yet cleared as non-contagious.
- You or a family member believe that they may have been exposed to a confirmed or suspected case of COVID-19 and are not yet cleared as non-contagious or quarantined for fourteen (14) days.

I acknowledge the safety requirements *

The "COVID-19 SAFETY" section is followed by a "COVID-19 RISK" section with the following text:

By using the pool you understand that:

- The danger of exposure to COVID-19 exists.
- A significant number of people are asymptomatic and Members using the pool should only do so under the assumption that staff will not know who is infected or not.
- To minimize risk of exposure, Members are required to:
 - wear face coverings when not in the water or at a designated seating zone,
 - when possible, maintain 10 feet of separation from people who are not a part of their household.

I acknowledge the risk of exposure *

At the bottom of the form, there are two buttons: "Submit" and "Cancel".

The system will prevent you from creating a reservation if you do not acknowledge the statements and check the boxes on the form, as shown below.

The screenshot shows a web browser window with the address bar displaying "https://www.supersaas.com/schedule/Hiddenbrook_Pool_Test/S...". The page header includes the "Hiddenbrook HOMES ASSOCIATION" logo and the text "Pool Booking System". The user is signed in as "stc000" and has links for "Sign Out", "Your Settings", and "Help".

The main content area contains two sections:

- COVID-19 SAFETY**
Do not place a reservation or attend the pool if any of the following apply:
 - You or a family member currently or within the past fourteen (14) days have experienced any symptoms associated with COVID-19, which include fever, cough, and shortness of breath.
 - You or a family member have been diagnosed with COVID-19 and are not yet cleared as non-contagious.
 - You or a family member believe that they may have been exposed to a confirmed or suspected case of COVID-19 and are not yet cleared as non-contagious or quarantined for fourteen (14) days.

I acknowledge the safety requirements *
- COVID-19 RISK**
By using the pool you understand that:
 - The danger of exposure to COVID-19 exists.
 - A significant number of people are asymptomatic and Members using the pool should only do so under the assumption that staff will not know who is infected or not.
 - To minimize risk of exposure, Members are required to:
 - wear face coverings when not in the water or at a designated seating zone,
 - when possible, maintain 10 feet of separation from people who are not a part of their household.

I acknowledge the risk of exposure *

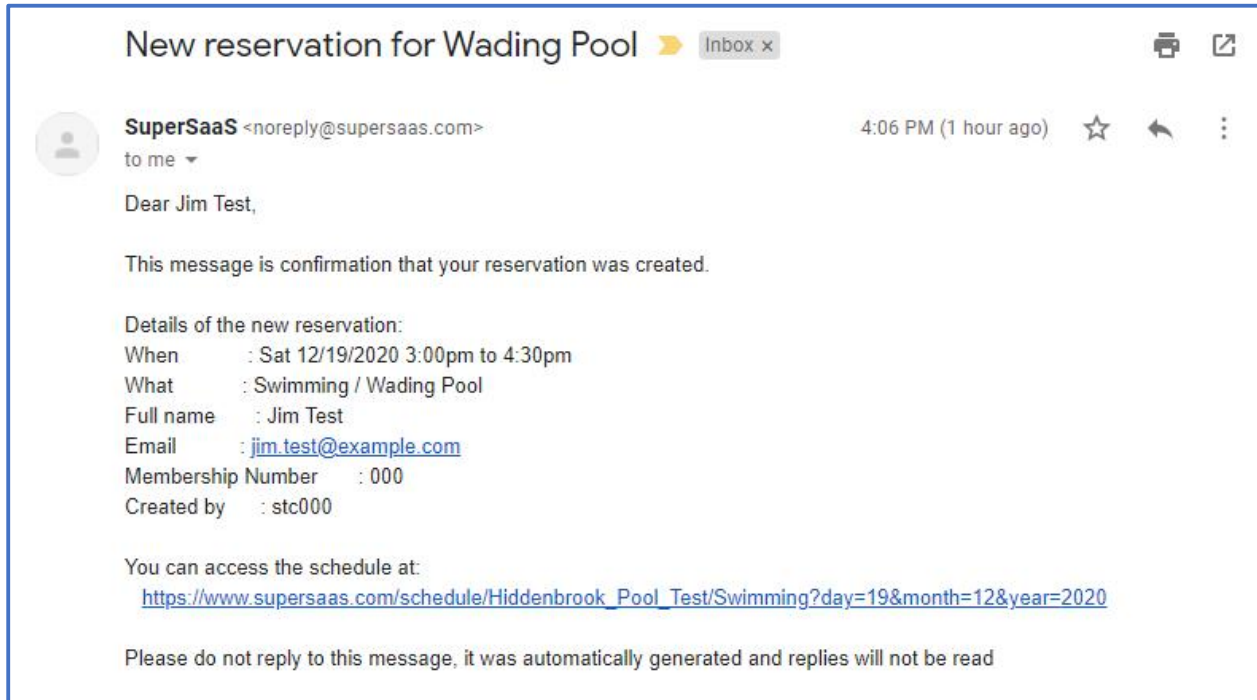
At the bottom of the form are two buttons: "Submit" and "Cancel".

A tooltip message is displayed over the second checkbox, stating: "Please check this box if you want to proceed."

4.1.7 Email Confirmation

If you opted to receive a reservation confirmation email, then it will be sent once you have successfully created a reservation.

The confirmation email will be from SuperSaaS and will look like:



4.2 Reviewing a Reservation

4.2.1 Week View

Select the week view by clicking on the “Week” tab, as indicated by the red circle on the diagram below.

You will be able to see your current and past reservations in the calendar section of the page. The green arrow on the diagram below points to reservation. You can navigate to a different week using the arrow icons indicated by the green circles on the diagram below.

Click on a future reservation to modify or cancel it; see section 4.3 to cancel a reservation, or 4.4 to modify a reservation.

The screenshot shows a web browser window with the URL https://www.supersaas.com/schedule/Hiddenbrook_Pool_Test/Swim.... The page title is "Schedule for Swimming" and the logo for "Hiddenbrook HOMES ASSOCIATION" is visible. A navigation bar includes "Week 51", "Today", "Week", "Day", "Agenda", and "Available". The "Week" tab is highlighted with a red circle. Below the navigation bar is a list of reservation types: "General Swimming 1:30", "Lap Swimming 1:30", and "Wading Pool 1:30". The main calendar grid shows days from Sun 12/13 to Sat 12/19. A reservation for "3:00pm - 4:30pm Jim Test jim.frest@hba.org stc000" is shown on Sat 12/19, with a green arrow pointing to it. A green circle highlights the left arrow icon, and another green circle highlights the right arrow icon.

Pool Booking System

Schedule for Swimming

You cannot create new reservations because you reached the maximum number of 1 reservation. You can edit your own reservations by clicking on them.

Ashley grüve MATTRESS-IN-A-BOX affordable prices. better sleep. shop now →

Week 51 Today **Week** Day Agenda Available

	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19
11 am							
Noon							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							

4.2.2 Day View

Select the day view by clicking on the “Day” tab, as indicated by the red circle on the diagram below.

You will be able to see your current and past reservations in the calendar section of the page. The green arrow on the diagram below points to reservation. You can navigate to a different day using the arrow icons indicated by the green circles on the diagram below.

Click on a future reservation to modify or cancel it; see section 4.3 to cancel a reservation, or 4.4 to modify a reservation.

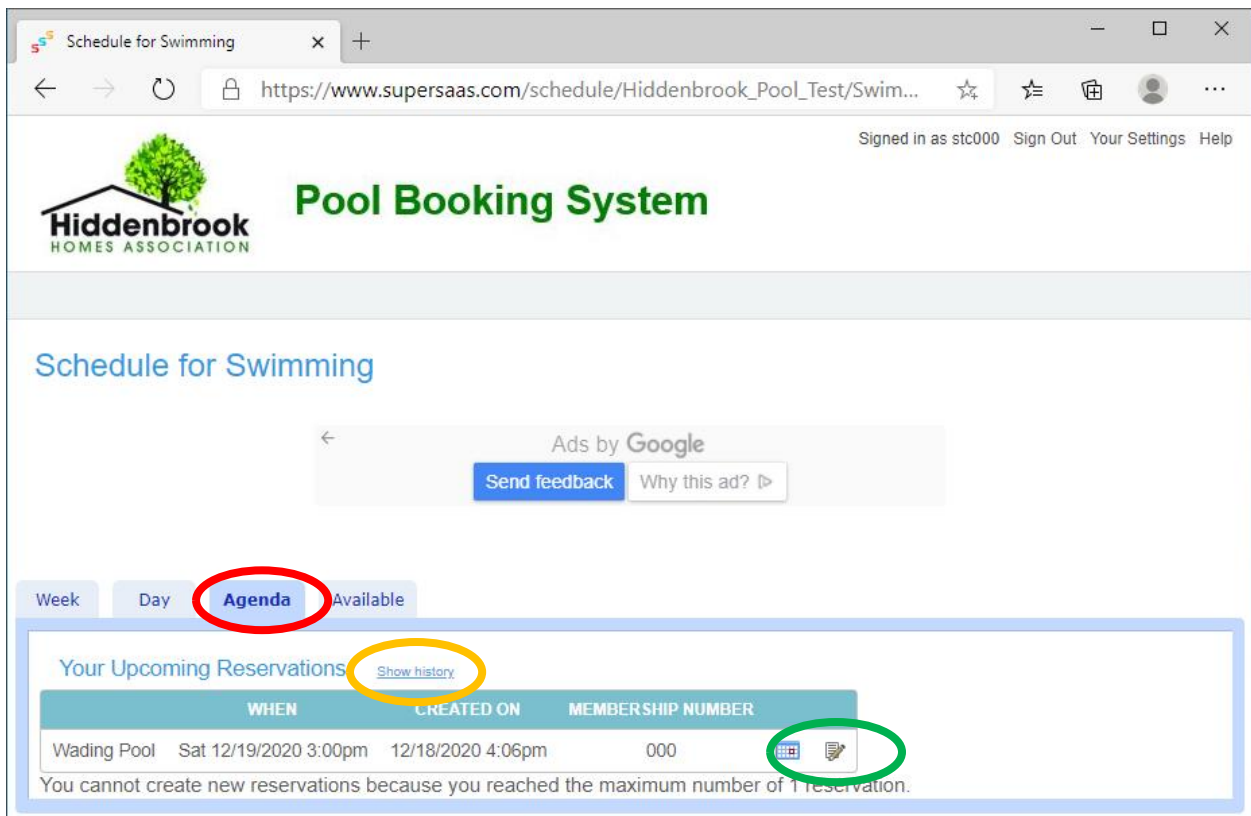
The screenshot shows a web browser window with the URL https://www.supersaas.com/schedule/Hiddenbrook_Pool_Test/Swim.... The page header includes the logo for Hiddenbrook Homes Association and the title "Pool Booking System". The user is signed in as stc000. The main heading is "Schedule for Swimming". A message states: "You cannot create new reservations because you reached the maximum number of 1 reservation. You can edit your own reservations by clicking on them." Below this is an advertisement for Ashley grüve mattresses. The navigation tabs at the bottom are "Sat 12/19", "Today", "Week", "Day", "Agenda", and "Available". The "Day" tab is selected and circled in red. The calendar view shows a grid for Saturday, 19 December 2020. A reservation is shown from 3:00 pm to 4:30 pm, with details: "3:00pm - 4:30pm", "Jim Test", "jim.test@example.com", "000", and "stc000". A green arrow points to this reservation. Navigation arrows for "Sat 12/19" and "Today" are also circled in green.

4.2.3 Agenda View

Select the day view by clicking on the “Agenda” tab, as indicated by the red circle on the diagram below.

The agenda view will show your upcoming reservation. To modify or cancel this reservation, click on the edit reservation icon, as indicated by the green circle on the diagram below; see section 4.3 to cancel a reservation, or 4.4 to modify a reservation.



To view past reservations, click on the “Show history” link, as indicated by the orange circle on the diagram below.



Screenshot of the Pool Booking System interface. The browser address bar shows the URL: https://www.supersaas.com/schedule/Hiddenbrook_Pool_Test/Swim.... The page header includes the Hiddenbrook Homes Association logo and the text "Pool Booking System". The user is signed in as "stc000".

The main content area is titled "Schedule for Swimming". Below this, there are navigation tabs: "Week", "Day", "Agenda" (highlighted with a red circle), and "Available".

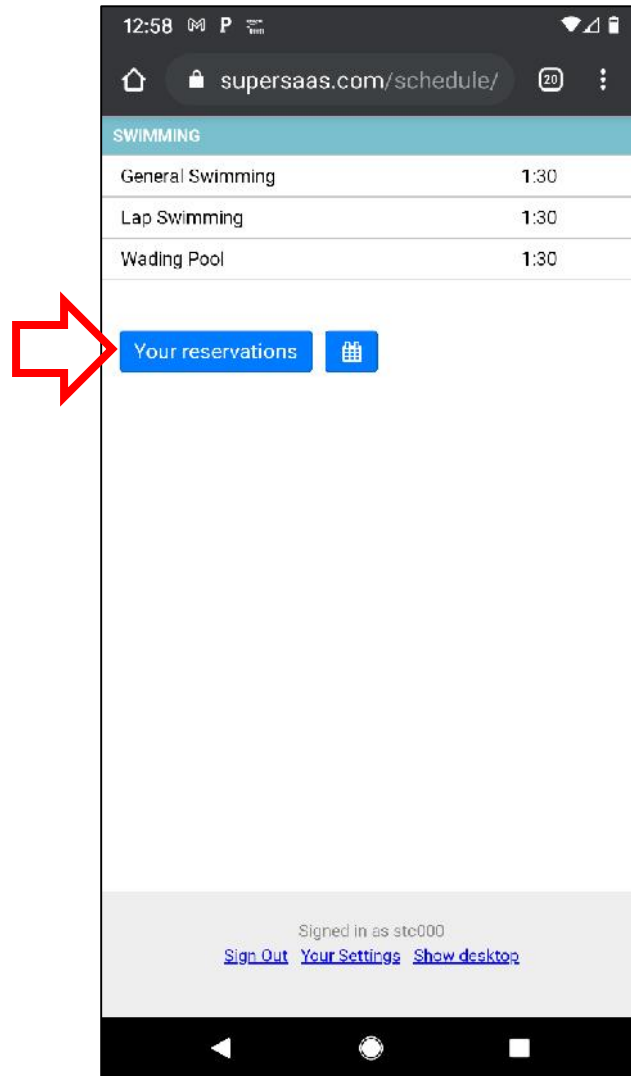
Below the tabs, there is a section titled "Your Upcoming Reservations" with a "Show history" link (circled in orange). A table displays the reservation details:

WHEN	CREATED ON	MEMBERSHIP NUMBER	
Wading Pool Sat 12/19/2020 3:00pm	12/18/2020 4:06pm	000	 

Below the table, a message states: "You cannot create new reservations because you reached the maximum number of 1 reservation." The edit and cancel icons for the reservation are circled in green.

4.2.4 Phone View

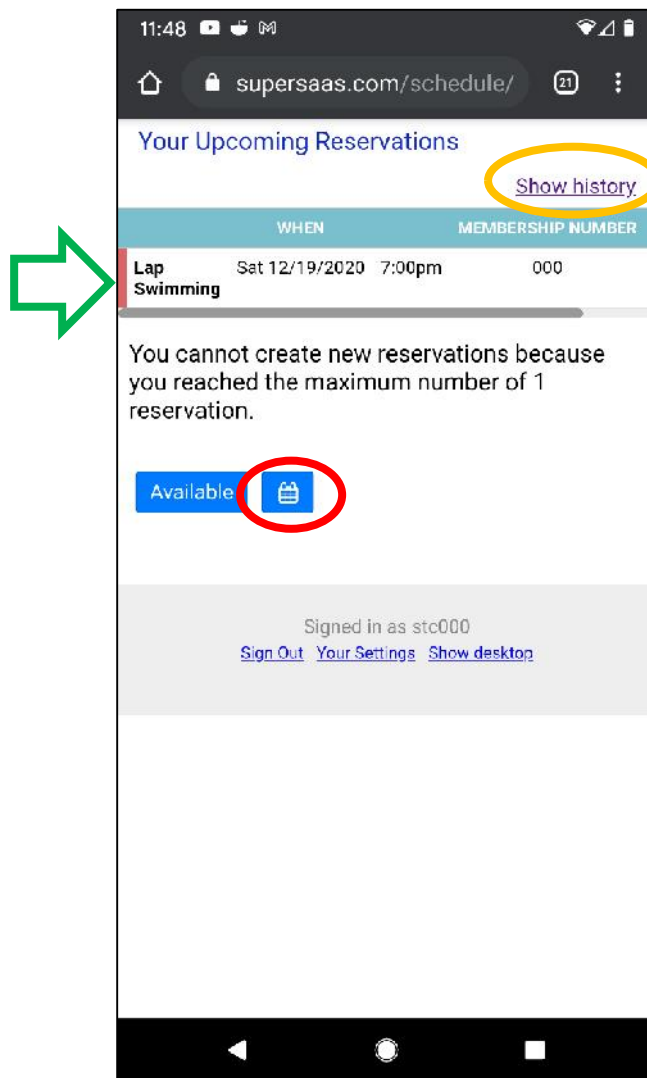
Click on the “Your reservations” button, as indicated by the red arrow on the diagram below.



This will show your upcoming reservation, as indicated by the green arrow in the diagram below. Click on the reservation to modify or cancel it; see section 4.3 to cancel a reservation, or 4.4 to modify a reservation.

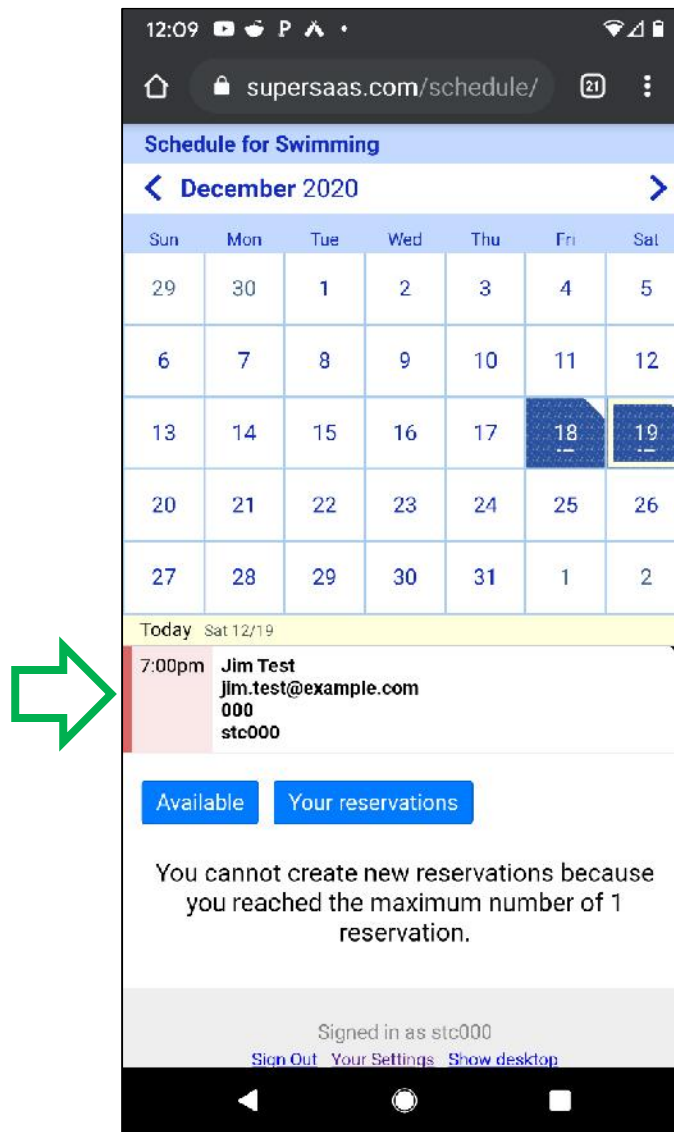
To view past reservations, click on the “Show history” link, as indicated by the orange circle on the diagram below.

You can also see reservations in a calendar view by clicking on the blue calendar icon button, as indicated by the red circle on the diagram below.



The diagram below shows the calendar view.

You can also modify or cancel a future reservation from this page. First select a future reservation from the calendar (December 19, 2020 is shown as selected on the diagram below), and then click on the reservation detail section, as indicated by the green arrow on the diagram below; see section 4.3 to cancel a reservation, or 4.4 to modify a reservation.



4.3 Cancelling a Reservation

Navigate to and open your future reservation; see section 4.2 for instructions. When you open your reservation, you will see an “Edit Reservation” form. Click the blue delete icon button to cancel the reservation, as indicated by the red circle on the diagram below.

Edit Reservation ✕

When to

Wading Pool Seating


Full name *


Email

Membership Number

Confirm Send email * Indicates required field

Created on 12/18/2020 4:06pm by stc000

Updated on 12/18/2020 4:16pm by stc000 



4.4 Modifying a Reservation

Navigate to and open your future reservation; see section 4.2 for instructions. When you open your reservation, you will see an “Edit Reservation” form. Make the changes to the reservation as needed and click on the blue “Update Reservation” button.

TIP

If you need to change the time of your reservation it may be easier to cancel your current reservation and then create a new one.

Edit Reservation ✕

When to

Wading Pool Seating


Full name *

Email

Membership Number

Confirm Send email * Indicates required field

Created on 12/18/2020 4:06pm by stc000

Updated on 12/18/2020 4:16pm by stc000 

Close

5. Walk-ins

It is not possible to create a reservation for a timeslot that has already started but the pool will accept walk-ins, space permitting, within the first 45 minutes of the start time.

Valid timeslots are:

11:00 am – 12:30 pm (entry permitted up until 11:45 am)

01:00 pm – 02:30 pm (entry permitted up until 01:45 pm)

03:00 pm – 04:30 pm (entry permitted up until 03:45 pm)

05:00 pm – 06:30 pm (entry permitted up until 05:45 pm)

07:00 pm – 08:30 pm (entry permitted up until 07:45 pm)