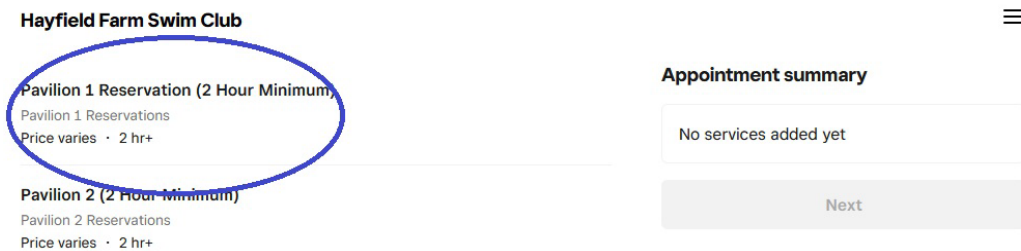


HFSC Pavilion Reservation Tutorial

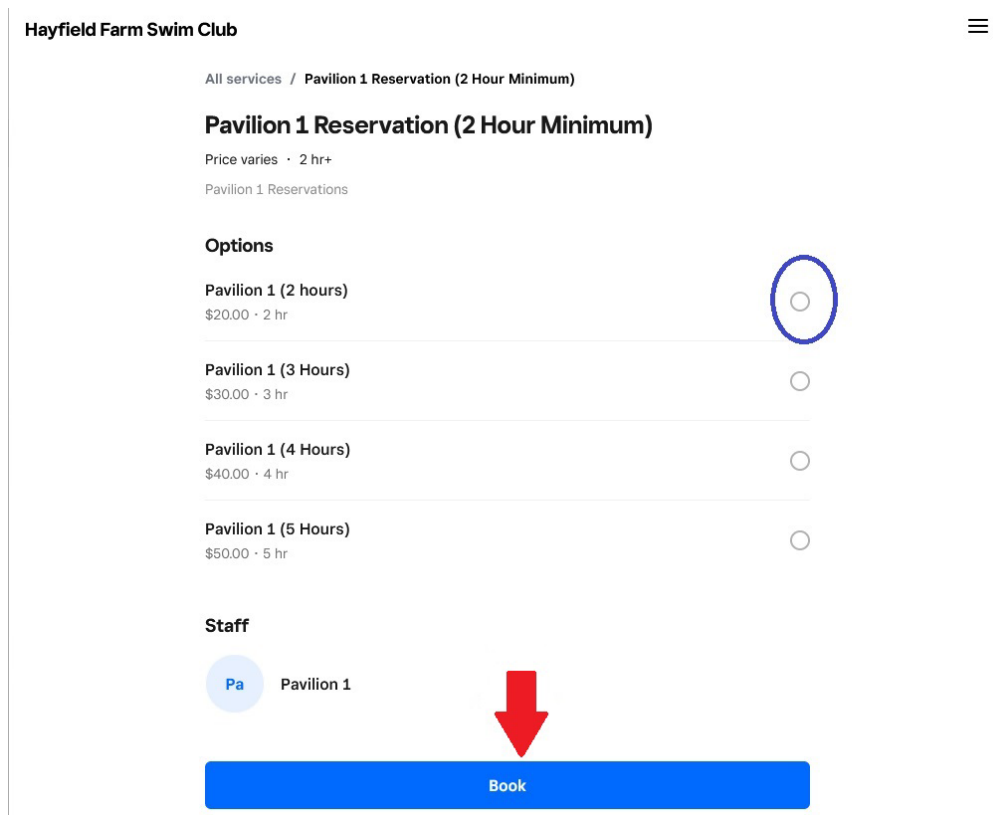
Square Reservation System

Making a Reservation

1. From the Hayfieldpool.com/Operations website, click the “Pavilion Reservation System” button
2. Click either Pavilion 1 or Pavilion 2 to add it to your Appointment Summary. You can only book one pavilion at a time online.



3. Once you click a pavilion, select your reservation time period (2hr-5hr) and click Book. If you want to explore what times are available, select the 2-hour option. Once you see the times available, you can back up and update your reservation time period.



- A calendar will be displayed. Dates the pavilion is available for your selected reservation length will be in black text. Unavailable dates will be in grey text. If the date you prefer is unavailable, back up to Step 2 and select the other pavilion.

If the date you prefer is available, click on the date. A list of available start times will be displayed. If you want to proceed with the reservation, click the time you want your reservation to start.

For our example, we select June 22, 1pm – 3pm for our 2-hour reservation.

Hayfield Farm Swim Club

Jun 2024

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Appointment summary

- Pavilion 1 Reservation (2 Hour Minimum) \$20.00 - 2 hr
- Pavilion 1 Reservation (2 Hour Minimum) \$20.00 Pavilion 1 (2 hours) with Pavilion 1

Saturday, Jun 22, 2024

Morning

11:00 AM

Afternoon

12:00 PM 1:00 PM 2:00 PM 3:00 PM

Evening

5:00 PM 6:00 PM 7:00 PM

Times are shown in EDT.

- Once you select a date and reservation start time, the payment page will be displayed. Complete your contact and credit card information. You can leave the saving the card on file blank. You must also click on the Cancellation policy agreement box before you can click on Book Appointment.

Checkout

Appointment held for 8:30

Sign in

Contact info

Country: United States | +1 Phone

First name | Last name

Email

Appointment note | Add

Payment

Hayfield Farm Swim Club requires full pre-payment. Protected and encrypted by Square.

Card number | MM/YY | CVV

I authorize Hayfield Farm Swim Club to save this card on file for future purchases. [More info](#)

Appointment summary

Saturday, Jun 22
1:00 – 3:00 PM EDT
Est. due today: \$20.00

Pavilion 1 Reservation (2 Hour Minimum) \$20.00
Pavilion 1 (2 hours) with Pavilion 1

Subtotal	\$20.00
Taxes	\$0.00
Total	\$20.00
Due today	\$20.00

Book appointment

6. You will receive an email confirmation that the reservation has been submitted for approval. At this point, you must complete and submit the [Pavilion Reservation](#) form to the manager who will finalize your reservation. The form must be submitted within 24 hours of making the online reservation to avoid having the reservation cancelled. Once the reservation has been approved, payment will be processed.
7. If you need to cancel or revise your reservation, please follow the link in your confirmation email.
8. If you have any issues, please speak with a manager or email hfscpavilions@gmail.com.

Reserving Both Pavilions:

1. If you wish to reserve both pavilions for the same time period, ensure the time is available for each pavilion (Steps 1-4 above). You can then reserve each pavilion in a separate transaction.
2. When submitting your reservation form, if you wish to reserve both pavilions, please indicate that both pavilions were reserved. You should receive two separate email confirmations of the pending reservation and two separate email confirmations when the reservations are accepted.

Cancelling a Reservation

Reservations can be cancelled up to 72 hours before the start time of your reservation. Once the reservation is confirmed and payment collected, you must submit your cancellation request with the manager or by emailing hfscpavilions@gmail.com. Refunds will be issued if cancellations are no less than 72 hours the start time for your reservation OR the pool closes due to weather or some unforeseen issue.