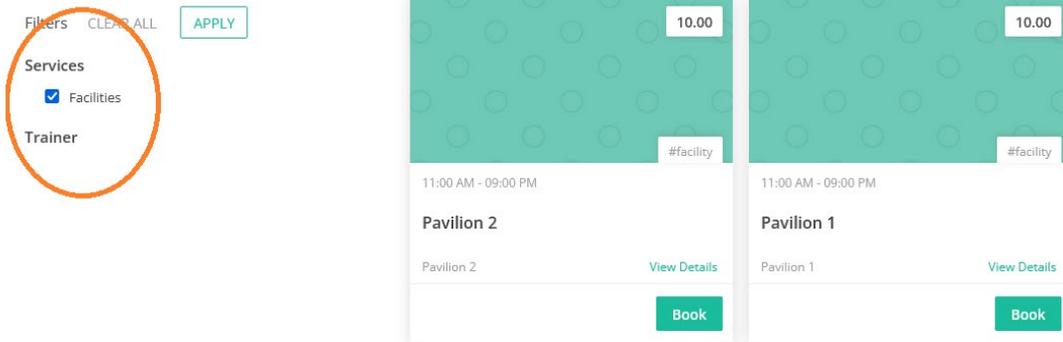


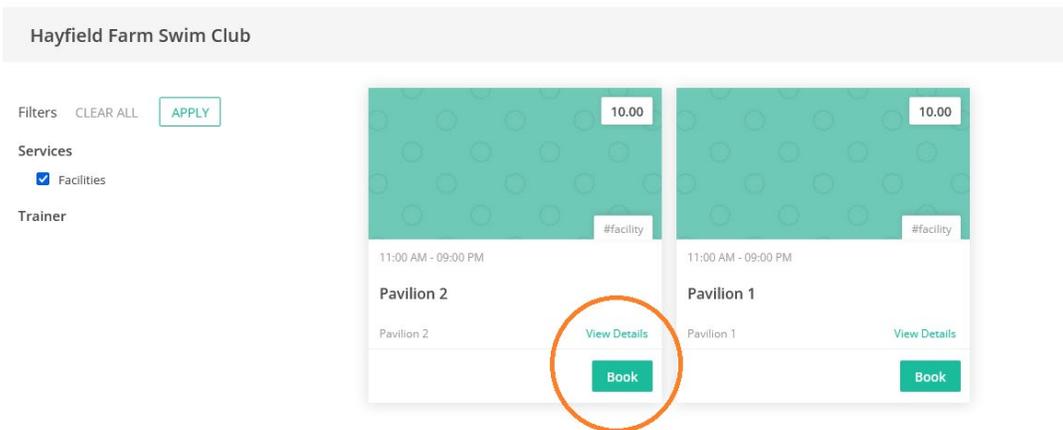
Pavilion Reservation

Making a Reservation:

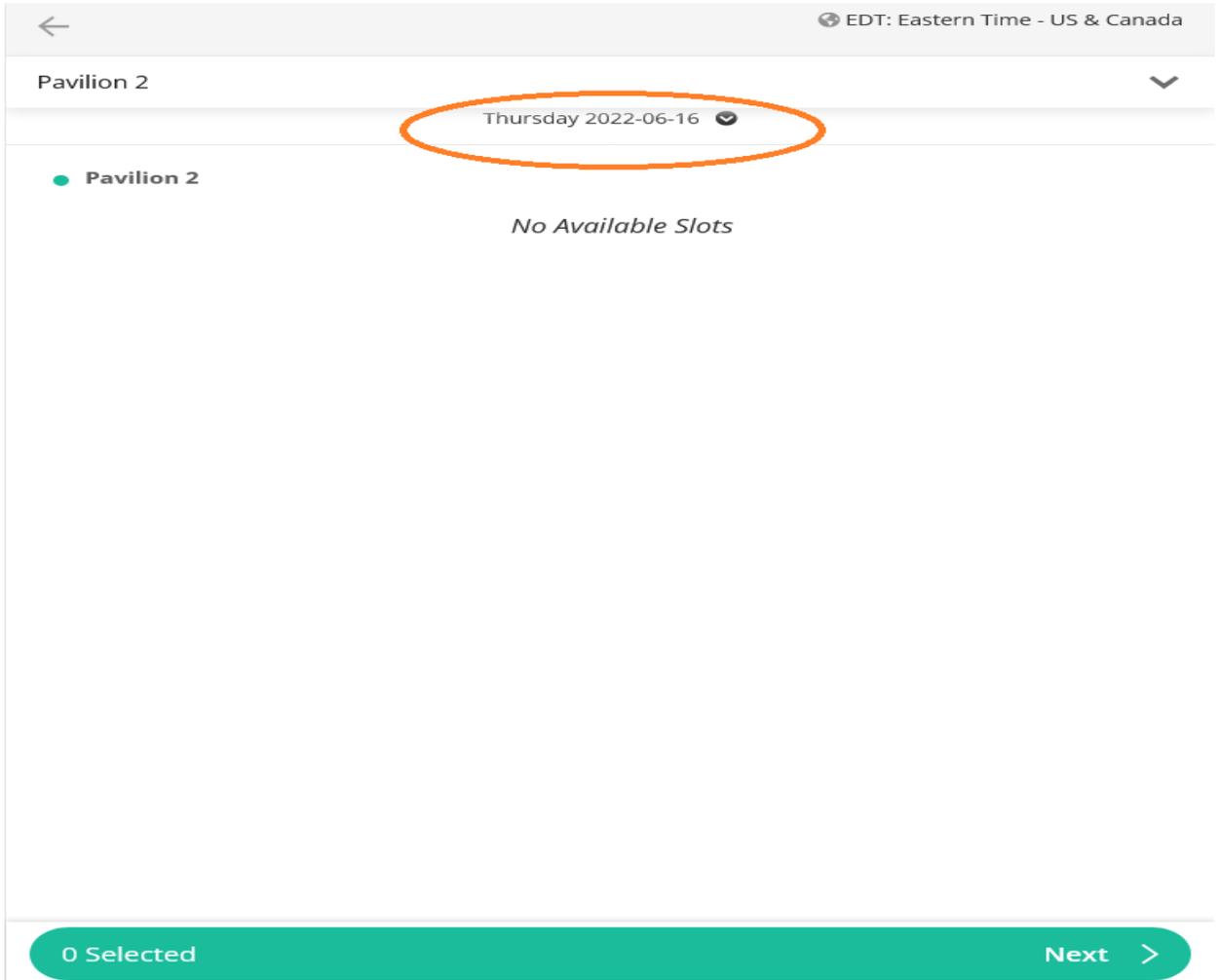
1. Log into Omnify (<https://hayfieldfarmswimclub.getomnify.com>). If you do not have an account on Omnify, please create one. The option to create an account is available on the login screen.
2. If the Pavilion 2 and Pavilion 1 options are not displayed, select “Facilities” under Filters.



3. Select “Book” for one of the pavilions to review availability.



4. The calendar will open to current date. Reservation for the current date is unavailable in Omnify. Reservations through Omnify are only available for dates/times 24 hours from the current time. Select the date you are interested in reserving the pavilion.



5. The available times will be displayed for the date you select.

← EDT: Eastern Time - US & Canada

Pavilion 2

Saturday, 30 July 2022

● Pavilion 2

11:00 AM 10.00	12:00 PM 10.00	01:00 PM 10.00	02:00 PM 10.00	03:00 PM 10.00	04:00 PM 10.00
05:00 PM 10.00	06:00 PM 10.00	07:00 PM 10.00			

0 Selected Next >

- To review the availability of the other pavilion, select the dropdown arrow and select the other pavilion.

← EDT: Eastern Time - US & Canada

Pavilion 2 ▾

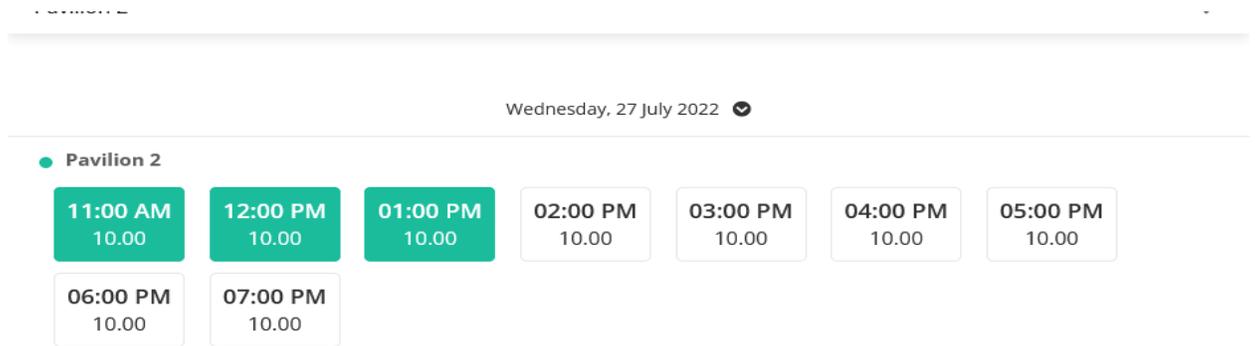
Saturday, 30 July 2022

● Pavilion 2

11:00 AM 10.00	12:00 PM 10.00	01:00 PM 10.00	02:00 PM 10.00	03:00 PM 10.00	04:00 PM 10.00
05:00 PM 10.00	06:00 PM 10.00	07:00 PM 10.00			

0 Selected Next >

- To reserve a time slot for one pavilion, select the 1-hour time slots. The selected time slots will be displayed with green background.



- To reserve a time slot for both pavilions, complete your reservation for one pavilion (through Step 10 below), then repeat the process for the other pavilion. To confirm that the times are available for both pavilions, you can check the availability by clicking the dropdown arrow and select the other pavilion, and then review the time slots for the 2nd pavilion.

9. When you have your time slots selected, press “Next” on the green bar at the bottom of the page.

← EDT: Eastern Time - US & Canada

Pavilion 1 ▾

Wednesday, 27 July 2022 ▾

● Pavilion 1

11:00 AM 10.00	12:00 PM 10.00	01:00 PM 10.00	02:00 PM 10.00	03:00 PM 10.00	04:00 PM 10.00
05:00 PM 10.00	06:00 PM 10.00	07:00 PM 10.00			

3 Selected **Next** >

10. A review page will be displayed, indicating the date and times of your reservation. Select Pay Now or Pay Later. Click the box to accept the Terms of Service and Cancellation Policies and click the arrow on the green bar at the bottom of the page.

Booking Details

Pavilion 1	27 Jul 2022
3 x Slot(s) Selected	
11:00 AM to 12:00 PM	1 X \$ 10.00
12:00 PM to 01:00 PM	1 X \$ 10.00
01:00 PM to 02:00 PM	1 X \$ 10.00

Discounts

[I have a coupon code!](#)

Billing Details

Subtotal	\$ 30
Grand Total	\$ 30.00

Payment Option

Pay Now Pay Later

I accept the [Terms of Service](#) and [Cancellation Policies](#)

Total \$ 30.00 >

11. If you select Pay Later, you will get the following message displayed:

Pavilion 1 27 Jul 2022

3 x Slot(s) Selected

11:00 AM to 12:00 PM	1 X \$ 10.00
12:00 PM to 01:00 PM	1 X \$ 10.00
01:00 PM to 02:00 PM	1 X \$ 10.00

Discounts

[I have a coupon code!](#)

Billing Details

Subtotal	\$ 30
Grand Total	\$ 30.00

Payment Option

Pay Now Pay Later

i You can book now and make the payment later at the venue or via the payment link in your booking confirmation email

I accept the [Terms of Service](#) and [Cancellation Policies](#)

Total \$ 30.00 >

12. If you selected Pay Now, you will be redirected to Paypal to complete payment. Once payment is complete, you will be returned to Omnify.

13. If you selected Pay Later, you will get a notice to pay at the front desk or through the link on the email confirmation that you receive.

14. To wrap up this process, you will get a "Booking Confirmed" notification and a list of your reservations. You will have the option to add these to your calendar. If you select Go To My Profile, you will see a list of your reservations. If you select Book Another, you will be taken back to the Home Screen to start another reservation.

15. At this point, you should get an email notifying you of your reservation and reminding you to submit the completed Pavilion Reservation Form to the front desk and your payment (if you haven't already paid) to finalize your reservation. Please submit the form (and payment, if needed) within 24 hours of completing your online reservation. Reservations that have not been finalized within 24 hours will be marked for deletion.

16. When you submit your payment to the front desk, the manager will go into Omnify and mark your reservation as paid. This step is the final step to confirm your reservation.

Cancelling a Reservation

You can cancel your reservation from the link in the Confirmation email you received if your reservation is more than 72 hours from time of cancellation. Or you can talk to a manager and they can cancel your reservation. 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.