Pool Reservation Guide

Created on 2021.05.24

For the 2021 season, the Whitehall Manor pool will only be available by reservation to comply with government guidelines for limiting pool capacity. This guide is created to help residents create and manage reservations.

AA TUTUT		IAINOIR
Home Pay Online Login For Sale Contact Us Amenities Buy CommunityDocs eForms What's Nearby?	Resident Login Request Login	Welcome to our Community! community web site. Feel free to explore the features ava our community, <u>click here</u> to log into the private side of th ogin name and password, please complete the <u>Login Reg</u>

1. Log in to the Whitehall Manor website.

Whin	tehall MI	ANOR	
Home My Profile Pay Online Work Order Online Property Modification Form (PMF) Activities Trash Pickup Recycle Pickup Bulk Pickup News Paper Form (PMF) For Sale Resources	Amenities Lawn Usage Approval Reservations Events Calendar Photo Albums Volunteer Needs	al Da aariie iiy (m Outo'ty eath form mati , clos 	Amenities Pool Pool Season - Memorial Day to Labor Day Booking allowed not earlier than 2 days before time slot. Book 2 hours per family (max 4 persons) or 2 slots per day. New Jersey COVID-19 Outdoor Pool Standards available. https://www.nj.gov/health/ceohs/documents/phss/Pools%20Aquatic%20Facilities%20Final%205-7-21%20(1).pdf Important Information Location: Pool Area Hours: 1pm to 7pm, closed on Wednesdays
			This site is provided by MEM Property Management Mobile Site

2. This step is not necessary, but pool information with rules and regulations can be found by navigating to Activities -> Amenities.

Wihin	tehall MA	ANOR
Home	Amenities	
My Profile	Lawn Usage Approval	Welcome to our Co
Pay Online	Reservations	Board of Trustees, welcome to our community website! Feel free to explore
Work Order	Events Calendar	the web site is to improve communications within the community and allow
Online Property	Photo Albums	Four maintenance ree check should be payable to <u>whitenali Manor</u> and re
Modification Form	Volunteer Needs	
(PMF)		
Activities		
Trash Pickup		rd Meeting Agenda for Monday, May 24 2021
Recycle Pickup		ce call details, click here for <u>Agenda link</u>
Bulk Pickup		tion Deculto
News		tion Results
Paper Form (PMF)		
For Sale		ron Chidomhorom 167
Resources		jan Univaribarariti 107

3. Navigate to Activities -> Reservations to start the pool reservation process.

				Online Re:	servations					
	PREV 24	✓ May ✓	2021 V NEXT	TODAY			Pool 🗸	ALL	~	
Monday - May 24, 2021	Pool Slot A	Pool Slot B	Pool Slot C	Pool Slot D	Pool Slot E	Pool Slot F	Pool Slot G	Pool Slot H	Pool Slot I	Pool Slot J
1:00 PM	Not Available									
2:00 PM	Not Available									
3:00 PM	Not Available									
4:00 PM	Not Available									
5:00 PM	Not Available									
6:00 PM	Not Available									
				My Rese	rvations					

4. Time slots may only be reserved between 24 hours and 48 hours before the start of that time slot. Slots that fall outside of this range will not be available for reservation and will be marked with "Not Available."

				Online Rese	ervations					
	PREV 25	🗸 May 🖌 🖌	2021 V NEXT	TODAY			Pool 🗸	ALL	~	
Tuesday - May 25, 2021	Pool Slot A	Pool Slot B	Pool Slot C	Pool Slot D	Pool Slot E	Pool Slot F	Pool Slot G	Pool Slot H	Pool Slot I	Pool Slot J
1:00 PM	Available									
2:00 PM	Available									
3:00 PM	Available									
4:00 PM	Available									
5:00 PM	Available									
6:00 PM	Available									
				My Reser	vations					

5. A different date can be selected at the top of the reservation app. Reserved slots will have the resident's custom Description displayed. Available time slots will be marked with "Available." Click on "Available" to select the time slot.

Note: At times, there may be no slots displayed. It may mean slots are unavailable to be reserved but will open up later during the day once the slot time comes within the 48 hour period.

Add a Reservation for the Pool Slot D Availability:1					
Pilot Pool Reservation					
Reservation Date:	25 V May V 2021 V (Tuesday)				
Start Time:	2:00:00 PM V				
End Time:	3:00:00 PM V				
Description:	* Required				
Number of Attendees:					

- 6. Enter the custom Description. This will be shown on the slot to be reserved. It will be visible to other residents. Enter the number of attendees. Please note, there is a maximum of 4 attendees per slot. Click on "Save Reservation" to reserve.
- 7. Reservations can be managed by clicking on "My Reservations" at the bottom of the app. The reservation will be clickable through the custom Description that had been given. Details of the reservation will be shown. The reservation can also be canceled by clicking on "Cancel this Reservation."

This is the first time implementing a reservation system for pool use. Please report any issues with the system.

Screening for fever or signs of COVID-19 illness will be conducted prior to anyone being permitted to enter the pool area. Please enjoy the pool, but remember to be safe.