

# How to Make a Reservation in Member Splash

To make an AHSTC Reservation, log into your membership account. Once you are logged in, you will see the “Make a Reservation” button in the upper right corner.

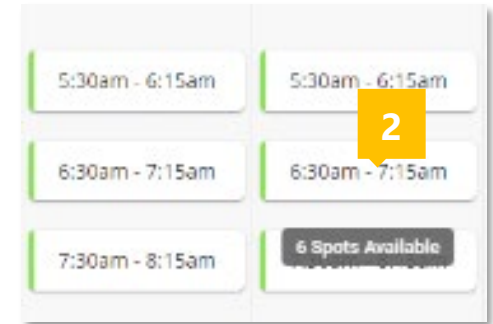


Once you are on the reservation page, you will see a calendar displaying the sessions.

- 1 Facility (upper left): Currently, we are offering three types of sessions that you will choose from:
  - Lap Swim
  - Lap Swim – Adults Only
  - Lap Swim – 60+

- 2 If you hover over a time slot, you will see how many spots are available

- 3 If the session is greyed out, there are no spots available



Facility	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20
Lap Swim							
5:00 AM		5:30am - 6:15am	5:30am - 6:15am	5:30am - 6:15am	5:30am - 6:15am ✓	5:30am - 6:15am ✓	
6:00 AM		6:30am - 7:15am	6:30am - 7:15am	6:30am - 7:15am	6:30am - 7:15am	6:30am - 7:15am	
7:00 AM		7:30am - 8:15am	7:30am - 8:15am	7:30am - 8:15am	7:30am - 8:15am	7:30am - 8:15am	
8:00 AM							

### To reserve:

- Click the desired time slot
- Click the member(s) who will be participating in in that session
- Click BOOK IT

Friday, June 19th, 2020

7:30 am - 8:15 am

Lap Swim

5 Slots Remaining

Select Members

(only paid are listed)

test id 2

test id

CANCEL BOOK IT

### To View and Cancel Reservations

If you are unable to use your reservation after you make it, we ask that you promptly cancel it so it is available for other members to reserve.

- Log into your AHSTC account (if you are already on the reservation calendar, go to Manage Account in the dark blue menu bar)
- Click on "MY RESERVATIONS" in the light blue menu bar
- Click CANCEL on the session you will not be attending

ACCOUNT DETAILS PAYMENT HISTORY UNPAID CHARGES MY RESERVATIONS

Reservations Show Past

Thursday, June 18th	05:30 am - 06:15 am	Facility: Lap Swim	Guests: test id 2	CANCEL
Friday, June 19th	05:30 am - 06:15 am	Facility: Lap Swim	Guests: test id	CANCEL