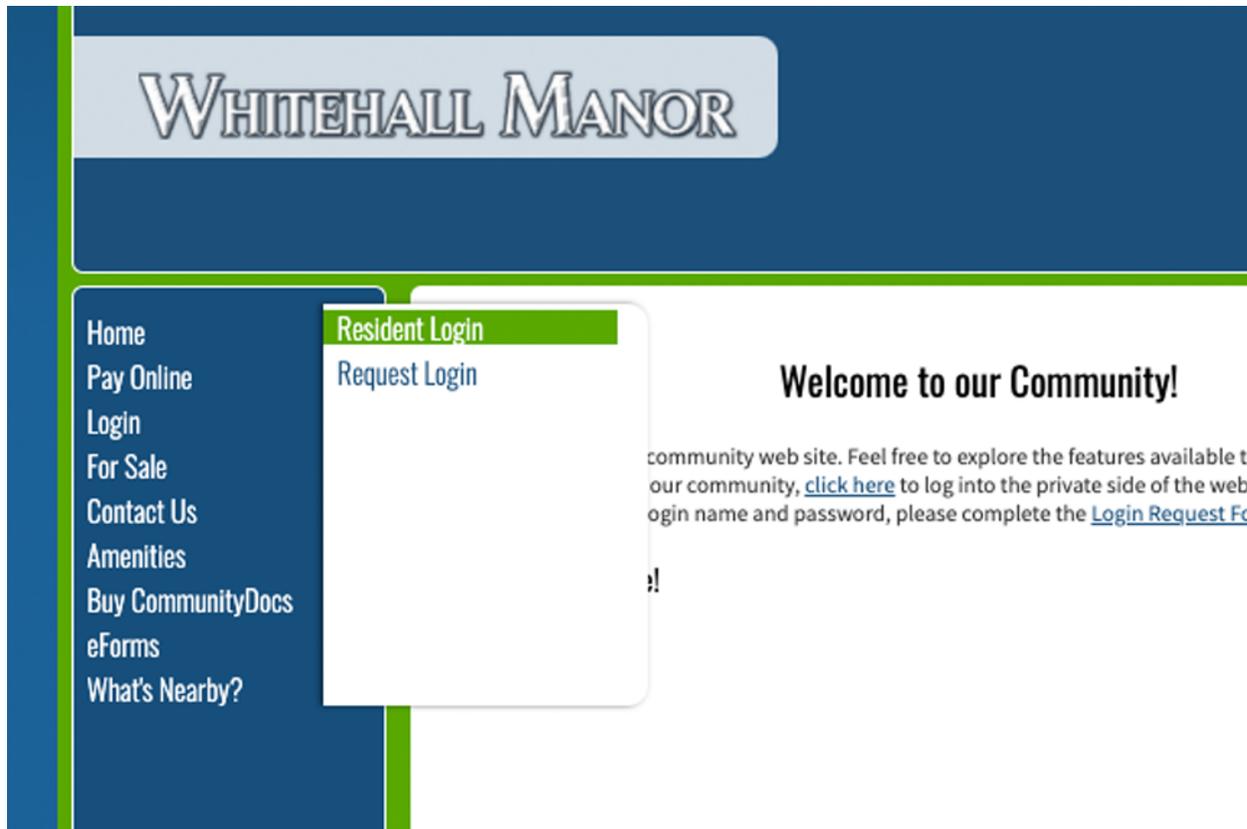


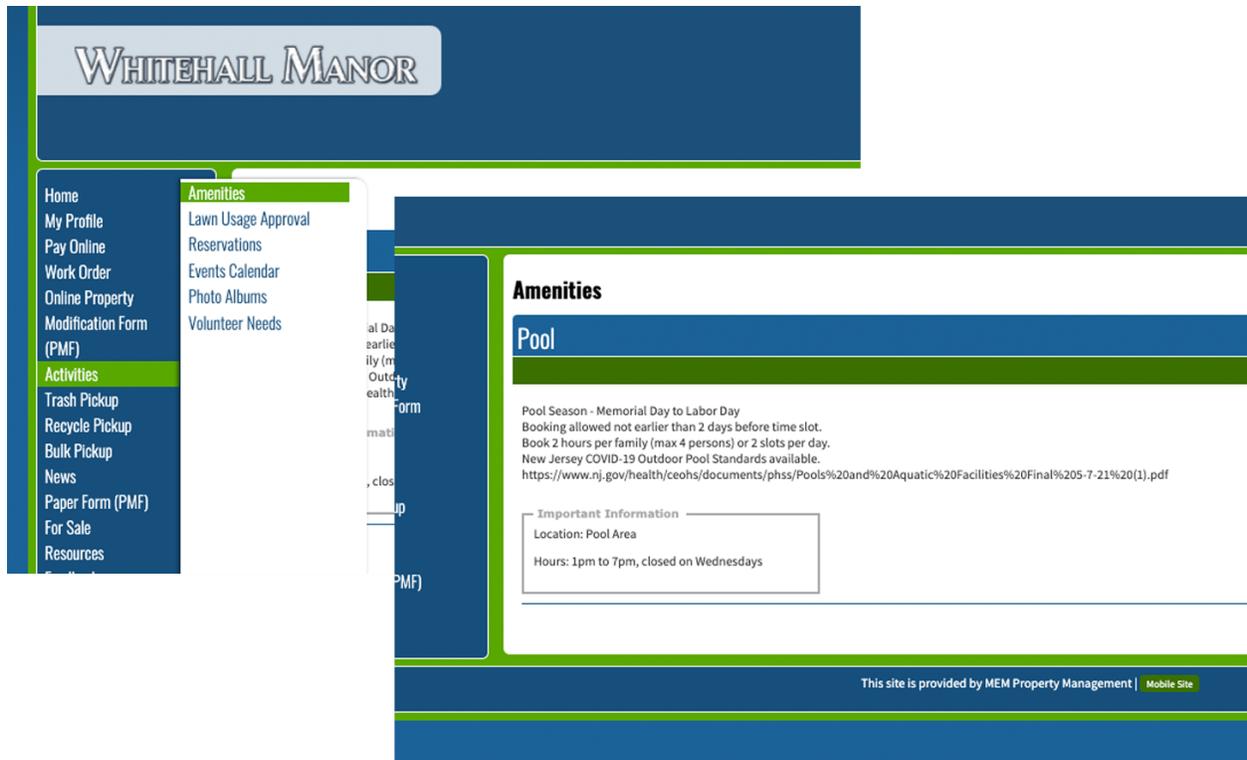
Pool Reservation Guide

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.



1. Log in to the Whitehall Manor website.



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

WHITEHALL MANOR

- 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

Welcome to our Community Board of Trustees, welcome to our community website! Feel free to explore the web site to improve communications within the community and allow residents to pay their maintenance fee check should be payable to [Whitehall Manor](#) and refer to the Board Meeting Agenda for Monday, May 24 2021 in the agenda call details, click here for [Agenda link](#)

Reservation Results

Reservations	167
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3. Navigate to Activities -> Reservations to start the pool reservation process.

Online Reservations										
PREV	24	May	2021	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 Reservations](#)

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 Reservations										
PREV	25	May	2021	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 Reservations](#)

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 May 2021 (Tuesday)
Start Time:	2:00:00 PM
End Time:	3:00:00 PM
Description:	Required
Number of Attendees:	

Save Reservation

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.