

Cabana Rec & Lap Swim Reservation and Check-in Procedures

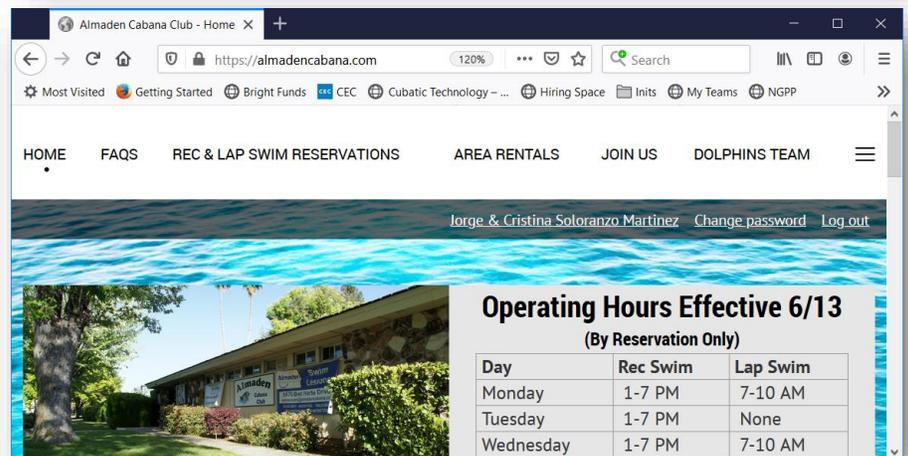
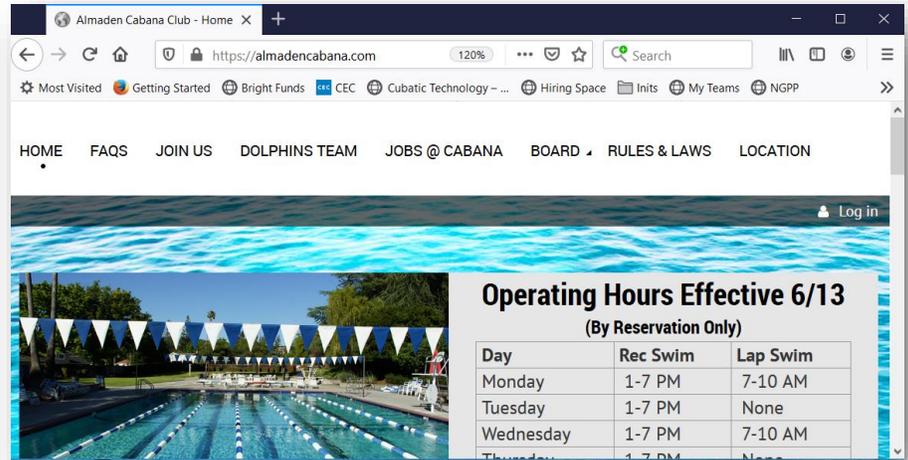
We are going to leverage our cloud-based member management platform, Wild Apricot (WA) to manage Lap and Recreational Swim reservations. You can make your reservations using any web browser or the WA mobile app (available for Apple iOS and Android devices). REMINDER: No guests are allowed.

Web Browser Reservation

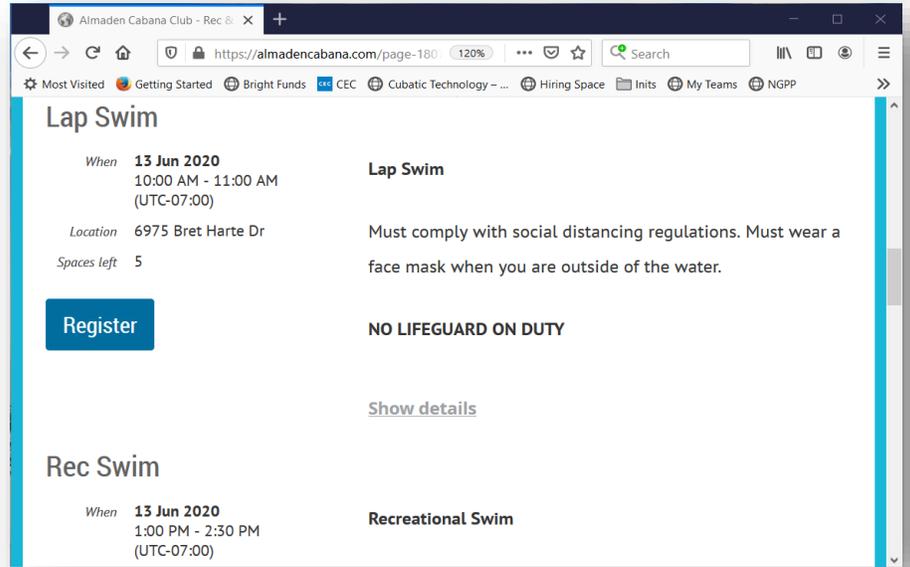
Go to almadencabana.com and log in using your WA member account primary email and password.

Your account (i.e. member dues) will need to be in good standing in order to log in. Once you're logged in, you will see new tabs appear that are member only sites. One of them is the **Rec & Lap Swim Reservations** tab.

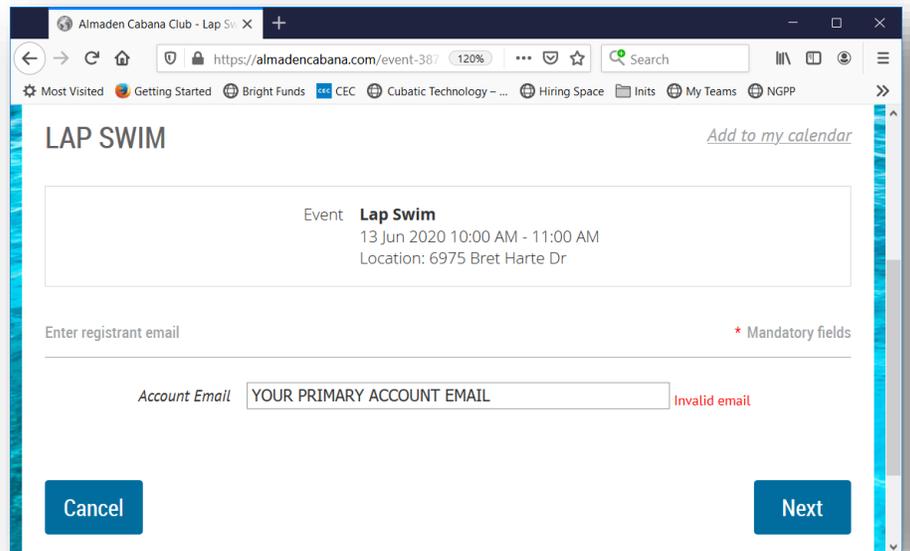
Click on the **Rec & Lap Swim Reservations** tab to take you to the reservation list/calendar. There you will see a list (or calendar view) of Lap Swim and Rec Swim registrations.



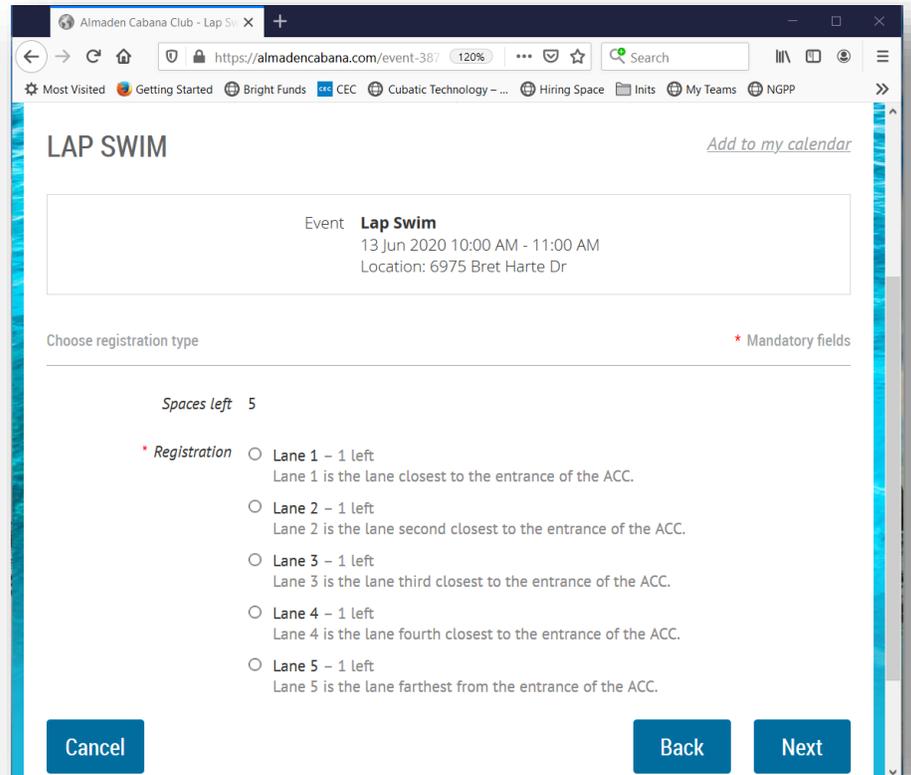
The list view will display the registrations in chronological order. Select the type, day, and hour you are interested in by clicking on that items **Register** link. At the next screen, enter your primary account email and click on Next.



Enter your WA member account primary email if it's not auto populated.



Select the Lane (for lap swimming) or zone (for recreational swimming) of your choice.



The screenshot shows a web browser window with the URL <https://almadencabana.com/event-387>. The page title is "LAP SWIM" and it includes an "Add to my calendar" link. The event details are: Event: **Lap Swim**, Date: 13 Jun 2020 10:00 AM - 11:00 AM, Location: 6975 Bret Harte Dr. Below the event details, there is a section for "Choose registration type" with a note that asterisks indicate mandatory fields. It shows "Spaces left: 5" and a "Registration" section with five radio button options for lanes, each with a description of its proximity to the ACC entrance. At the bottom, there are "Cancel", "Back", and "Next" buttons.

LAP SWIM [Add to my calendar](#)

Event: **Lap Swim**
13 Jun 2020 10:00 AM - 11:00 AM
Location: 6975 Bret Harte Dr

Choose registration type * Mandatory fields

Spaces left 5

* *Registration*

- Lane 1** – 1 left
Lane 1 is the lane closest to the entrance of the ACC.
- Lane 2** – 1 left
Lane 2 is the lane second closest to the entrance of the ACC.
- Lane 3** – 1 left
Lane 3 is the lane third closest to the entrance of the ACC.
- Lane 4** – 1 left
Lane 4 is the lane fourth closest to the entrance of the ACC.
- Lane 5** – 1 left
Lane 5 is the lane farthest from the entrance of the ACC.

Verify your personal information and answer the health screening self-declaration required set of questions.

If you answer **Yes** to any of the questions, you **MUST NOT** click on Next. **Please click on Cancel** as you are not allowed to register and be present at the Cabana.

If you answer **No** to all questions, then proceed by clicking on **Next**.

The screenshot shows a web browser window with the URL <https://almadencabana.com/event-387>. The page contains a health screening questionnaire with six questions, each with 'Yes' and 'No' radio button options. The questions are:

- * Have you returned from a trip outside of the USA in the last 14 days?
- * Have you been/are you in contact (close association not via phone or other) with someone that has tr
- * Do you have any flu like symptoms (fever, cough, ache, sinus congestion)?
- * Have you been/are you in contact (close association not via phone or other) with someone that has an
- * Have you been sick in the past 14 days ?
- * Have you been/are you in contact (close association not via phone or other) with someone that has be

At the bottom of the form, there are three buttons: 'Cancel', 'Back', and 'Next'.

Review your selection (type, day, time) and finalize your registration by clicking on **Confirm**.

A screen will appear noting a successful registration. Separately, you will soon receive an email with your reservation/ registration details along with a QR code you can use to check-in at the club.

The screenshot shows the 'Review and confirm' screen for a 'LAP SWIM' event. The page title is 'LAP SWIM' with a link to 'Add to my calendar'. The event details are as follows:

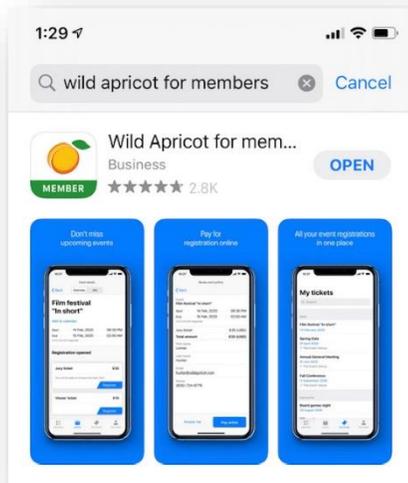
Event	Lap Swim
	13 Jun 2020 10:00 AM - 11:00 AM
	Location: 6975 Bret Harte Dr
Registration type	Lane 2

At the bottom of the screen, there are three buttons: 'Cancel', 'Back', and 'Confirm'.

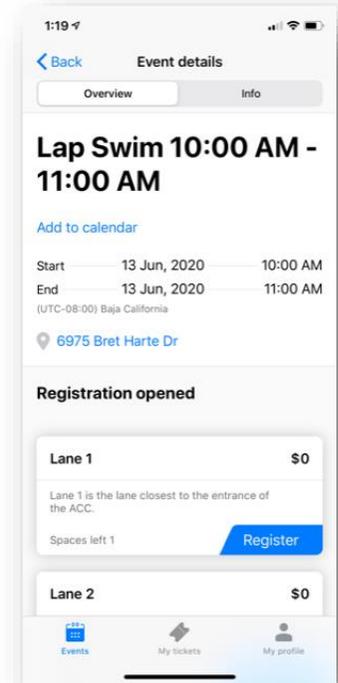
Mobile App Reservation

If you don't have the WA mobile app, download Wild Apricot for Members to your mobile device.

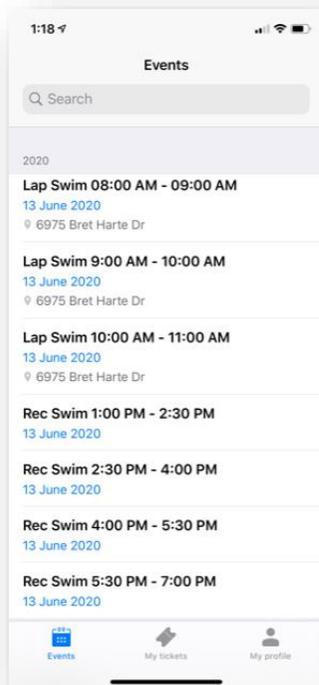
Once installed, log into the app using your WA member account primary email and password.



Select the Lane (for lap swimming) or Zone (for recreational swimming) of your choice.



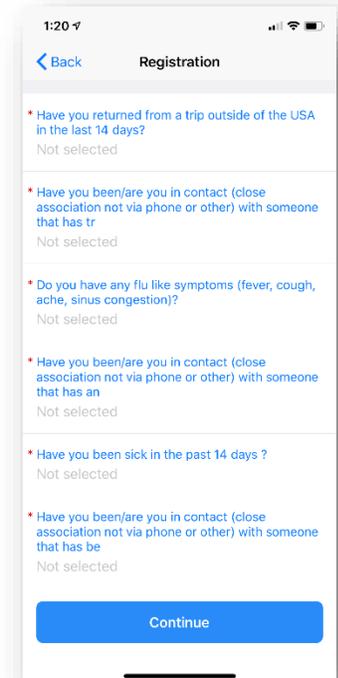
Once logged in, go to the **Events** tab and select the registration event of interest.



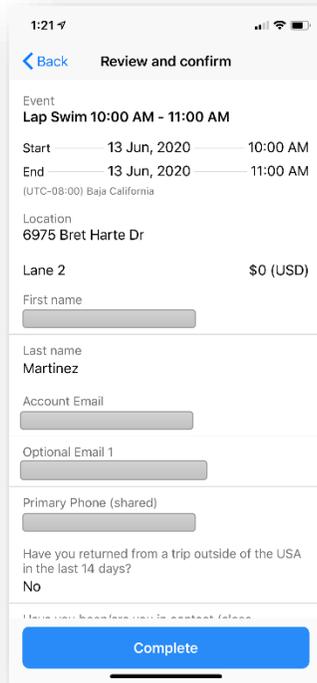
Verify your personal information and answer the county required set of questions.

If you answer **Yes** to any of the questions, you **MUST NOT** click on **Continue**. **Please click on Back** and exit the app. You are not allowed to register and be present at the Cabana.

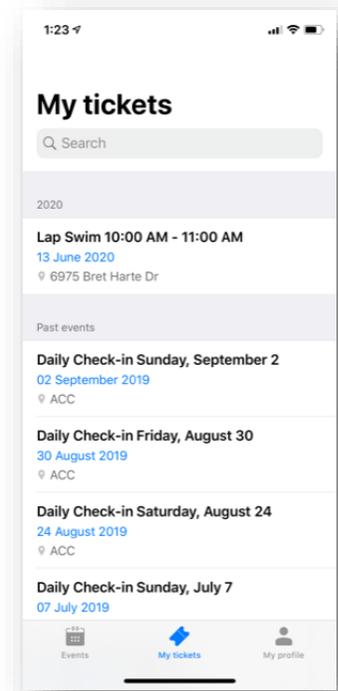
If you answer **No** to all questions, then proceed by pressing on **Continue**.



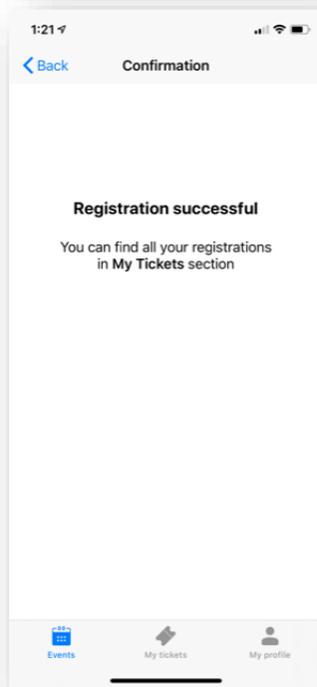
Review your selection (event, day, time) and finalize your registration by pressing on **Complete**.



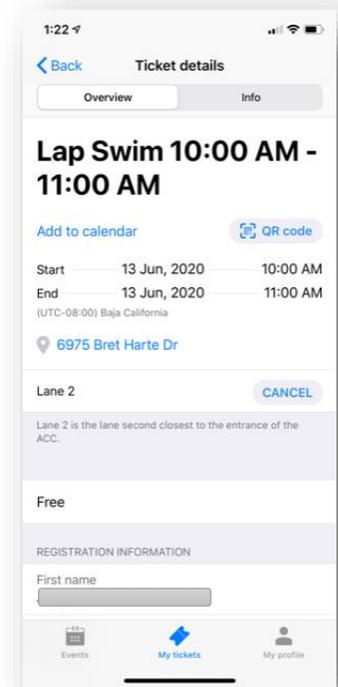
Once at the My tickets screen, select the registration event you plan to attend/are attending.



A screen will appear noting a successful registration.



You can find your reservation details here and use this screen or the QR code to check-in at the club.



When you are ready to go to the cabana, you can access your registration by clicking on **My tickets** tab at the bottom of the screen.

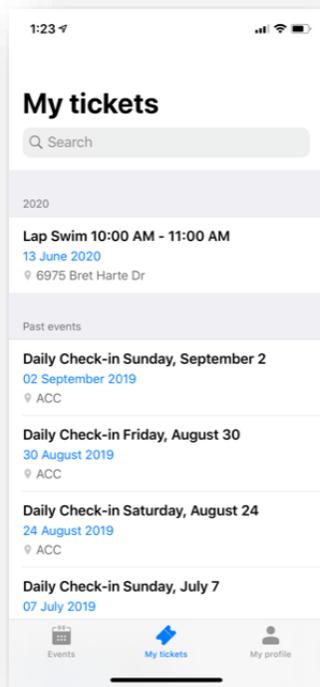
Club Check-in

When your reservation day/time has come, please arrive to the cabana 10 minutes early and bring a mobile device. Please be sure to have and wear a mask for each member of your family. Line up at the designated sidewalk area and maintain a 6ft social distance.

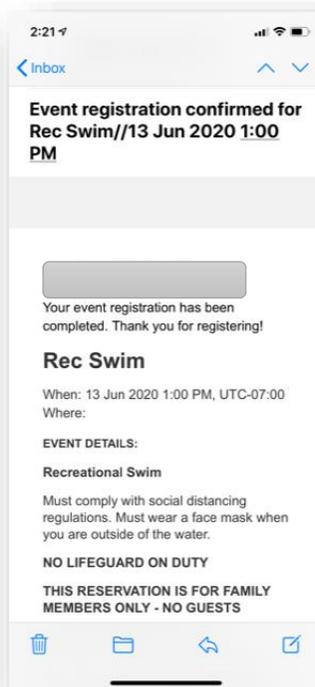
You will need to verbally answer the health screening self-declaration questions again before entering the club. Be sure to speak for yourself and your family unit.

Then present your registration confirmation when you approach the front gate via the following options:

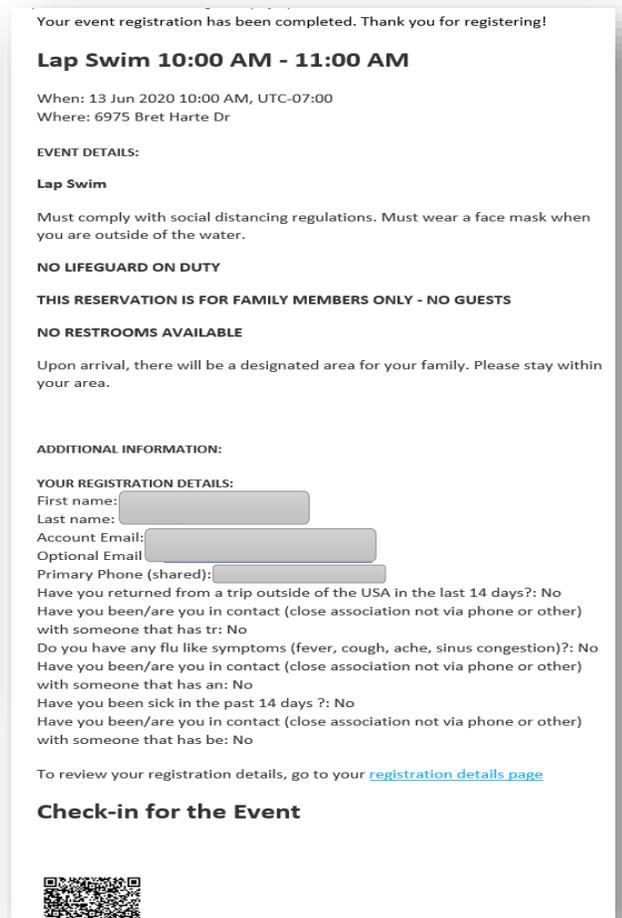
1. Your WA app My ticket screen details or QR code
2. Your mobile device email screen showing your registration confirmation email
3. A printout of your confirmation email (includes QR code)



1



2



3