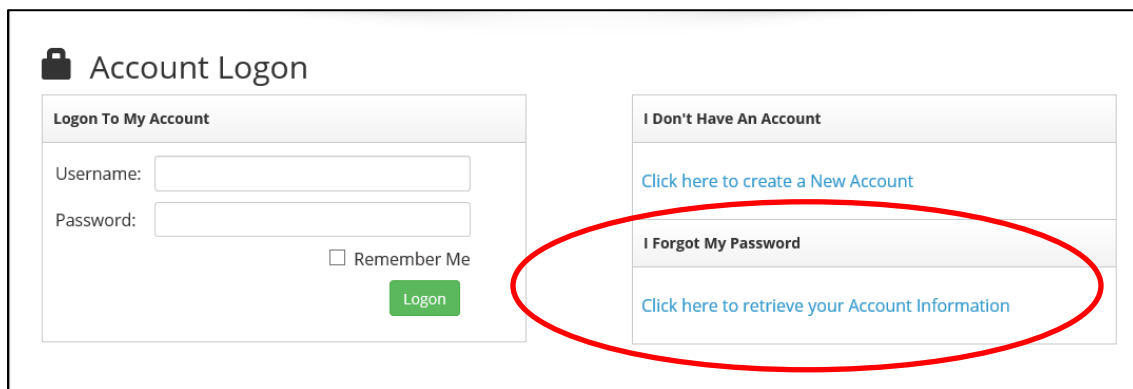


How to Book a Client Time Slot Reservation Online

With limitations on how many participants are able to utilize the facility at the same time clients will now have to book their workout time slots prior to coming in for their workout.

Steps:

- 1) Set up your account using the document "How to Create a Book King Account"
- 2) Once you have your account visit our online registration platform
 - <https://bkk.cfmws.com/greenwoodpub/account>
- 3) Login in to your account using the email and password you set up.
 - If you forgot your password you can utilize the "I forgot my password" option on the right side of the screen



Account Logon

Logon To My Account

Username:

Password:

☐ Remember Me

Logon

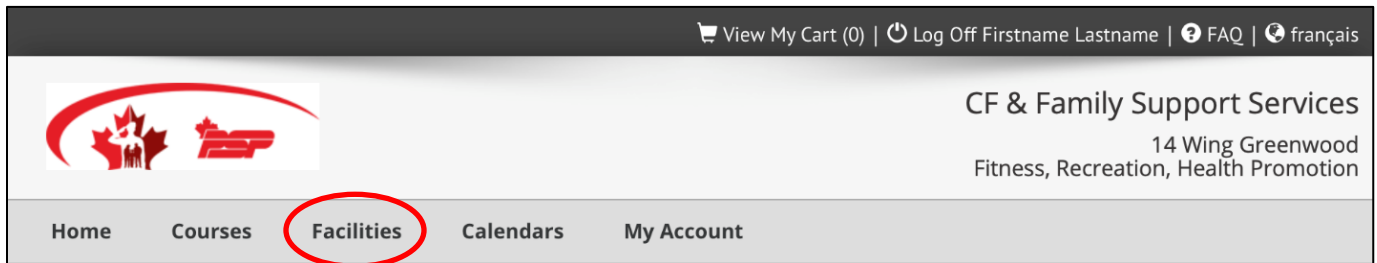
I Don't Have An Account

[Click here to create a New Account](#)

I Forgot My Password

[Click here to retrieve your Account Information](#)

- 4) Once Logged In, Navigate to the "Facilities" tab at the top of the page



- 5) The Facilities Main page will provide guidance and expectations for clients prior to you visit so please take the time to read the information.
- 6) Click on Request/Book Facilities



7) If you see this image your account is set-up properly and you can move on to Step 8.

The screenshot shows the 'Book Facility' interface. On the left, under 'Select Search Type', 'Calendar' is selected. Under 'Select Activity Type Filter', 'All Activity Types' is selected. The 'Facility List (1 Selected)' shows 'Online Booking Fitness and Sports Centre (36)' with 'Adult Lane Swim (8)' selected, and 'Lane 1' is checked. On the right, a calendar for October 2020 is displayed. The calendar shows dates from 1 to 31. The date 1 is highlighted in red, and the date 2 is highlighted in blue. The title of the booking is 'Online Booking Fitness and Sports Centre - Adult Lane Swim - Lane 1'.

If you see the image below then you must contact the following individual to set up you membership type.

- Neiley Levy at **(902) 765-1494 ext. 5564**

The screenshot shows the 'Book Facility' interface with an error message. The 'Facility List (1 Selected)' shows 'ONLINE BOOKING NOT AVAILABLE FOR YOUR ORGANISATION (3)' with 'Contact Fitness & Sports Centre (3)' selected. Under 'Contact Fitness & Sports Centre (3)', 'alyssa.platt@forces.gc.ca' is checked. On the right, a calendar for October 2020 is displayed. The date 7 is highlighted in red. The error message reads: 'ONLINE BOOKING NOT AVAILABLE FOR YOUR ORGANISATION - Contact Fitness & Sports Centre - alyssa.platt@forces.gc.ca'.

8) Select the Activity you wish to Book

- From the drop down, select a time slot, or lane.
- Click on the calendar date you wish to book it for

- See Image below

The screenshot shows a web interface for booking a facility. On the left, under 'Facility List (1 Selected)', 'Adult Lane Swim (8)' is expanded, and 'Lane 1' is selected with a blue checkmark and circled in red. On the right, a calendar for October 2020 is displayed. The date '5' is circled in red. The calendar shows a grid of dates from Sunday to Saturday.

9) Once you have chosen your activity you will come to this screen (see image below)

- If it is available, click the box next to the date
- Then click “add selected” button at the bottom of the screen, move to step 10
- If it is unavailable click the “search again” button, and repeat step 8 but select a different slot

The screenshot shows the 'Facility Calendar Search: New Invoice' screen. The date 'Mon Oct 5, 2020' is circled in red. The time slot '01:30PM - 02:30PM' is shown as 'Available'. At the bottom, the 'Search Again' and 'Add Selected' buttons are circled in red. The screen also includes a 'View My Rules' button and a 'Current Local Time: 02:45PM (ADT)' footer.

10) The following screen is to double check if you booked the correct activity or time slot (see image below).

- If you are satisfied with your booking you can press “Finish” at the bottom of the screen.

- If you would like to book another day or another activity, click on “search again” button
 - You can then repeat the above steps to book another activity.
 - Please note some activities may be limited to one spot a week, and you can only book so far into the future (see image below).

Messages
Search
Summary

Pending Facility Bookings: Invoice #21589
Search Again

Online Booking Fitness and Sports Centre - Adult Lane Swim - Lane 1

☐ **Date:** Mon Oct 5, 2020 01:30PM - 02:30PM Pending Activation

Pending Service Bookings

There are no Pending Service Bookings to display...

Delete Selected Delete All Search Again Finish

Current Local Time: 02:46PM (ADT)

Messages
Search
Summary

Facility Calendar Search: New Invoice
Prev Day Next Day Search Again

Online Booking Fitness and Sports Centre - Adult Lane Swim - Lane 1
View My Rules

Oct 23, 2020 - Search All Day - All Slots

☐ **Date:** Fri Oct 23, 2020 01:30PM - 02:30PM **Future**

11) You're all set!

- At the bottom of the screen you can select “Actions” and email/print your confirmation.

Messages
Search
Summary

Creation Date: Thu Oct 1, 2020 **Invoice #:** 21589

PAYEE: [Firstname Lastname](#) ☐ CF **Total Amount Due:** \$0.00

Amount Paid: \$0.00 **Balance Due:** \$0.00

Client #: 16312 **CFOne #:** **Email:** **Phone 1:** **Phone 2:** **Status:** Firm

Event: Public Booking

Facility

Facility Name	Description	Date	Time	Price
Online Booking Fitness and Sports Centre - Adult Lane Swim - Lane 1				
No Charge - \$0.00				
		Mon Oct 5, 2020	01:30PM - 02:30PM	\$0.00 H
			Facility Subtotal:	\$0.00
			Total:	\$0.00

Transactions ☐ Hide Transactions On Printed Invoice

There are no transactions to display for this Invoice...