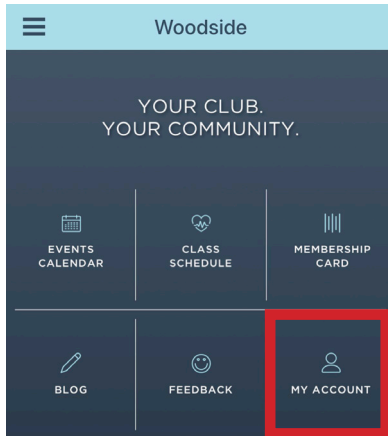


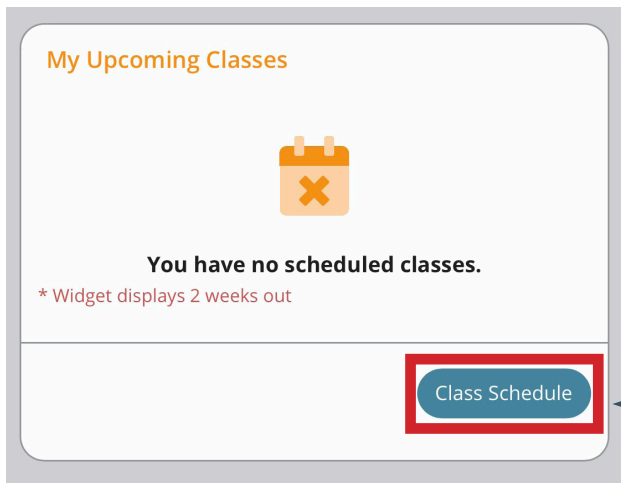
How to Sign Up for Pool Reservations

STEP 1: CLICK ON MY ACCOUNT

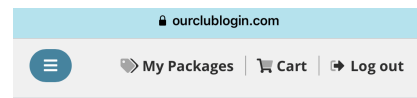
A screenshot of the Woodside login page. At the top, the 'WOODSIDE' logo is shown with the text 'Welcome to Empower M.E.' below it. The page contains two input fields: 'Username' and 'Password', both of which are highlighted with red borders. Below the password field is a checkbox labeled 'REMEMBER USERNAME'. At the bottom of the form is a dark blue button with a right-pointing arrow and the text 'Login'.

STEP 2:
ENTER YOUR
USERNAME AND
PASSWORD



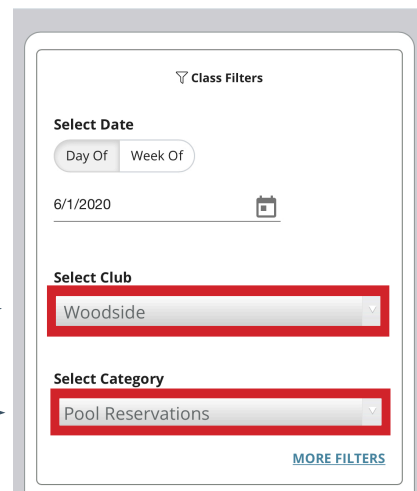


**STEP 3:
SCROLL DOWN
AND CLICK ON
CLASS SCHEDULE**



Select Classes

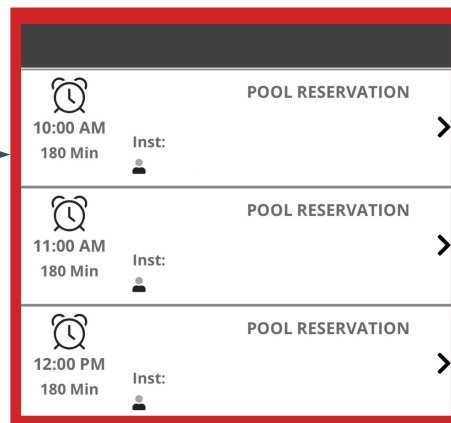
Dashboard / Select Classes



**STEP 4: UNDER
SELECT CLUB,
CHOOSE WOODSIDE**

**STEP 5: UNDER
SELECT CATEGORY,
CHOOSE POOL
RESERVATIONS**

**STEP 6: CHOOSE
THE TIME YOU
WOULD LIKE TO
RESERVE.**



STEP 7: CLICK ON SIGN UP

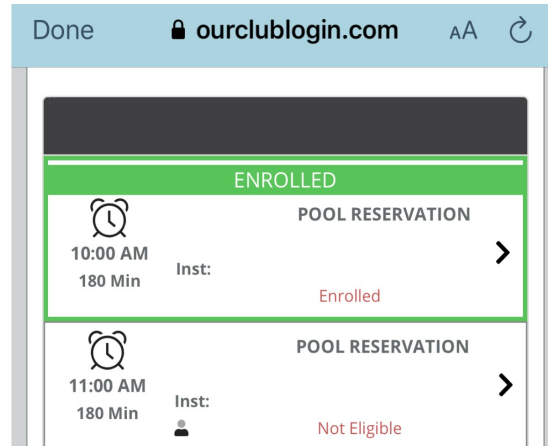
YOU WILL THEN RECEIVE
A MESSAGE STATING YOU
ARE ENROLLED OR ON
STANDBY

Pool Reservation ✕

Class Instructor:
Class Length: 180 min
Date:
Time: 10:00 AM

- CLASS DESCRIPTION -

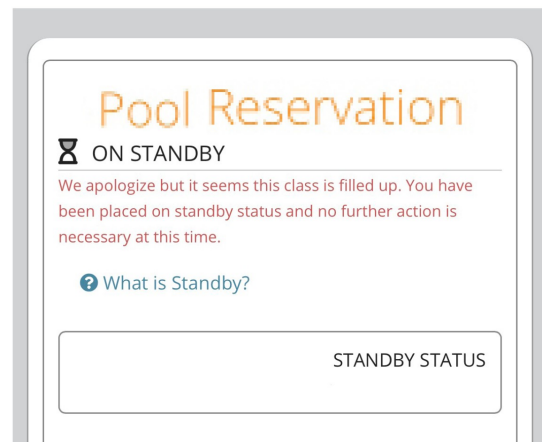
Reservations are for 3 hours. Members may not make reservations for multiple time slots on the same day - any double reservations will be removed. Please enter through the Pool House and see the Deck Host upon arrival. You must click "Sign Up" or if on the Mobile App, sign up on MyWoodside via the link below:
<https://www.ourclublogin.com/Account/Login/510398>



ENROLLED

Confirmation

Dashboard / Select Classes / Confirmation



STANDBY

STEP 8: CHECK YOUR EMAIL FOR VERIFICATION OF ENROLLMENT

Dear SMITH,

You have been successfully enrolled in the following class.

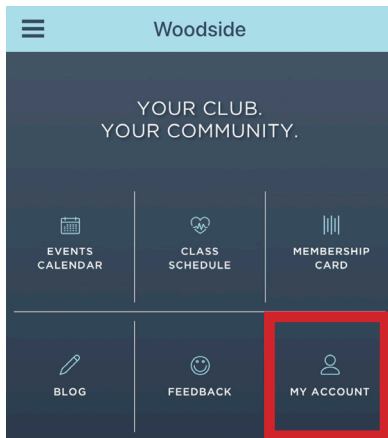
Instructor:
Location: Woodside
Class Name: Pool Reservation
Class Time: 10:00 AM
Class Duration: 180 minutes
Date Enrolled: 12:35 PM

Thank you,
Woodside

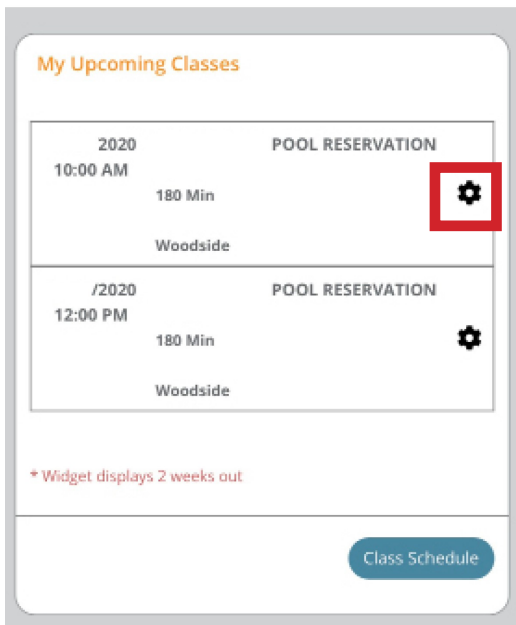
How to Unenroll a Pool Reservation

*DUE TO LIMITED SPACE, IF YOU CANNOT MAKE YOUR RESERVATION YOU ENROLLED FOR YOU **MUST** UNENROLL PRIOR TO THE START TIME. SHOULD YOU NOT UNENROLL YOU WILL BE MEMBER CHARGED A \$10 NO SHOW FEE.*

STEP 1: CLICK ON MY ACCOUNT

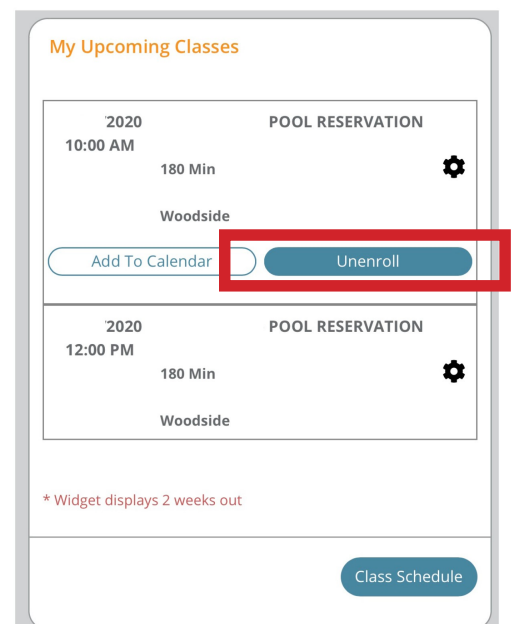
A screenshot of the Woodside login page. At the top, the Woodside logo and 'WOODSIDE' text are shown, followed by 'Welcome to Empower M.E.'. Below this, there are two input fields: 'Username' and 'Password'. Both fields are highlighted with red rectangular borders. Below the 'Password' field is a checkbox labeled 'REMEMBER USERNAME'. At the bottom, there is a dark blue button with a right-pointing arrow and the text 'Login'.

**STEP 2:
ENTER YOUR
USERNAME AND
PASSWORD**



**STEP 3:
SCROLL DOWN TO
UPCOMING
CLASSES THEN,
CLICK THE GEAR
NEXT TO POOL
RESERVATION.**

**STEP 4: CLICK UNENROLL.
YOU WILL RECEIVE AN
EMAIL CONFIRMING THAT
YOU HAVE UNENROLLED.**



Pool Reservations and Policies

FREE COURT

If you register for the class and are not able to make it. You need to unenroll through MyWoodside so the next member on the standby list can make it into the class. You can unenroll up to one hour prior to class. You may not unenroll within one hour of class as this does not give the member on standby enough notice to get to the class. If you do not unenroll and do not show up for class, you will be charged a \$5 no show fee.

If you are on the standby list and decide to show up to class, you may be turned away from the class if it is full. We do our best to keep to the 10:1 ratio. If someone does not show up and there is room, it is the tennis professional's discretion to have you stay.

\$5 CONVENIENCE COURT

This was designed to allow for early registration so a member could guarantee a spot into cardio class.

When there is a \$5 convenience court, the same unenroll policies apply as above for both courts. If a member that is on standby decides to show up for class to see if there is room and there is and the tennis professional decides to allow you to stay then you will be charged \$5.