# **Lane Reservation Process**

Boise State Campus Rec Aquatics Complex

#### **Reserve a Lane**

Reserve a lane in the Aquatics Complex in 30 minute increments. If you would like to swim for an hour, make sure to schedule two reservations back-to-back. **Reservations are** guaranteed for 10 minutes into the reservation time and then will be reopened for drop in users.

- 1. Log into the <u>Member Portal</u>.
- 2. From the home page, click the menu icon in the upper left corner.



3. Scroll down to Lane and Court Reservations.





4. Once on the reservations page, select Aquatics Reservations.

BOISE STATE UNIVER	R51TY	Search Programs	٩		RELSEYWING
Court I	Bookings				
Courts	Wednesday, 15 July, 2010			All Facilities -	
AL. 0	Slots	Multi Use Pool Lane 1	Multi Use Pool Lane 2	Multi Use Pool Lane 3	Multi Use Pool Lane
Reservation	1200 AM - 1200 AM				
Racquetball	1000 AM - 2000 AM				
	2100 AM - 3100 AM				
	300 AM - 400 AM				
	4:00 AM - 5:00 AM				
	500 AM - 600 AM				
	6100 AM - 7100 AM				
	7:00 AM - 8:00 AM				

5. Available times will have a clickable "Reserve" link; unavailable times due to other reservations will read "Busy" in blue. Select the 30 minute time block and lane you would like. Lane 1 is the lane on the north side of the Multipurpose Pool, nearest the concrete wall. Lane 6 is the lane on the south side of the Multipurpose Pool, nearest the Rec Pool. The Rec Pool lane is in the Rec Pool and, therefore, is warmer water.



14201030420.556.3					
Courts	Wednesday, 15 July, 2020			All Facilities -	E.
All	Slots	Multi Use Pool Lane 1	Multi Use Pool Lane 2	Multi Use Pool Lane 3	Multi Use Pool Lan
Aquatic Lane Reservation	6000 AM - 6130 AM	Reserve	Reserve	Reserve	Reserve
Racquetball	6130 AM - 7100 AM	Reserve	Reserve	Reserve	Beserve
	7300 AM - 7330 AM	Reserve	Reserve	Reserve	Reserve
	7:30 AM - 8:00 AM	Reserve	Reserve	Reserve	Reserve
	8200 AM - 8:30 AM	Reserve	Reserve	Reserve	Reserve
	8:30 AM - 3000 AM	Reserve	Reserve	Reserve	Reserve
	9000 AM - 9330 AM	Reserve	Reserve	Reserve	Reserve
	9530 AM - 10000 AM	Kenerve	Reserve	Reserve	Reserve
	10000 AM - 10130 AM	Reserve	Reserve	Reserve	Reserve
	юсую АМ - 1100 АМ	Reserve	Reserve	Reserve	Reserve
	11200 AM - 11:30 AM	Reserve	Reserve	Reserve	Reserve
	11110 AM - 12100 PM	Reserve	Reserve	Reserve	Reserve

6. A pop up window will appear to "Reserve Now". Click the green button to finalize your reservation.

OIL VIEW	History bookmarks who	ow nep		••• ••	A A P Megan	IS AM Keisey winkler 🔍 🌚 🚍
		<b>26</b>	i mure boisestat	H.AQU	e –	0 0 0
4 4	Reservation Boloe State Uni.	Past Ledger - A 10 To	Casy of Fr21	WhenToWorks Home	Swiminara - Ca	Mail - Kolsey W Court Bookings
	B					
	BOISE STATE UNIVERSITY	New Book	ing			· · ·
1	Courts	Rinds			Capilities	
	All	Court:	Multi Use Pool Lane 1 (	Aquatic Lane Reservation	a)	Multi Use Pool Lane
	Amatic Lane Reservation	Starts:	Wed, Jul 15 2020 10000 A	M		Reserve
	Racquetball	Ends	Wed, Jul 15 2020 10:30 A	м		B
						Keserve
		Reserve No	~		and and	Reserve
		73			204	Reserve
e		8000 AM - 8000 M	Reserve	Reserve	Rocor	Reserve
1		8:30 AM - 9:00 AM	Kome	Reserve	Reserve	Reserve
		9200 AM - 9:30 AM	Reserve	Reserve	Reserve	Reserve
		9530 AM - 10000 AM	Reserve	Reserve	Reserve	Reserve
		10000 AM - 10:30 AM	Reserve	Reserve	Reserve	Reserve
		юдо АМ - поо АМ	Reserve	Reserve	Reserve	Reserve
		ною АМ - неро АМ	Reserve	Bestryc	Reserve	Reserve
		11:30 AM - 12:00 PM	Kentre	Kenere	Reserve	Reserve
		rzoo PM - rzejo PM	Busy	Busy	Busy	But

7. Your reserved time will now show in a gray box.



BOISE STATE UNIVER	SITY	Search Programs	e.		KELSEYV
Ali	Slots	Multi Use Pool Lane 1	Multi Use Pool Lane 2	Multi Use Pool Lane 3	Multi Use Pool Land
Aquatic Lane Reservation	6000 AM - 6130 AM	Reserve	Reserve	Reserve	Reserve
Recquetball	6:30 AM - 7:00 AM	Beserve	Reserve	Reserve	Reserve
	7200 AM - 7:30 AM	Reserve	Reserve	Reserve	Reserve
	7:30 AM - 8:00 AM	Reserve	Reserve	Reserve	Reserve
	8100 AM - 8130 AM	Reserve	Reserve	Reserve	Reserve
	8:30 AM - 9:00 AM	Reserve	Reserve	Reserve	Reserve
	9300 AM - 9330 AM	Reserve	Reserve	Reserve	Reserve
	9630 AM - 10000 AM	-	Reserve	Reserve	Reserve
	10:00 AM - 10:30 AM	Busy	Reserve	Reserve	Reserve
	10:30 AM - 11:00 AM		Reserve	Reserve	Reserve
	нхо АМ - нгзо АМ	Reserve	Reserve	Reserve	Reserve
	1130 AM - 1200 PM	Reserve	Reserve	Reserve	Reserve
	12100 PM - 12130 PM	Busy	Busy	Busy	Busy
	tano PM - Doo PM	Busy	Busy	Busy	Bury

8. Repeat steps 5 and 6 to reserve additional 30 minute time blocks.

## **View Your Bookings**

Take a look in your profile to see what upcoming reservations you have booked.

1.	From any screen in the	Member Portal,	click on your r	name in the upper	right corner.
----	------------------------	----------------	-----------------	-------------------	---------------

BOISE STATE UNIVER	51TY	and a state of the grant of			- RELBERY
Alt	Slots	Multi Use Pool Lane 1	Multi Use Pool Lane 2	Multi Use Pool Lane 3	Multi Use Pool Lan
Aquatic Lane Reservation	6000 AM - 630 AM	Reserve	Reserve	Reserve	Reserve
Racquetball	6:30 AM - 7:00 AM	Reserve	Reserve	Reserve	Reserve
	7300 AM - 7:30 AM	Reserve	Reserve	Reserve	Reserve
	7:30 AM - 8:00 AM	Reserve	Reserve	Reserve	Reserve
	800 AM - 8:30 AM	Reserve	Reserve	Reserve	Reserve
	8:30 AM - 9:00 AM	Reserve	Reserve	Reserve	Reserve
	9000 AM - 9130 AM	Reserve	Reserve	Reserve	Reserve
	9530 AM - 10000 AM	Reserve	Reserve	Reserve	Reserve
	10:00 AM - 10:30 AM	Busy	Reserve	Reserve	Reserve
	10:30 AM - 11:00 AM	Reserve	Reserve	Reserve	Reserve
	1100 AM - 1130 AM	Reserve	Reserve	Reserve	Reserve
	11730 AM - 12000 PM	Reserve	Reserve	Reserve	Reserve
	12100 PM - 12130 PM	Busy	Busy	Busy	Busy
	1230 PM - 1000 PM	Busy	Busy	Busy	Busy

2. From the drop down menu, select "Profile".



Alt	d.		ALLER D. LL		Log Off
Aquatic Lane	Slots	Multi Use Pool Lane i	Multi Use Pool Lane 2	Multi Use Pool L	Edit Custom Content
Reservation	6000 AM - 6130 AM	Reserve	Reserve	Rentwe	Edit Login Page
Recquetball	6:30 AM - 7:00 AM	Reserve	Reserve	Reserve	Content Language to Edit EN FR
	7300 AM - 7330 AM	Reserve	Reserve	Reserve	Reserve
	7:30 AM - 8:00 AM	Reserve	Reserve	Reserve	Reserve
	8x00 AM - 8:30 AM	Reserve	Reserve	Reserve	Reserve
	8:30 AM - 5000 AM	Reserve	Reserve	Reserve	Reserve
	9300 AM - 9330 AM	Reserve	Reserve	Reserve	Reserve
	9530 AM - 10:00 AM	Reserve	Reserve	Reserve	Reserve
	10:00 AM - 10:30 AM	Busy	Reserve	Reserve	Reserve
	10130 AM - 11100 AM	Reserve	Reserve	Reserve	Reserve
	11200 AM - 1130 AM	Reserve	Reserve	Reserve	Reserve
	шуо АМ - газоо РМ	Reserve	Reserve	Reserve	Reserve

3. On the left menu, select "Court Bookings".



	2010 - 1 - C	
rograms O tenderships O paperent O quiprent O solities O	Photo	
tulti-Vint Passes 0 inder History 0 owel Services 0 woices 0	Personal Information E-mail Optin Submit Opt In Changes	

4. There are all of your upcoming reservations!



BOISE STATE UNI	VERSITY		Search Programs	٩		KELSEYWINKLEI
View	Acc	ount				
	For:	Kelsey Winkler				•
Personal Information	e	ourt Bookings				
Programs	O Bo	okings (1) Partners (0	1			
Memberships	0					
Lockers	0 0	ourt	Facility	starts	Ends	
Equipment	A	guatic Lane Reservation	Multi Use Pool Lane 1	Wed, 3ul 15 2020 10:00 AM	Wed, Jul 15 2020 10:30 AM	Cancel
Court Bookings	0					
Model Minis Broom	~					
Order History	õ					
Towel Services	0					
	-					

#### **To Cancel Your Reservations**

If you no longer need your reservations or your plans have changed, just cancel your bookings!

1. Navigate to the Court Bookings page in your Profile.



BOISE STATE U	NIVERSIT	Y	Search Programs	٩		KELSEYWINKLE
View	Ac	count				
	F	Or: Kelsey Winkler				•
Personal Information		Court Bookings				
Programs	0	Bookings (1) Partners (0)				
Memberships	0					
Lockers	0	Court	Facility	Starts	Ends	
Equipment	0	Aduatic Lane Reservation	Multi Use Pool Lane 1	Wed 2ul 15 2020 10:00 AM	Wed. Jul 15 2020 10:30 AM	Cancel
Court Bookings	0					And the Contraction of the
Facilities	0					
Muhi-Visit Passes	0					
Order History	0					
	0					
Towel Services						

2. Click the blue "Cancel" button for the bookings you no longer need.

View	A	cou	nt				
	F	For:	hey Wiekler				•]
Personal Information		Court Bo	okings				
Programs	0	Bookings (1)	Partners (0				
Memberships	0						
Lockern	0	Court		Facility	Starts	Ends	
Equipment	0	Annual a Lana	Description	Marchi Share Press Lance 1	Hand but IF 2020 Socio AM		Canond
Court Bookings	0	Addition Carrie	Repervation	Multi Use Pool Larie I	Wed, Jul 15 2020 10:00 XM	WHO, JUI & 2020 10:50 AM	Cander
Facilities	0						
Multi-Visit Passes	0						
Order History	0						
Towel Services	0						
Invoices	0						

3. A pop up window will ask if you are sure you want to cancel. Select the yellow "Remove Booking" to continue with the cancellation.



		10 <b>1</b> 10	100000			
Burrator Boa	e State Uni	Par Leagur - A., TODO,		Harte Harte	Seitrinurs - Ca Mail - Kone	KELSEYWINK
BOISE STATE UN	IVERSITY	Your Court Boo	king will be removed. Te	proceed click Remove.		
View	Ac	ca				
				Close Remove B	ooking	
	Fo	or:				
Personal Information	Fo	or: Court Bookings				•
Personal Information Programs	Fo	Court Bookings				*
Personal Information Programs Memberships	Fo	Court Bookings Boskings () Pertners ()		_		•
Personal Information Program Membrohips Lockess	Fo	Dr: Court Bookings Bookings (S) Partners (C) Court	Facility	Starts	Ends	•
Personal Information Programs Memberships Lockers Equipment	Fo	Dr: Court Bookings Rookings () Partners () Court Aquasic Lane Reservation	Pacility Multi-Une Pool Lane I	Starts West Dat 15 2020 YORD AM	Ends Wed Jul 15 2020 10:00 AM	Cancel
Personal Inferenceion Programs Memberships Lockers Espaigneen Court Bookings	Fo	Dr: Court Bookings Rookings () Partners () Court Aquatic Lane Reservation	Facility Multi Use Pool Lane 1	Starts Wed, Jul 15 2020 1000 AM	Ends West Jul 15 2020 10:30 AM	Cancel
Personal Information Programs Memberships Leakers Equipment Court Bookings Facilities	Fo	Dr: Court Bookings Rookings () Parmers () Court Aquatic Lane Reservation	Facility Multi Use Pool Lane 1	Starts West, Jul 15 2020 3000 AM	Ends Weed, Jul 15, 2000 10:30 AM	2 Cancel
Personal Information Programs Meerkerships Lockers Epsigneers Court Bookings Facilities Multi-Valle Passex Coder Universit	F0	DT: Court Bookings Bookings () Partners () Court Aquasic Lane Reservation	Facility Multi Une Pool Lans 1	Starts Weed, Jul 15 2020 1000 AM	Ends Wed 241 (5 2020 10:00 AM	2 Cansel
Personal Information Programs Memberships Lockers Equipment Court Rookings Facilitie Multi-Visit Parent Order History	Fo	DT: Court Bookings Rookings () Plathes () Court Aquatic Lane Reservation	Pacify Multi Une Pool Lane 1	Starts West, Jul 15 2020 Yoldo AM	Ends Wed, Jul 15 2020 10:30 AM	2 Cancel

4. Once you remove the booking, your Court Bookings page will refresh to the most up-to-date bookings.

	F	For:	Jehey Winkler	;
Personal Information		Court B	ookings	
Programs Memberships	0	Bookings (0	Partners (0)	
Locken Equipment Court Bookings Facilities Multi-Voir Pauses Order History Towel Services Invoices	0000000000	No Court	Bookings Found	
OISE STATE UNIV	EBSITY	+1 (208	424-333 1515 University Online Bolson ID 83725	

## For questions, please reach out to <u>aquatics@boisestate.edu</u>.

