

## **RESERVATION SYSTEM FOR VFC 2020 SEASON**

Your volunteer VFC Board of Directors has put in hundreds of manhours in the last 3+ months to get ready for this season.

We are very excited to announce that all licenses have been issued in compliance with the new state and IDPH guidelines, and **the pool is open JULY 1ST at 11AM** for our first reservation slots of the season.

Please read the below very carefully. The VFC does not have a technical support team and the instructions have been purposely written to help you with all questions / reservations / login problems / username/password retrievals. If you experience trouble, please re-read and try again.

Further, by now, we've all formed an opinion or risk tolerance for COVID-19 and it's fair to say the viewpoints across our membership vary greatly from ultra-conservative to those who are "over this" and living without taking any precautions.

Regardless of where you land on this spectrum, **we thank you for respecting the boundaries and guidelines we have put into place to provide a safe environment for all when you are on the VFC grounds this season.**

1. Click on this link to access our eSoft system : <https://bit.ly/38eBOTn>

All active/paid members this season have an activated username and password in this system.

If you do not remember your username, you can retrieve it by clicking "Forget your login?"

If you do not remember your password, or never set one up, click "Forget your password?"

2. With your username and password, log into eSoft. The first time you log in, you will have to answer a question about your interest regarding the pool (you will have to select one to continue on).

3. The next page will be our COVID-19 waiver. You are required to click "I agree" before you will be able to make a reservation.

4. When you get to the next screen, you will see that day's schedule and at the top, you will see an icon for "Sign up for Camp/Class."

Click that icon. Then, you will need to choose July to get to the reservations section.

5. You're now on the Reservations page. The top section of the page is for the Field/Lawn \*ONLY\* reservations. If you're looking for a pool reservation to swim, please scroll down to bottom of the page (you will see where it says "Pool").

6. Please select the date and time you'd like to make a reservation by clicking on "details." It is important to read the details before making your reservation, as it gives you information on the guidelines for using the field or the pool. It also includes the waiver again.

**REMINDER NOTE:** by making a reservation, you agree to the waiver and will assume all risks. After you read the information and are ready to place your reservation, click "Sign Up" on the bottom of the page.

7. This detail is important: you will have to make a reservation for *\*every member\** in your family. When you click "Sign Up", you will see a box asking you to select a family member. Pick your family member and click "Add to Cart." You'll have to click on "Sign Up" again to pick the next family member, and so on ... until everyone coming is in your cart.

*Please note that there is a "time-out" limit of 90 seconds.* The timer resets every time you add someone new to your cart. If you wait too long to register the next family member, it will drop the reservation and you will have to start over.

8. When you are finished, click on "View my cart & check out." Please follow the prompts until you are all checked out and registered. NOTE: you will not be charged anything, this is just the language of the system we are utilizing.

9. If you need to cancel or change your reservation, click on "Scheduling," go to "My Schedule" and then follow instructions to cancel your reservation. Do not worry about a refund (if mentioned), as there is no cost to make a reservation this season.