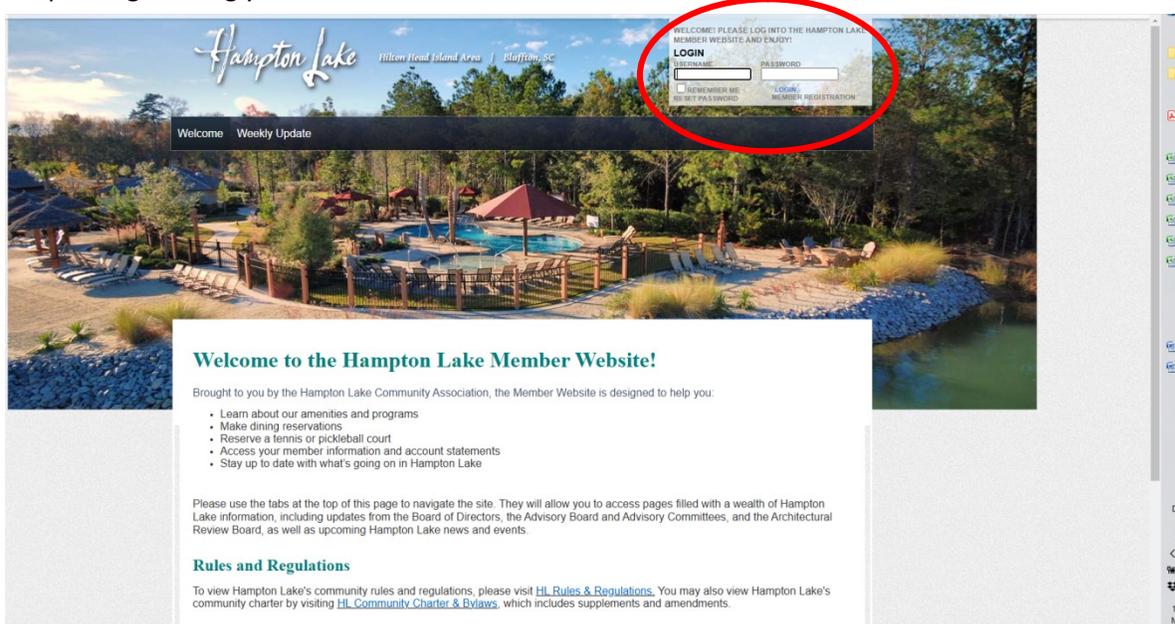


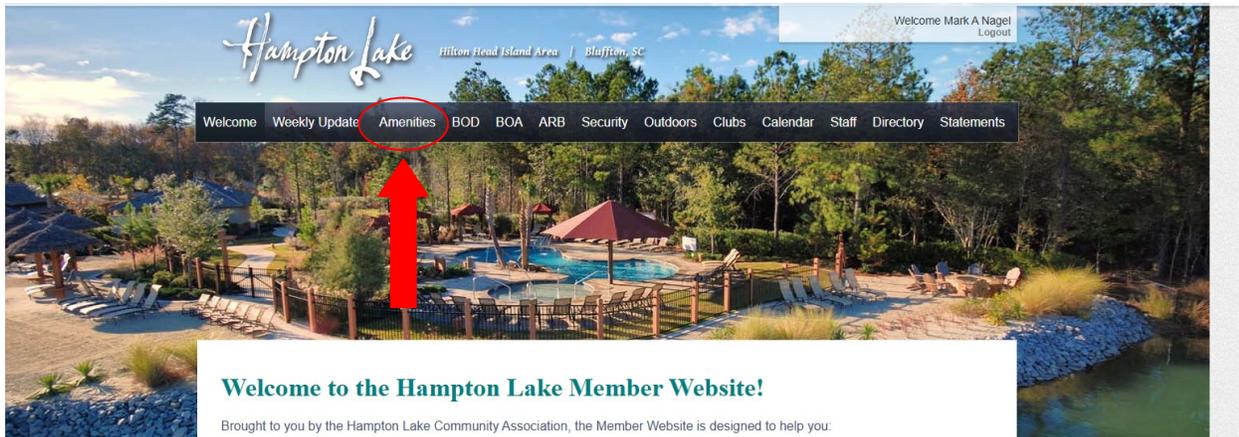
How to Check the Bocce Court Schedule & Make a Reservation

Step 1: Go to <https://www.myhamptonlake.com/Home.aspx>

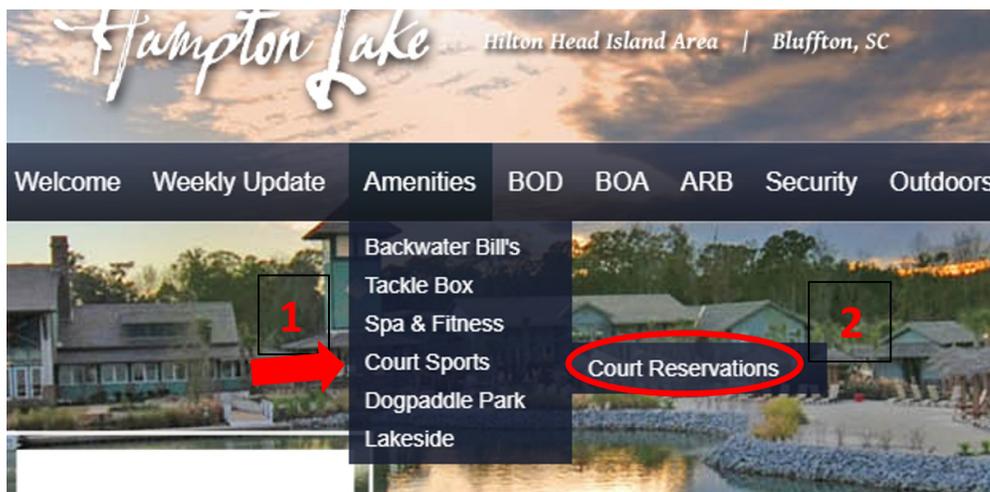
Step 2: Log in using your credentials



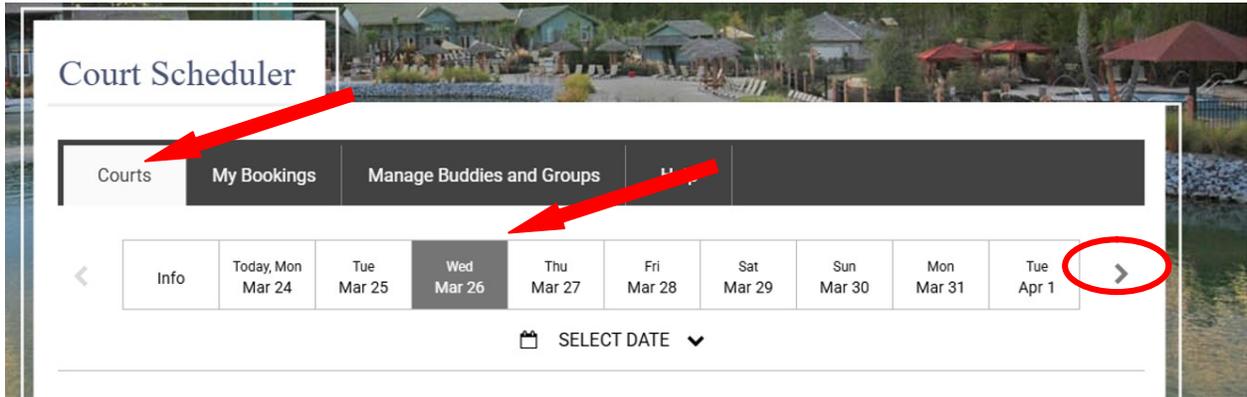
Step 3: Click on "Amenities" in the top menu



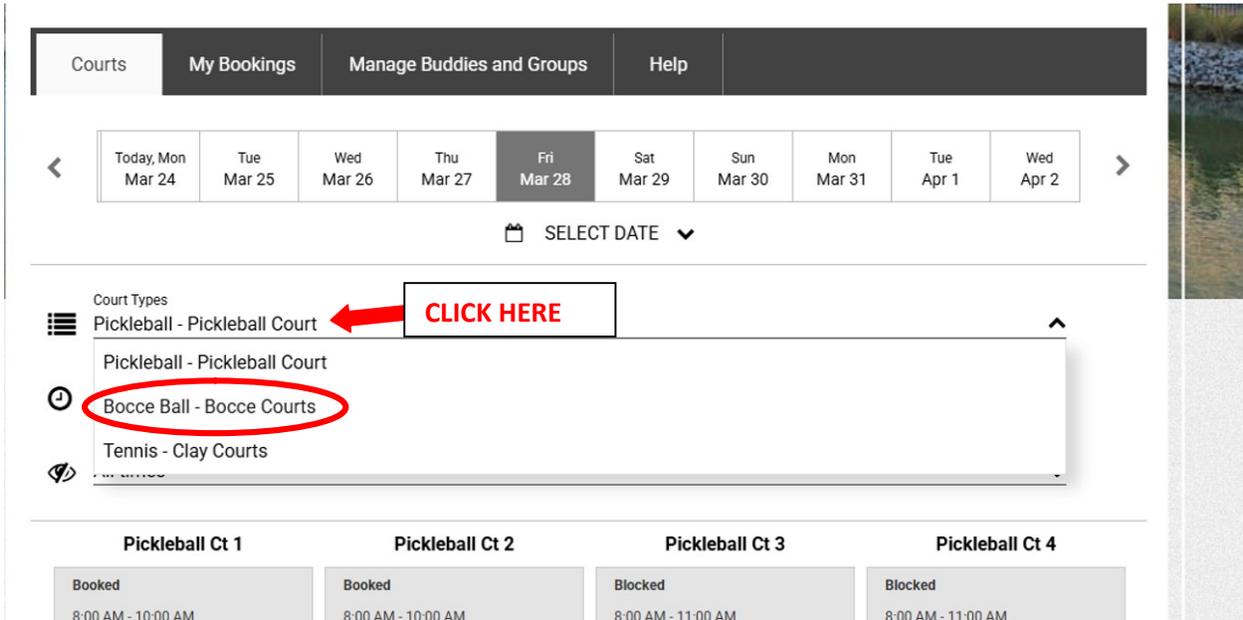
Step 4: **1** Move your cursor over "Court Sports" from the drop down menu & **2** select "Court Reservations" to the right when it pops out.



Step 5: Select “Courts” in the first header row & then select the date & day of week you wish to check the schedule in the second row. You can change the date by selecting the arrow to the right (or left) of the row indicated below with a circle.



Step 6: Click the Court type where indicated below with the arrow and then select “Bocce Ball – Bocce Courts”



Continue on next page....

Step 7: Shows the full schedule for the particular day you chose from the date row (see above for reference). You can change the date to view other days and times to see the schedule.

The screenshot displays the 'Court Scheduler' interface. At the top, there are navigation tabs: 'Courts', 'My Bookings', 'Manage Buddies and Groups', and 'Help'. Below these is a date selection row with buttons for 'Today, Mon Mar 24', 'Tue Mar 25', 'Wed Mar 26', 'Thu Mar 27', 'Fri Mar 28', 'Sat Mar 29', 'Sun Mar 30', 'Mon Mar 31', 'Tue Apr 1', and 'Wed Apr 2'. The 'Fri Mar 28' button is highlighted with a red circle. Below the date row is a 'SELECT DATE' dropdown menu. On the left side, there are filter options: 'Court Types' (set to 'Bocce Ball - Bocce Courts'), 'Booking Length' (set to '30 minutes'), and 'Times to Display' (set to 'All times'). The main area shows a schedule grid for two courts, 'Bocce Ball 1' and 'Bocce Ball 2'. Each court has a list of 30-minute slots from 8:00 AM to 3:00 PM. The 3:00 PM to 3:30 PM slot for both courts is marked as 'Blocked' with the reason '3:30 PM - 8:00 PM Spring League Match'. This blocked area is circled in red. The 8:00 PM to 8:30 PM slot is also visible at the bottom of the grid.

HOW TO BOOK A COURT RESERVATION USING THE HAMPTON LAKE COURT SCHEDULER

Step 8: Verify the following

Correct play date **NOTE:** you can only schedule a day that is no more than up to 6 days from the current date. For example, if today is Sunday, you can select any day up to Saturday of the coming week. More than 7 days out - Contact Kevin or Steph at Fitness Center Phone: (843) 836-7470 or Email: Kfelton@hamptonlakeclub.com, or slee@hamptonlakeclub.com.

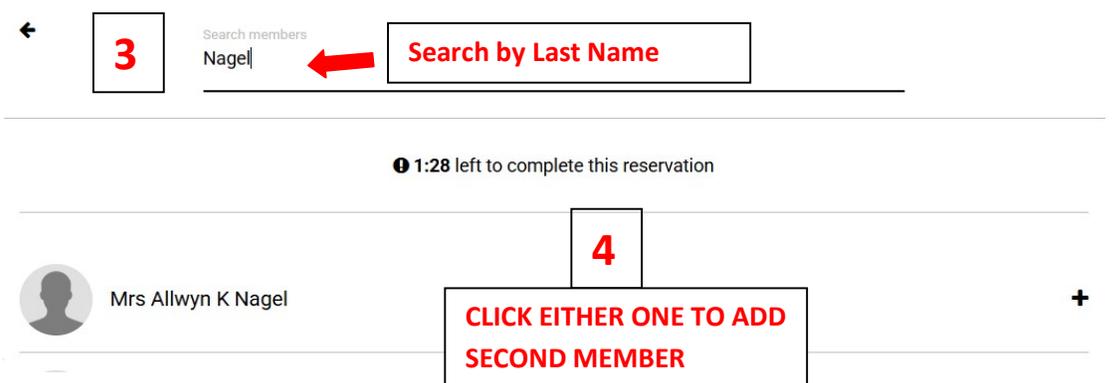
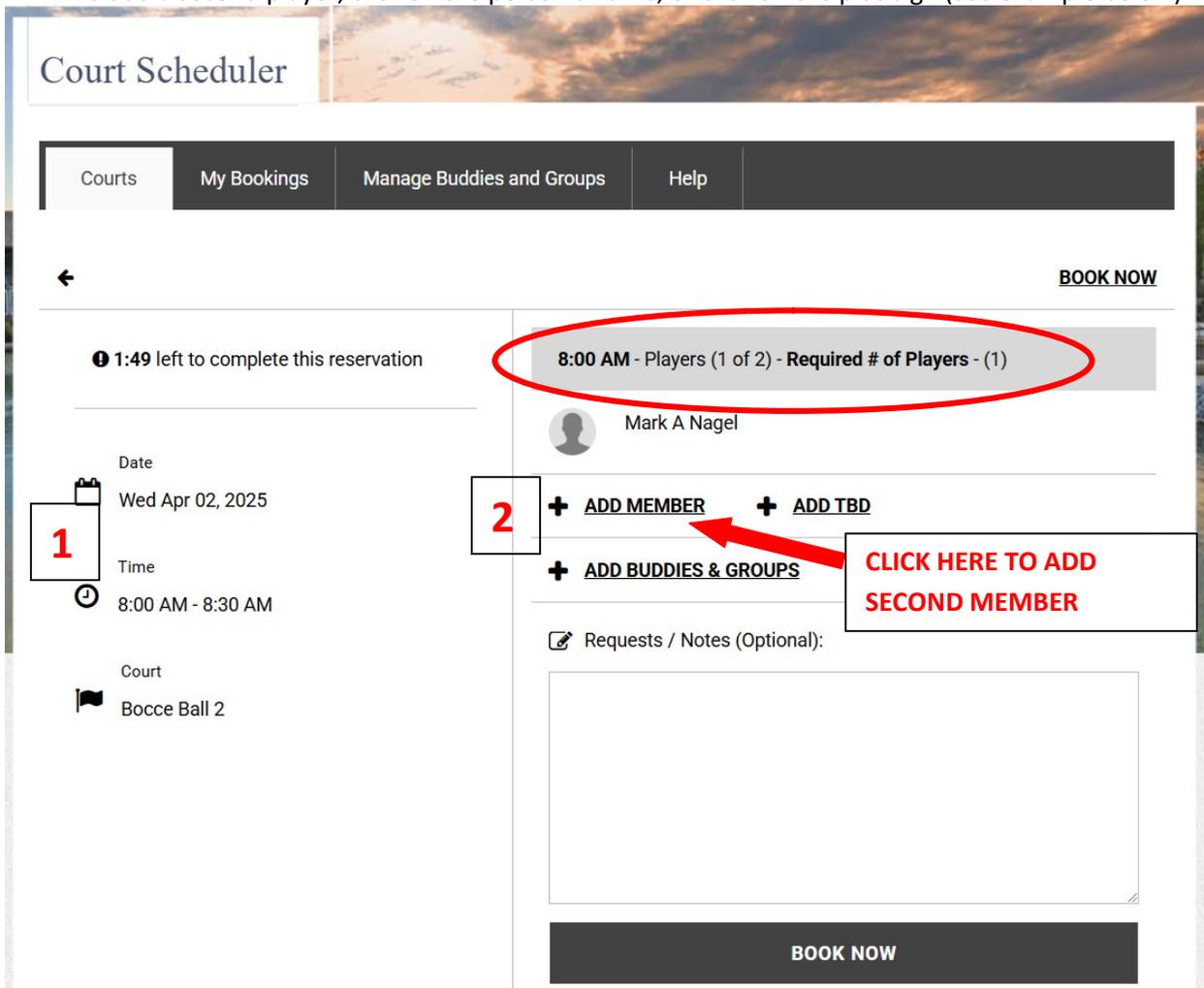
1. Selected the correct "Court Type" which is "Bocce Ball – Bocce Courts"
2. Choose "Booking Length". Minimum play time is 30 minutes (2 hours maximum).
3. Decide which court you want to play on, either "Bocce Ball 1" or "Bocce Ball 2".
4. Select time of day you want to Start your reservation by clicking on the time.

The screenshot shows the Hampton Lake Court Scheduler interface. At the top, there is a navigation bar with tabs for "Courts", "My Bookings", "Manage Buddies and Groups", and "Help". Below this is a date selection calendar for the month of April, with "Wed Apr 2" selected and highlighted by a red box labeled "1". Below the calendar is a "SELECT DATE" dropdown menu. Underneath, there are three filter sections: "Court Types" set to "Bocce Ball - Bocce Courts" (highlighted by a red box labeled "2"), "Booking Length" set to "30 minutes" (highlighted by a red box labeled "3"), and "Times to Display" set to "All times". Below these filters, there are two columns representing courts: "Bocce Ball 1" and "Bocce Ball 2". Each column contains a list of time slots from 8:00 AM to 10:00 AM. A red box labeled "4" is positioned between the two court columns. A red arrow points from the "8:30 AM" slot in the "Bocce Ball 2" column to a red box labeled "5" containing the text "CLICK HERE TO SELECT THIS TIME".

CONTINUED.....HOW TO BOOK A COURT RESERVATION USING THE HAMPTON LAKE COURT SCHEDULER

Step 9: Verify the following

1. Correct date, time & court. **NOTE:** you can only schedule a day that is no more than up to 6 days from the current date. For example, if today is Sunday, you can select any day up to Saturday of the coming week.
2. A minimum of 2 players are required to schedule a time, so select the “ + **ADD MEMBER** ” button
3. Search by last name for the second person. Could be a team member or Co-Captain. **NOTE:** The person must be in the HL “Directory” in order to add them to the reservation.
4. To add a second player, click on the person’s name, or click on the plus sign (see example below)



5. Once you have added the second Player to the reservation, select “BOOK NOW”.
6. You will see a confirmation screen appear showing that you have successfully booked your reservation. You should receive an email confirmation from the HL Court Schedule with the court reservation details.
7. If there is an error with the reservation, you can cancel it by hitting the “ X CANCEL BOOKING” button on the confirmation screen.

