User Guide

Watters Crossing Online Calendar

Effective July 1, 2012

Your new Watters Crossing Clubhouse Calendar is designed to automate the reservation process, simplify the steps, and minimize the time required, as well as to give you instant realtime access to the updated calendar.

When you select **Clubhouse / Clubhouse Calendar** from the WattersCrossing.com website, you will see a version of the calendar that looks like the one below:
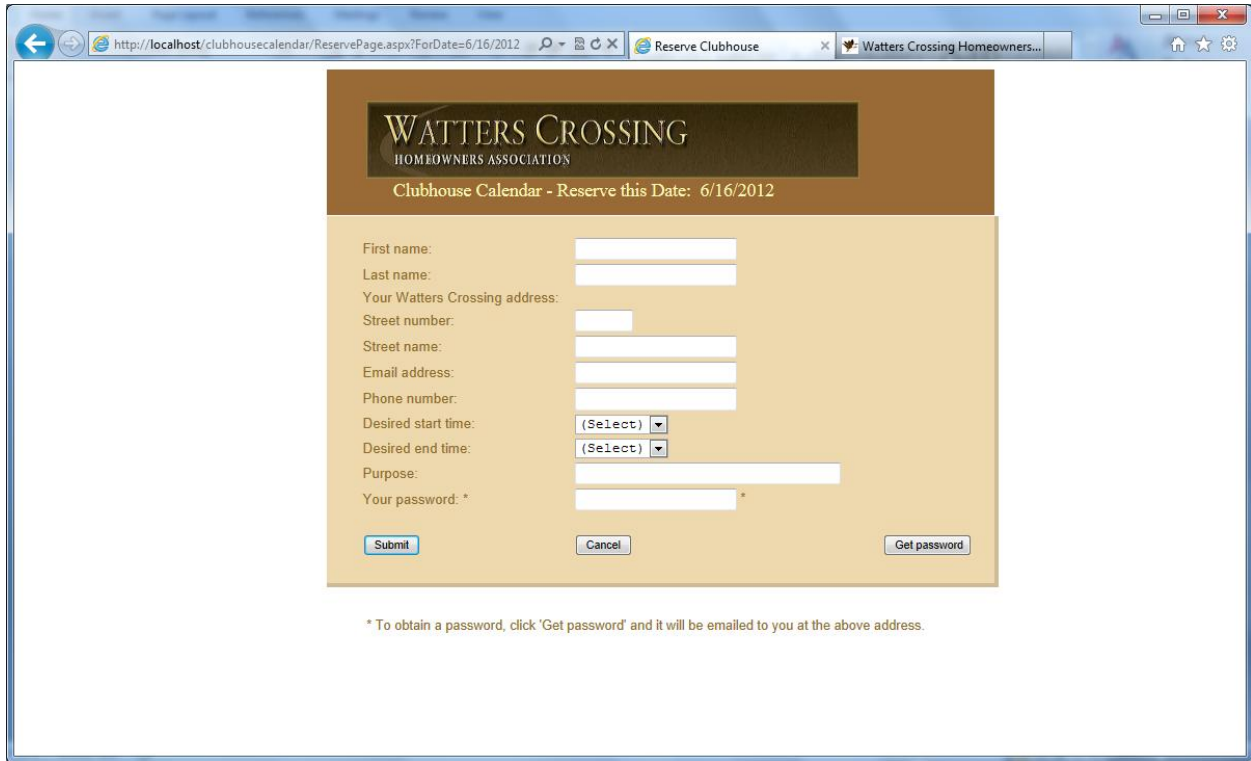

The first thing you will notice is that it defaults to the current month. To advance to the next month, click the right arrow in the heading area, on the same line as the month and year. And to navigate to a previous month, click the left arrow.

Days that are available contain the link "**Reserve me**" inside the cell. To start your reservation, point your mouse to the link ("hover" over it) and click. You will then be presented with the reservation form displayed below.

If the clubhouse is already booked for the day you want, you can examine the from-time and to-time hours for that reservation to decide if it conflicts with the time window you want. For example, if the existing reservation is for "6 – 10P", then the afternoon slot is still open for someone to reserve.

Here is the reservation form:

Notice in the heading area that the date you are about to request is displayed (after "Reserve this Date:"). If you site-check this date and realize that you accidentally selected the wrong date from the calendar, you may click the "**Cancel**" button and return to the calendar for a retry.

Fill out all of the fields in the form. Your **Last Name** must be the one that the Watters Crossing database has on file for your address. The **Street Name** should be the "base" name of the street (e.g., Bel Air, Hampton, Newport, etc.) without the suffix of "Dr", "Rd", etc. The exception to that rule involves the scenario of two streets with the same base name, but one also having the suffix "Ct" or "Court". In that case, a distinction must be made.

Select your desired start time and end time from the two dropdown lists.

The **Password** is required, and computer generated. You will of course not know your password the first time you request a reservation , so click the "**Get password**" button, which will cause the computer to send the password to your email address (that you entered above). In such case, leave the form open, check your email, copy down the password, and enter it into the form. (Then please record it in a permanent place for the next time.)

If you click the "**Get password**" button only to have the computer tell you that there is already a password assigned to your address, and furthermore you do not know that password, you will be able to click a "**Forgot password**" button, which will cause the Calendar program to email that password to the

email address that is already on file under that address (from the last time a reservation was made for it).

Once you have completed the form, click the "**Submit**" button. The Calendar program will check to make sure that your combination of last name and address match the information in its database of addresses. If accepted, you will be directed to a new page, which is the **Agreement to the Terms and Conditions of Rental.** You may scroll the text of the Agreement, and, after having read it, click the "**I Agree**" button, acknowledging that you are familiar with these Terms and Conditions and that you agree to be bound by them.

Your accepted reservation will then appear in the Calendar, as the combination of your last name and the start-end times. It will be in a gray-colored font (instead of black), indicating that it is tentative and not yet approved by the Clubhouse Coordinator. You should than furnish your deposit check to the Coordinator as soon as possible, so that she may then update your reservation as confirmed, at which time it will be displayed in a black font.

If you submit a request and the Calendar program displays an exception message at the bottom of the form that your requested time window overlaps an existing reservation, you must adjust your start and end times to define an available time window.

Changing a Reservation

You do not have the ability to change your reservation yourself. To change it, you must request to the Coordinator that the existing reservation be deleted, and you may subsequently make a new request.

If you have any questions about the use of the new Watters Crossing Online Calendar, contact the Clubhouse Coordinator for assistance.