

# How to Book a Client Time Slot Reservation

With limitations on how many participants are able to utilize the facility at the same time clients will now have to book their workout time slots prior to coming in for their workout.

Options:


- 1) By Phone: Call 705-494-2011 ext. 2610 and speak to one of our staff or leave a message including your name, telephone number and preferred date and workout time.
- 2) In person: If you're already in the neighbourhood and want to pop in ask anyone of our available staff to book you in for your workout time.
- 3) Book online: Create an online account (<https://www.cafconnection.ca/North-Bay/Facilities/Fitness-Wellness-Centre/Schedules.aspx>)...Then simply follow the below instructions.

## Steps

- 1) Go to our online registration platform
  - <https://bkk.cfmws.com/northbaypub/account>
- 2) Login in to your account using the email and password you set up.
  - If you forgot your password you can utilize the "I forgot my password" option on the right side of the screen

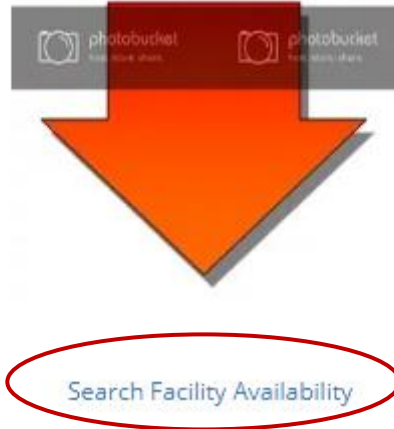
The screenshot shows a navigation bar with links for Home, Courses, Facilities, Calendars, and My Account. Below the navigation bar is a section titled "Account Logon" with a lock icon. On the left is a "Logon To My Account" form with fields for Username (filled with "seguin.lindsay@cfmws.com") and Password (filled with "\*\*\*\*\*"), a "Remember Me" checkbox, and a green "Logon" button. On the right is a "I Don't Have An Account" section with a link "Click here to create a New Account" and a "I Forgot My Password" section with a link "Click here to retrieve your Account Information".

- 3) Navigate to the "Facilities" link at the top of the page

 Edit Client: Lastname, Firstname - #11837

4) The Facilities Main page will provide guidance and expectations for clients prior to your visit so please take to the time to read the information.

- Navigate to the bottom of the page and select " [Search Facility Availability](#) "



5) If you see the image below your account is set-up properly and you can go to Step 6


Messages Search Summary New Invoice

---

Book Facility  Book Service

Select Search Type:

Select Activity Type Filter:

 Facility List (1 Selected)

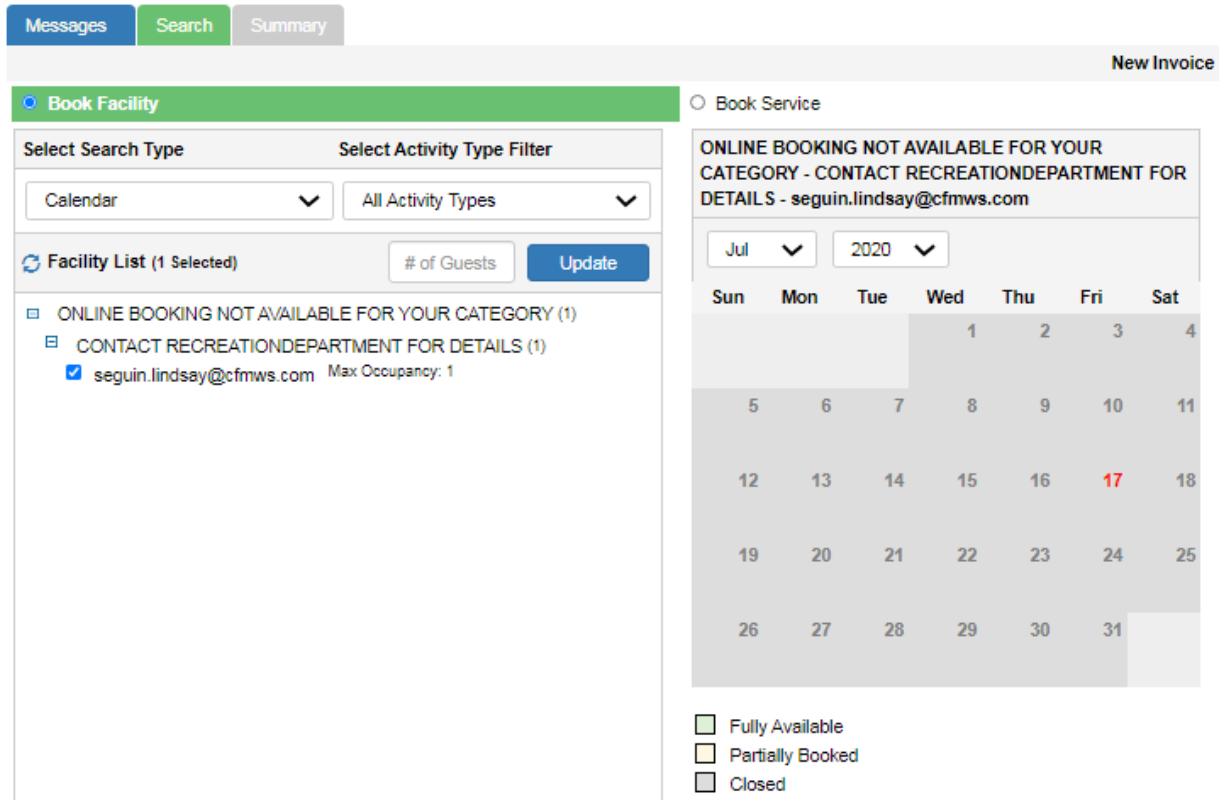
- Client Time Slot Reservation (28)
  - Functional Fitness Room (2)
    - Functional Fitness Room - Participant 1
    - Functional Fitness Room - Participant 2
  - Gymnasium Spin Bikes (14)
  - Squash Court 1 - Cardio Room 1 (2)
  - Squash Court 2 - Cardio Room 2 (2)
  - Weight & Cardio Room 1 - Stationary Weights (2)
  - Weight & Cardio Room 2 - Cardio (3)
  - Weight & Cardio Room 3 - Bar with Plate Weights (2)
  - Weight & Cardio Room 4 - Squat Rack (1)

Client Time Slot Reservation - Functional Fitness Room - Participant 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Fully Available  
 Partially Booked  
 Closed

If you see this image below you must email [seguin.lindsay@cfmws.com](mailto:seguin.lindsay@cfmws.com) or call 705-494-2011 ext. 2610 to inquire about your account category and set-up.



Messages Search Summary New Invoice

Book Facility  Book Service

Select Search Type: Calendar Select Activity Type Filter: All Activity Types

Facility List (1 Selected) # of Guests Update

- ONLINE BOOKING NOT AVAILABLE FOR YOUR CATEGORY (1)
- CONTACT RECREATIONDEPARTMENT FOR DETAILS (1)
  - [seguin.lindsay@cfmws.com](mailto:seguin.lindsay@cfmws.com) Max Occupancy: 1

ONLINE BOOKING NOT AVAILABLE FOR YOUR CATEGORY - CONTACT RECREATIONDEPARTMENT FOR DETAILS - [seguin.lindsay@cfmws.com](mailto:seguin.lindsay@cfmws.com)

Jul 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Fully Available  
 Partially Booked  
 Closed

- 6) Select a facility you wish to book for your 60 minute time slot
- Upon opening our doors clients will be restricted to one 2 hour time slot per day (this may change so hang in there) and can book for up to 7 days in advance.
  - For detailed descriptions of each facility please scroll to the bottom of this document

**Facility List (1 Selected)**

- Client Time Slot Reservation (28)
  - Functional Fitness Room (2)
  - Gymnasium Spin Bikes (14)
  - Squash Court 1 - Cardio Room 1 (2)
  - Squash Court 2 - Cardio Room 2 (2)
  - Weight & Cardio Room 1 - Stationary Weights (2)
  - Weight & Cardio Room 2 - Cardio (3)
    - Weight and Cardio Room - Cardio Participant 1
    - Weight and Cardio Room - Cardio Participant 2
    - Weight and Cardio Room - Cardio Participant 3
  - Weight & Cardio Room 3 - Bar with Plate Weights (2)
  - Weight & Cardio Room 4 - Squat Rack (1)

7) Change your search type from "Calendar" to "Timeslot"

Book Facility

Select Search Type:    
 Select Activity Type Filter:

8) Select Dates and Times


- Once you change your search type to "Timeslot" you will notice you can select your date and time range on the right hand side of the screen
  - Please note that if you search for a date range beyond 7 days the system will simply not allow you to book those days on the next screen

**Select Date**

From:

To:

- Leave all other fields blank to optimize your search, scroll to the bottom of the page and select "Search"


**Select Time (Optional)** 

From:  :

To:  :

[60 minutes](#)   [120 minutes](#)   [180 minutes](#)

Only display Time Slots equal to or more than  minutes.

**Select Recurrence (Optional)** 

Daily    Every  day(s)

Weekly    Every weekday

Monthly

**Select View**

Available Time Slots Only

9) Select the time slots you wish

- The system will not allow anyone to double book in a day or book beyond 7 days
- In the image below you will see the blue arrow on the left side of the screen indicates you have selected that time slot
- When you have selected your time slots navigate to the bottom of the screen and select "add selected"

Messages Search Summary

Facility Time Slot Search: New Invoice Search Again

Client Time Slot Reservation - Weight & Cardio Room 2 - Cardio - Weight and Cardio Room - Cardio Participant 2 View My Rules

Jul 17, 2020 - Search All Day

<input type="checkbox"/>	Date: Fri Jul 17, 2020	06:30AM - 08:00AM	Past
<input type="checkbox"/>	Date: Fri Jul 17, 2020	08:00AM - 09:30AM	Past
<input type="checkbox"/>	Date: Fri Jul 17, 2020	09:30AM - 11:00AM	Past
<input type="checkbox"/>	Date: Fri Jul 17, 2020	11:00AM - 12:30PM	Past
<input type="checkbox"/>	Date: Fri Jul 17, 2020	12:30PM - 02:00PM	Past
<input type="checkbox"/>	Date: Fri Jul 17, 2020	02:00PM - 03:30PM	Past
<input checked="" type="checkbox"/>	Date: Fri Jul 17, 2020	03:30PM - 05:00PM	Available
<input type="checkbox"/>	Date: Fri Jul 17, 2020	05:00PM - 06:30PM	Available
<input type="checkbox"/>	Date: Fri Jul 17, 2020	06:30PM - 07:30PM	Available

Select/Deselect All Search Again Add Selected

Combine Consecutive Time Slots

10) The next screen is just double checking your selection

- If all is good just simply select "Continue!"

Messages Search Summary

Pending Facility Bookings: Invoice #12801 Search Again

Client Time Slot Reservation - Weight & Cardio Room 2 - Cardio - Weight and Cardio Room - Cardio Participant 2

<input type="checkbox"/>	Date: Fri Jul 17, 2020	03:30PM - 05:00PM	Pending Activation
--------------------------	------------------------	-------------------	--------------------

Pending Service Bookings

There are no Pending Service Bookings to display...

Delete Selected Delete All Search Again **Continue!**

Current Local Time: 03:50PM (EDT)

11) You're Done!

- At the bottom of the screen you can select "Actions" and email/print your confirmation!

Messages Search Summary

Creation Date: Fri Jul 17, 2020

Invoice #: 12801

PAYEE: [Firstname Lastname](#)   
CF-F  
000 Address Rd  
North Bay, Ontario, Canada  
A1B 2C3

Total Amount Due: \$0.00  
Amount Paid: \$0.00  
Balance Due: \$0.00

Client #: 11837      CFOne #:      Email: [sequin.lindsay@cfmws.com](mailto:sequin.lindsay@cfmws.com)  
Phone 1: (705) 555-5555      Phone 2:      Fax:  
Event: Standard Booking      Status: Firm

Facility				
Facility Name	Description	Date	Time	Price
Client Time Slot Reservation - Weight & Cardio Room 2 - Cardio - Weight and Cardio Room - Cardio Participant 2				
No Charge - \$0.00				
		Fri Jul 17, 2020	03:30PM - 05:00PM	\$0.00 1
<b>Facility Subtotal:</b>				\$0.00
<b>Total:</b>				\$0.00

Document Assignments  Include Document List On Printed Invoice

Document Name	Document Category	Size (kb)	Required	TOS	Function
---------------	-------------------	-----------	----------	-----	----------

There are no documents to display for this invoice...

Subtotal: \$0.00  
Total: \$0.00  
Amount Paid: \$0.00  
Balance Due: \$0.00

- Email Invoice
- Print Invoice

Preferred Language: English (Default, Client)

Actions

Facility Descriptions

To be added!