How to Schedule a Reservation

- 1. Log on to your account at https://pagosalakesrecreationcenter.ezfacility.com/ (You need to create an account first)
- 2. Click on the "Book Recreation Center Reservations" icon on the upper left of the screen

\leftarrow	PAGOSA LAKES	PLPOA			
	Kodee Buck				
	Invoices		Welcome,		
\$	Buy +		RECREATION CENTE	R RESERVATIONS SCI	HEDULE
:	My Schedule				
	Book Recreation Center		February 2021	< > TODAY	PLPOA
	Reservations		Sun	Mon	Tue
	Toggle Width				1
Ċ	Logout				
			7		8

3. Click on your desired time slot on the schedule. You can also click "View More" to see all available time slots.

RECREATION CENTE	ER RESERVATIONS SCHEI	DULE		
FEBRUARY 2021	< > TODAY	PLPOA		
Sun	Mon	Tue	Wed	Thu
	1	2	3	4
7	8	9	10	1.
14	15	16	17	18
21	22 6AM Court Reservation 6AM Court Reservation 6AM Swim Lane Reservation	23 6AM Court Reservation 6AM Court Reservation 9AM Swim Lane Reservation 6AM Swim Lane Reservation 5AM Swim Lane Reservation	24. 6AM Court Reservation 6AM Court Reservation 6AM Swim Lane Reservation 5AM Swim Lane Reservatio	6AM Court Reservation 6AM Court Reservation 6AM Swim Lane Reservation

4. Click the "Buy Package" icon. Don't worry the package is FREE for swim lane and court reservations.



5. Click the "Buy" icon

Reservation Types Member Reserv	vations			ф 10 Ш
DESCRIPTION	RECREATION CENTER RESERVATIONS	FEE	RECURRENCE	
Unlimited for Members	Unlimited	Free	-	BUY
				Showing 1 to 1 of 1 entries

6. Next, click the "Complete Checkout" icon. Ignore payment information on left of screen when buying package for swim and lap lane reservations.

BACK	E Summary	
Apply Coupon	Items:	\$0.00
	Discount:	(\$0.00)
APPLY COUPON	SubTotal:	\$0.00
Cards Accepted	Tax:	\$0.00
	Total:	\$0.00
	Due:	\$0.00
Payment Method	COMPLETE	СНЕСКОИТ
Use New Payment Information		
First Name Last Name		

7. Done!! After you have gone through the initial steps for purchasing a package, you will only need to click "Book" when you reserve future time slots.

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		Client has been booke	d into this reservation with a status of Scheduled.	×
	≂ FIL	TER CHANGE VIEW -		
	Fri	Sat		
4	5	6		