QUICK INSTRUCTIONS

LOGIN AND REGISTER

1. Visit the Login Page.
2. You will be directed to a webpage with the following login options:
   a. Login to Your Account using your email and password.
   b. Login with Facebook.
   c. Create an Account. (If you are not a member or have not registered for a class before.)
   d. Forgot your password? (Selecting this option will walk you through resetting your password.)

NOTE:
*If you are a member of the Recreation or Tennis Centers then you already have an account and your username is your email address.
*If you don’t have a password set up, select FORGOT PASSWORD to receive a temporary password via email, then reset after logging in.

3. Enter your login information to proceed with registration.
4. Select the SCHEDULE tab, then select REC CENTER AMENITY RESERVATIONS on the right.
5. On the next page you will see Montanoso Splash Pad. Select CHOOSE on the right next to the Montanoso Splash Pad.
6. Next, enter the number of people attending (up to 8), and find the date and time you want and select RESERVE. If the RESERVE button is not available for a specific date and time, that means that option has already been reserved and is no longer available. The RESERVE button will turn green once you select it.
7. Review your reservation details at the bottom of the page then select RESERVE to confirm.
8. Select the individual making the reservation, then press NEXT.
9. On the waiver, select each I AGREE box then type your full name at the bottom. Then select NEXT.
10. Review your booking to make sure you do not need to modify it, then select the CHECKOUT button.
**DETAILED INSTRUCTIONS**

**LOGIN AND REGISTER**

To login and register, visit the Login Page.

You will be directed to a webpage with the following login options:

a. Login to Your Account using your email and password.

b. Login with Facebook.

c. Create an Account. *(If you are not a member or have not registered for a class before.)*

d. Forgot your password? *(Selecting this option will walk you through resetting your password.)*

**NOTE:**

*If you are a member of the Recreation or Tennis Centers then you already have an account and your username is your email address.*

*If you don’t have a password set up, select FORGOT PASSWORD to receive a temporary password via email, then reset after logging in.*

Enter your login information to proceed with registration.
After you’ve successfully logged in, make sure you are on your SCHEDULE page.

On the Schedule page, select REC CENTER AMENITY RESERVATIONS.

On the next Rec Center Amenity Reservations page, you will see the Montanoso Splash Pad. Select CHOOSE on the right side of the Montanoso Splash Pad.
Select how many people you will have attending your one-hour reservation.

*Note: Maximum of 8 people are allowed. All attending must sign waiver or have adult sign waiver.*

Once you’ve entered the number of people attending, find the date and time you want and select RESERVE. If the RESERVE button is not available for a specific date and time, that means that option has already been reserved and is no longer available.

Your desired reservation date and time will turn green once selected. After it turns green, scroll down and confirm your request by clicking on the blue RESERVE button located at the bottom of the page below your reservation details.
Select who is making the reservation and then press next. The person making the reservation must be a current member and an adult.

Step 7:
Click all the “I Agree” boxes for the waiver and print your name at the bottom. Then select next.

Step 8:
Review your booking to make sure you do not need to modify it, then select the blue Checkout button.

Step 9:
The Confirmation Screen will let you know that your confirmation has been sent via email.

Step 10:

Check your email for your confirmation from Communication@perfectmind.com

City of Mission Viejo Reservation Details

Hi Lydie Gutfeld,

This is a confirmation for your booking:

Who: Lydie Gutfeld
What: Montanoso Splash Pad
When: 8/08/20 10:00 AM - 11:00 AM
Where: Montanoso Recreation Center