

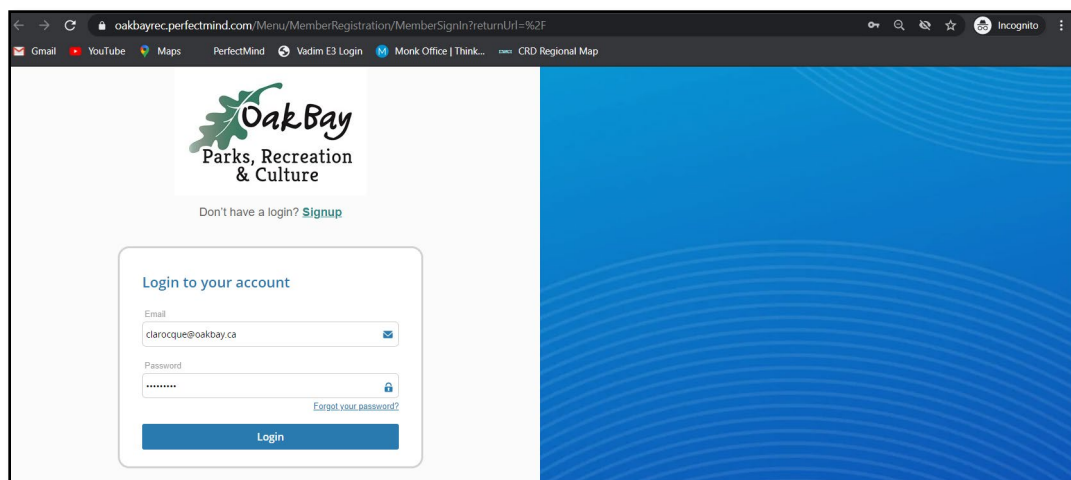


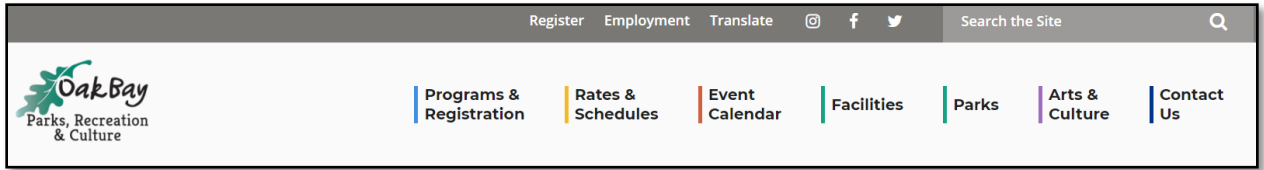
How to Book a Facility Online

1. Go to oakbayrec.perfectmind.com and log in. (If you do not have a login, please contact Reception to create one for you.)
2. Click the **Schedule** button.
3. Locate the **Facility Booking** category and select the applicable calendar based on the type of facility you are wanting to book.
4. Either enter availability criteria and select **Check Availability** or scroll to the facility of choice and select **Choose**.
5. Enter the duration and the number of people attending.
6. On the calendar, if a time frame shows **Book** in blue, it is available. Click on the start time of your desired booking. Review the summary of what you are about to reserve. If correct, click **Reserve**.
7. Select the person making the reservation and click **Next**.
8. Answer the questionnaire (if applicable). Click **Next** to proceed to cart.
9. If you would like to make another booking, click **Continue Shopping**. If you are done, proceed with payment and click **Place My Order** button.
10. You will receive a **Thank You** on the transaction summary page.
11. Click **Print Receipt or Print Confirmation** to print/email these documents.

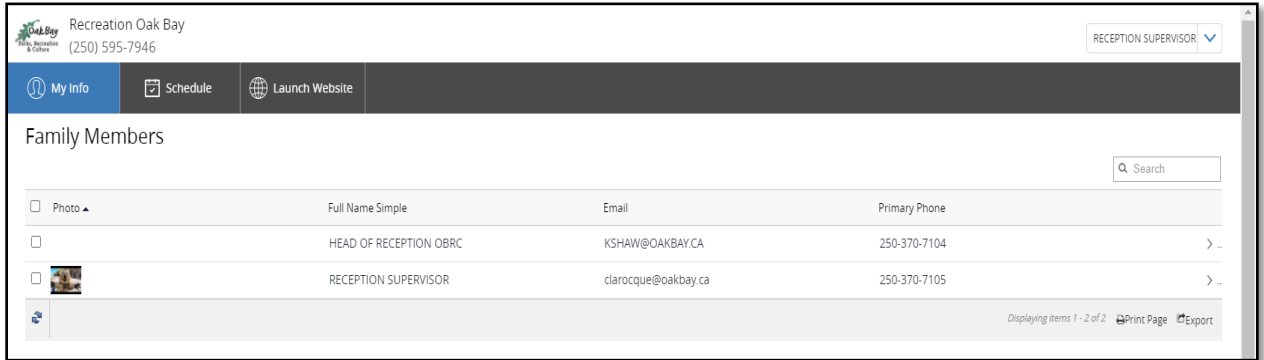
Detailed Example: Booking an Indoor Tennis Court

1. Log in to your Perfect Mind account here: <https://oakbayrec.perfectmind.com> or click on “Register” through the main page of the Oak Bay Recreation website.

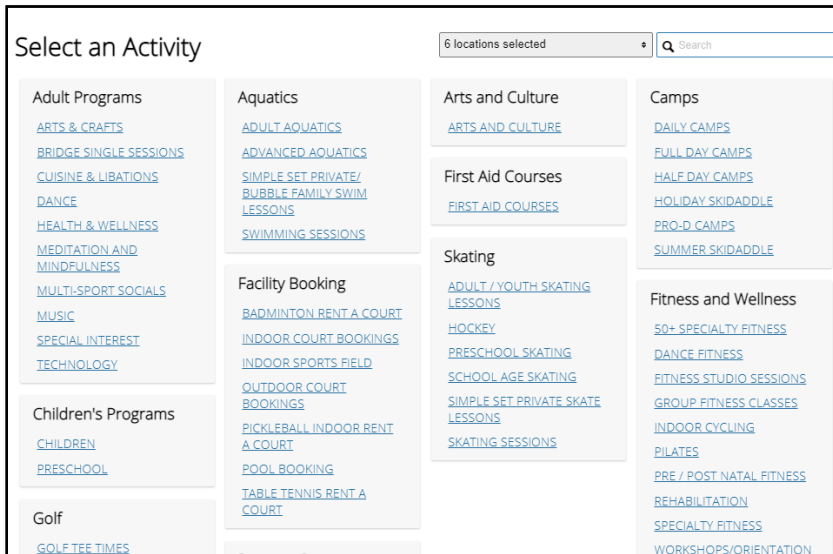




2. Once you have logged in, your screen will list everyone in the family account. If there is only one family member on the account, it will open to your profile page. Click on **“Schedule”** to proceed to the Table of Contents screen.



3. Locate the **Facility Booking** category and select the **INDOOR COURT BOOKINGS** calendar.



4. If you would like to check general availability, indicate the time, date, length of time and day of the week you would like to play. Click on **“Check Availability”**. This will generate the courts that are available for booking (partially or fully). Click on **“Choose”** beside the court you would like to book.

Recreation Oak Bay
(250) 595-7946

RECEPTION SUPERVISOR

My Info Schedule Launch Website

Search Facilities

Date within
2/1/2021 & 2/1/2021

Time within
1:30 PM & 2:30 PM

Length
1 hrs

Sun Mon Tue Wed Thu Fri Sat

Check Availability Reset

INDOOR COURT BOOKINGS

[← Back](#)

7 Results Found

OBRC - Tennis Court #2
Tennis Court
1 of 4 Tennis Courts in the 4 Court Bubble
Location: Oak Bay Recreation Centre

Fully Available
[Choose](#)

OBRC - Tennis Court #3
Tennis Court
1 of 4 Tennis Courts in the 4 Court Bubble
Location: Oak Bay Recreation Centre

Fully Available
[Choose](#)

OBRC - Tennis Court #1
Tennis Court
1 of 4 Tennis Courts in the 4 Court Bubble

Unavailable
[Choose](#)

5. Enter the duration and the number of people attending.

1 Activity and duration

TENNIS - Indoor

1 h

2 Number of people to attend

2

3 Select an available time to reserve

Jump To Date

Jun 12 - 18, 2021

Time	Sat Jun 12	Sun Jun 13	Mon Jun 14	Tue Jun 15
6:00 AM		BOOK	BOOK	BOOK
6:15 AM		BOOK	BOOK	BOOK
6:30 AM		BOOK	BOOK	BOOK
6:45 AM		BOOK	BOOK	BOOK
7:00 AM			BOOK	BOOK
7:15 AM			BOOK	BOOK
7:30 AM			BOOK	BOOK
7:45 AM			BOOK	BOOK
8:00 AM			BOOK	BOOK

6. On the calendar, if a time frame shows **Book** in blue, it is available. Click on the start time of the desired booking. Review the summary of what you are about to reserve. If correct, click **Reserve**.

Jun 12 - 18, 2021				
Time	Sat Jun 12	Sun Jun 13	Mon Jun 14	Tue Jun 15
6:00 AM		BOOK	BOOK	BOOK
6:15 AM		BOOK	BOOK	BOOK
6:30 AM		BOOK	BOOK	BOOK
6:45 AM		BOOK	BOOK	BOOK
7:00 AM			BOOK	✓ BOOK
7:15 AM			BOOK	
7:30 AM			BOOK	
7:45 AM			BOOK	

You're about to reserve:

- OBRC - Tennis Court #1
- TENNIS - Indoor
- 15-Jun-2021
- 7:00 AM-8:00 AM

Reserve

7. Select the person making the reservation and click **Next**.

OBRC - Tennis Court #1
 TENNIS - Indoor
 15-Jun-2021
 7:00am - 8:00am
 Attendees: 2
 Restrictions
 Age: - to -

1 Attendees 2 Questionnaire 3 Payment

Who is making this reservation?

HEAD OF RECEPTION OBRC

RECEPTION SUPERVISOR (You)

Next

8. Answer the questionnaire (if applicable). Click **Next** to proceed to your cart.
9. If you would like to make another booking, click **Continue Shopping**. If you are done, proceed with payment and click the **Place My Order** button.

Payment Method

Your credit cards

Add a new Card Remember this card

Billing Address

[Continue Shopping](#)

Order Summary

Clear Cart

OBRC - Tennis Court #1 **1 x \$15.75** ×

00116810 Tax Included

15-Jun-2021, 7:00 AM - 8:00 AM

Payment Summary

Subtotal:	\$15.00
Tax:	\$0.75

Total Due Now \$15.75

10. You will receive a **Thank You** on the transaction summary page.

Thank you!

11. Click **Print Receipt** or **Print Confirmation** to print/email these documents.