

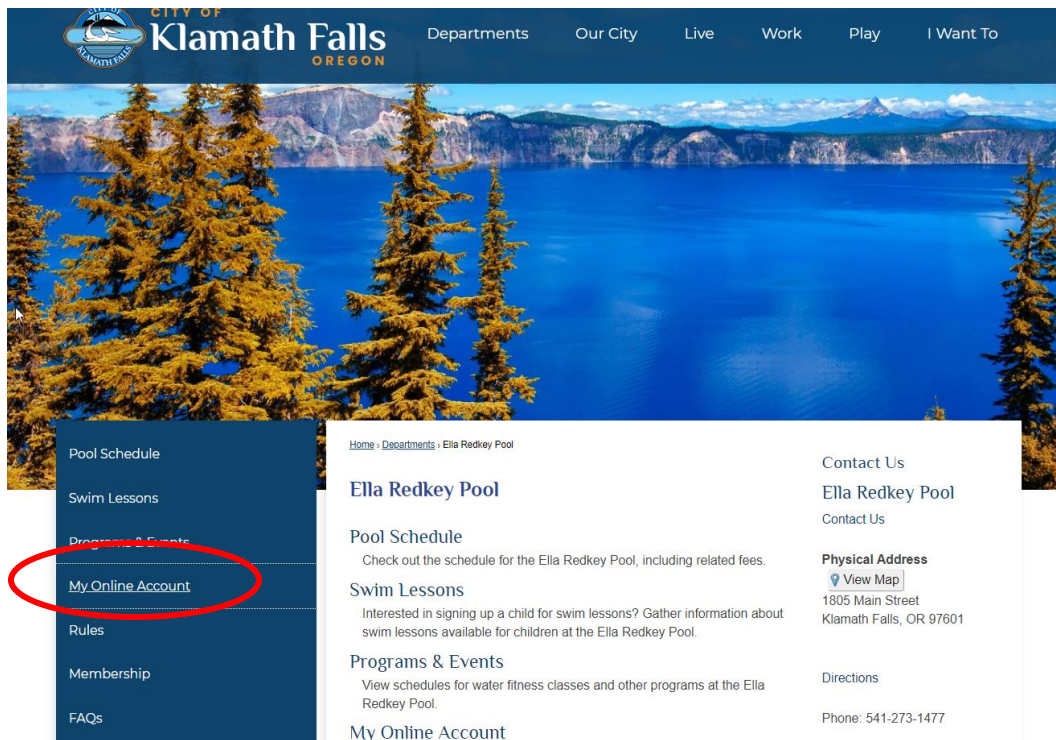
# How to Make an Online Reservation

## Step 1:

Visit [ellaredkeypool.com](http://ellaredkeypool.com)

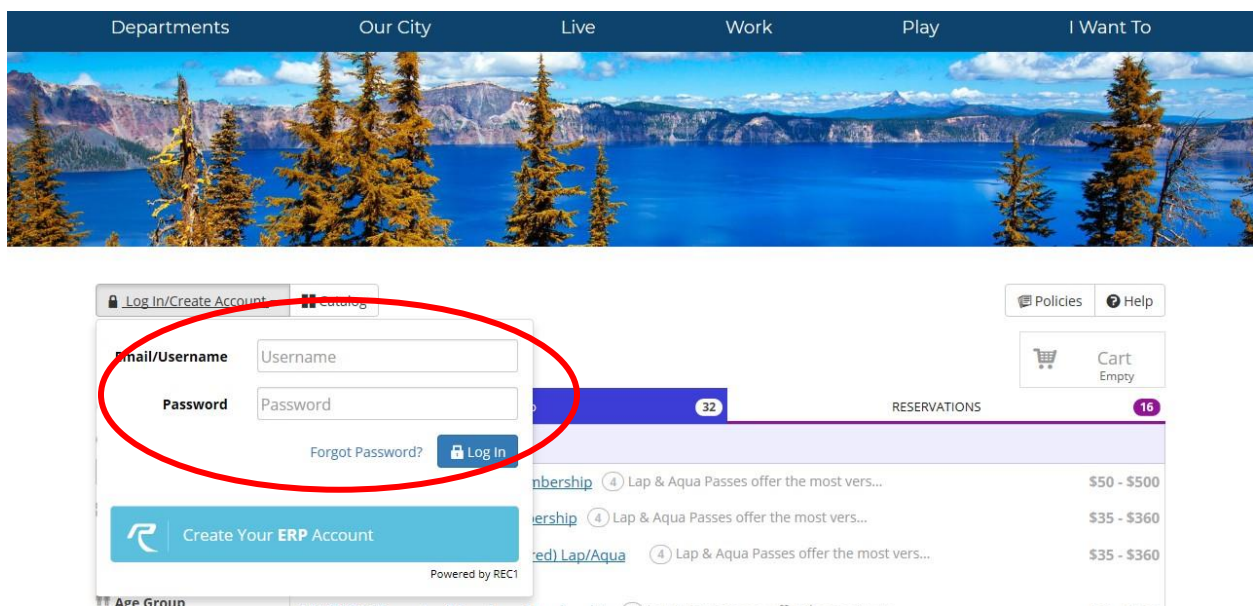
## Step 2:

Click on **“My Online Account”**



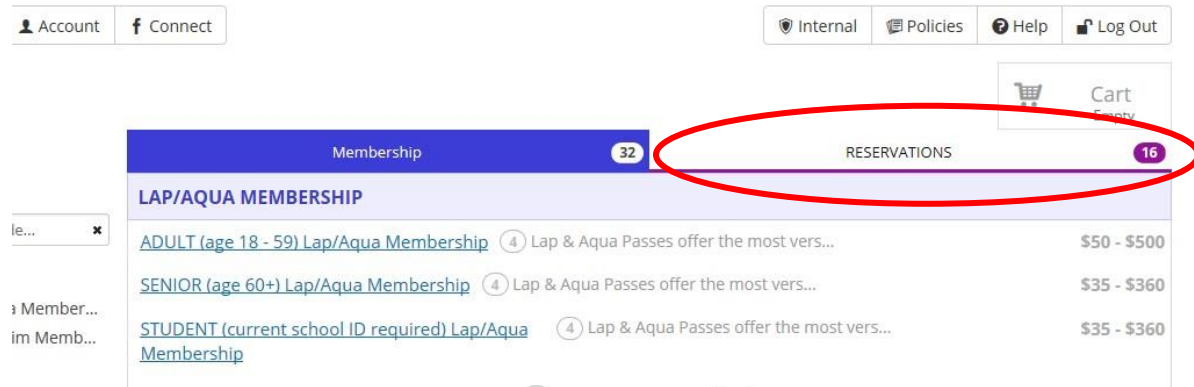
## Step 3:

Sign into CivicRec with your **Username** and **Password**



## Step 4:

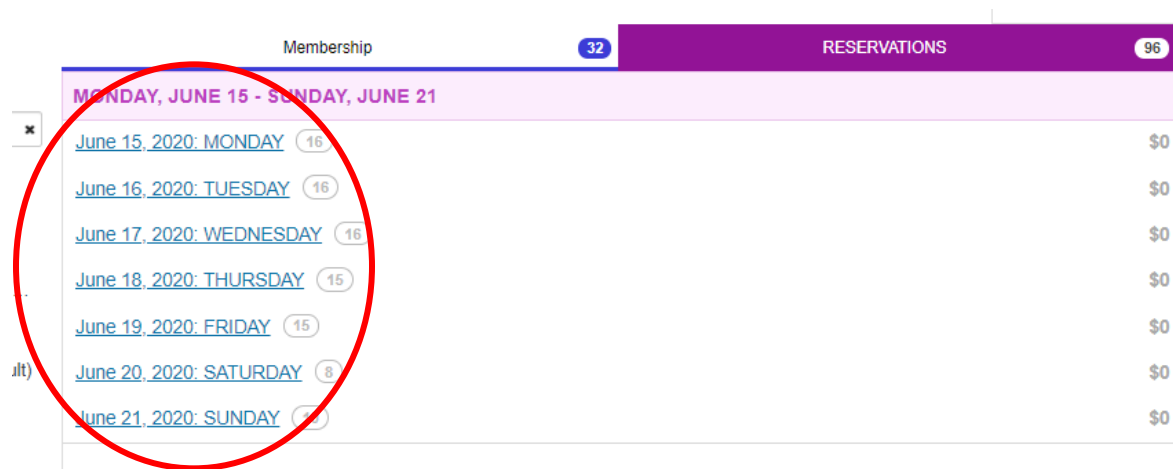
Click on the “Reservations” Tab



## Step 5:

Select the desired **date** and click your mouse on that date.

The list of reservable sessions will appear.



## Step 6:

Select the desired **Session** and click your mouse on that session.

For example, 05:30am – 06:30am Lap Lanes, for 06/15/20.

MONDAY, JUNE 15 - SUNDAY, JUNE 21

## Monday, June 15, 2020

SESSION	LOCATION	AGE	DAYS	DATES	TIMES	
05:30am - 06:50am Lap Lanes	Ella Redkey Pool	All Ages	Mon	06/15/20	5:30am-6:50am	\$0 !
05:30am - 06:50am MASTERS	Ella Redkey Pool	All Ages	Mon	06/15/20	5:30am-6:50am	\$0 !
06:55am - 07:55am Lap Lanes	Ella Redkey Pool	All Ages	Mon	06/15/20	6:55am-6:50am	\$0 !
08:00am - 08:45am AQUA Z...	Ella Redkey Pool	All Ages	Mon	06/15/20	8am-8:45am	\$0 !
08:00am - 09:00am Lap Lanes	Ella Redkey Pool	All Ages	Mon	06/15/20	8am-9am	\$0 !
09:05am - 10:05am Lap Lanes	Ella Redkey Pool	All Ages	Mon	06/15/20	9:05am-10:05am	\$0 !
10:10am - 11:10am Lap Lanes	Ella Redkey Pool	All Ages	Mon	06/15/20	10:10am-11:10am	\$0 !
11:15am - 11:55am Lap Lanes	Ella Redkey Pool	All Ages	Mon	06/15/20	11:15am-11:55am	\$0 !
12:00pm - 01:00pm AQUA P...	Ella Redkey Pool	All Ages	Mon	06/15/20	12pm-1pm	\$0 !
12:00pm - 01:00pm Lap Lanes	Ella Redkey Pool	All Ages	Mon	06/15/20	12pm-1pm	\$0 !

« 1 2 »

**Step 7:**

Read over the provided information, click the **Box** next to your name, then click “**Add to Cart**”.

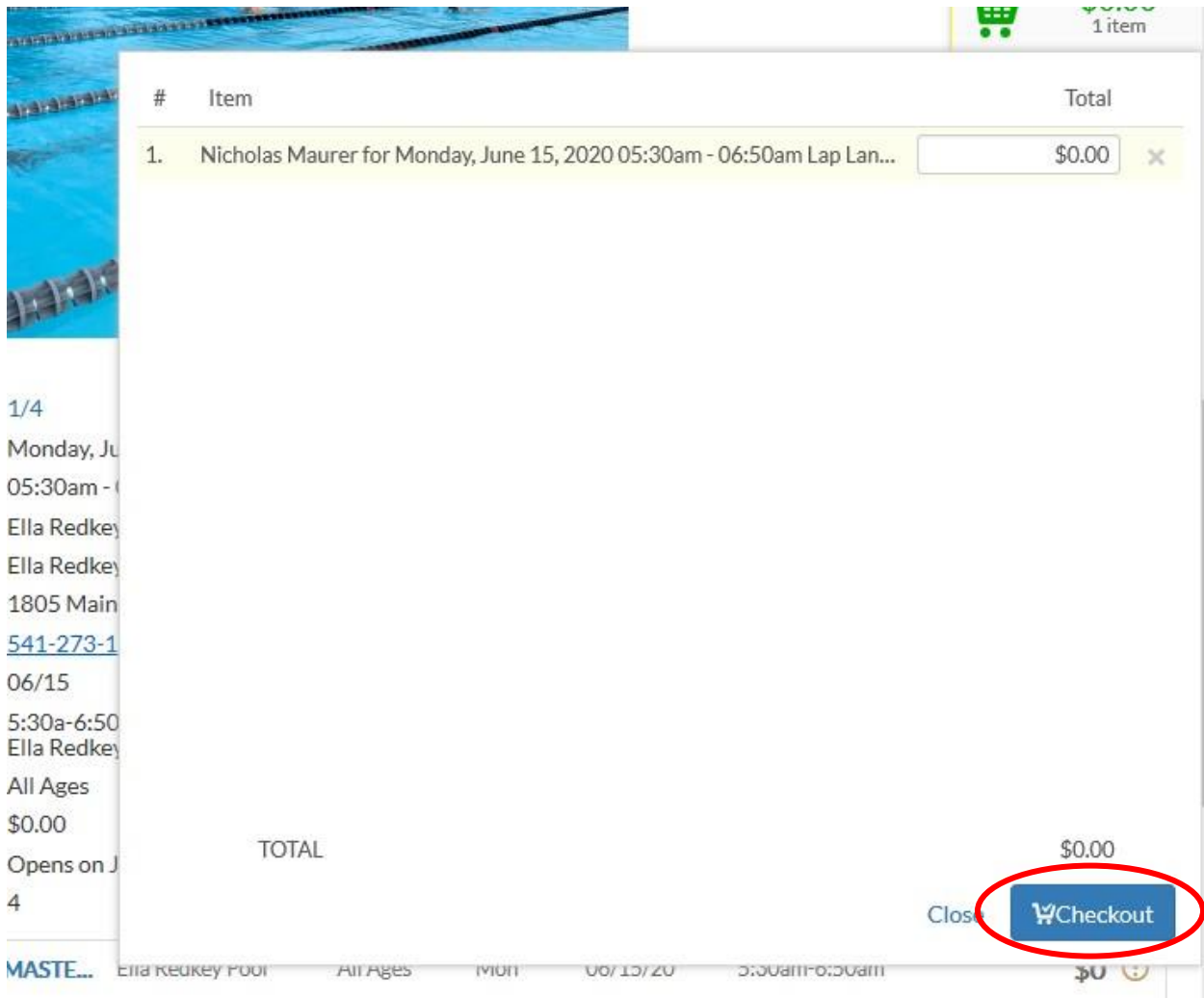
**Activity** Monday, June 15, 2020  
**Session** 05:30am - 06:50am Lap Lanes  
**Location** Ella Redkey Pool  
**Room/Facility** Ella Redkey Pool  
**Address** 1805 Main St. Klamath Falls, OR 97601  
**Phone** [541-273-1477](tel:541-273-1477)  
**Date Range** 06/15  
**Schedule Details** 5:30a-6:50a on Mon 06/15/2020 at Ella Redkey Pool Ella Redkey Pool  
**Age/Gender** All Ages  
**Fee** \$0.00  
**Registration** Opens on Jun 10 - 09:30 AM  
**Max Participants** 4

ACCOUNT MEMBERS	
<input checked="" type="checkbox"/>	Nicholas Maurer (Adult) <b>Registration hasn't started</b>
<input type="checkbox"/>	Add Account Member

**Add To Cart**

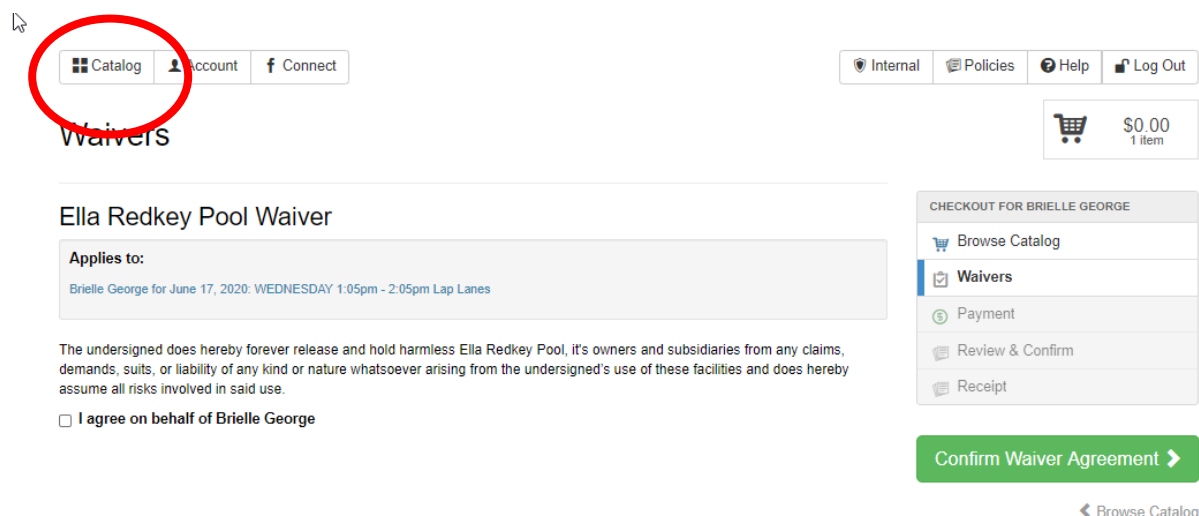
**Step 8:**

Double-check that you have selected the proper session, then click on “**Checkout**”.



## Step 9:

To add additional reservations to your cart, click “**Catalog**” in the left corner.



## Step 10:

Read over the Waiver click on the checkbox, “I agree on behalf of (your name)”

Waivers

Ella Redkey Pool Waiver

Applies to:  
Brielle George for June 17, 2020: WEDNESDAY 08:00am - 09:00am AQUA ZUMBA

The undersigned does hereby forever release and hold harmless Ella Redkey Pool, it's owners and subsidiaries from any claims, demands, suits, or liability of any kind or nature whatsoever arising from the undersigned's use of these facilities and does hereby assume all risks involved in said use.

I agree on behalf of Brielle George

CHECKOUT FOR BRIELLE GEORGE

- Browse Catalog
- Waivers**
- Payment
- Review & Confirm
- Receipt

Confirm Waiver Agreement >

< Browse Catalog

Use your mouse to sign on the line and click save.

Waiver Signature

Please sign on the line:

Clear/Reset Close Save

## Step 11:

Read over the Waiver, then click “Confirm Waiver Agreement”

Waivers

Email Waivers Paper Waivers

Ella Redkey Pool Waiver

Applies to:  
Nicholas Maurer for Monday, June 15, 2020 05:30am - 06:50am Lap Lanes

The undersigned does hereby forever release and hold harmless Ella Redkey Pool, it's owners and subsidiaries from any claims, demands, suits, or liability of any kind or nature whatsoever arising from the undersigned's use of these facilities and does hereby assume all risks involved in said use.

NOTE: Waiver(s) for Nicholas Maurer will be emailed to account holder for agreement if applicable.

CHECKOUT FOR NICHOLAS MAURER

- Account Profile
- Browse Catalog
- Waivers**
- Payment
- Receipt

Confirm Waiver Agreement >

< Browse Catalog

## Step 12:

Review your reservation(s) and click “**Review Transaction**”

Payment

Item	Price
1. Brielle George for June 17, 2020: WEDNESDAY 08:00am - 09:00am AQUA ZUMBA	\$0.00
<b>Total Charges</b>	<b>\$0.00</b>

Gift Card Code

CHECKOUT FOR BRIELLE GEORGE

- Browse Catalog
- Waivers
- Payment**
- Review & Confirm
- Receipt

**Review Transaction** >

< Waivers

## Step 13:

Click “**Complete Transaction**”

Review & Confirm

Item	Price
1. Brielle George for June 17, 2020: WEDNESDAY 08:00am - 09:00am AQUA ZUMBA	\$0.00
<b>Total Charges</b>	<b>\$0.00</b>

Payment Summary  
No Payment

CHECKOUT FOR BRIELLE GEORGE


- Browse Catalog
- Waivers
- Payment
- Review & Confirm**
- Receipt

**Complete Transaction** >

< Payment

## Step 14:

If you would like a receipt emailed to you, do not click the 

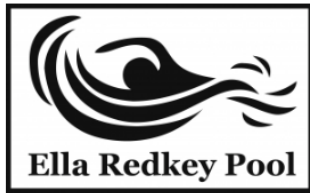
icon. If you wish to print your receipt, click on the  icon.

Choose your printer from the options, then click “**Print**”.



## Transaction Receipt

Receipt bgeorge@klamath



Ella Redkey Pool  
1805 Main Street  
Klamath Falls, OR 97601  
541-273-1477  
bgeorge@klamathfalls.city  
<https://www.klamathfalls.city/181/Ella-Redkey-Pool>

**Registration/Payment Receipt 21353744**

06/09/2020 04:30 PM

**Account Information**

Brielle George  
1805 Main Street  
Klamath Falls, OR 97601

Item

Amount Paid

CHECKOUT FOR BRIELLE GEORGE

[Browse Catalog](#)

[Payment](#)

[Review & Confirm](#)

[Receipt](#)

"I just signed up for June 17, 2020:  
WEDNESDAY at ERP"

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[Share](#)

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The process is identical for registering for Lap Lane usage, MASTERS, AQUA ZUMBA, AQUA POWER, or CARDIO BLAST.