

## PCC Operating Hours / RecDesk Registration Procedure during COVID-19 Restrictions

Effective June 29, 2020

### Hours of Operation:

As detailed in the “PCC Operations Plan”, reservations are required for pool usage at this time. **Please remember each household will be allowed to make individual reservations for the recreational pool for only one time block each week (each individual living in the household may make an identical reservation during the same time slot, space permitting); however, multiple reservations in the same week *can be made* if all reservation slots are not filled 3 hours prior to the reservation time. If you are late for your reservation you may not be admitted into the pool. If an individual or members of the same household are late for their reservation, do not cancel by 4pm the day prior to their reservation time, or fail to show for their reserved time, this will count against their time block for the week and they will not be able to make a reservation for the following week.**

During this phase of PCC operations, schedules and reservation requirements will vary by area – Indoor Fitness Area, Pool Area Zone 1, and Pool Area Zone 2. Registration and reservations will be required for Pool Zones 1 and 2.

Pool Zone 1: Lap Swim (Lap/Upper Deck Pool Only)

Pool Zone 2: Recreational Swimming (Lap/Upper Deck Pool and Leisure/Lower Deck Pool)

Each PCC area and zone will have different operating hours, selected to ensure manageable resident check-in, provide time for cleaning, and allow for adequate staffing. The schedules and time slots for each area and zone are as follows:

1. Indoor Fitness Area (Upstairs Weightlifting & Cardio Equipment, and Downstairs Cardio Equipment):
  - a. Monday-Friday: (No reservation required)
    - 7-1pm
    - Closed for Cleaning 1-2pm
    - 2-8pm
  - b. Saturday: (No reservation required)
    - 8-1pm
    - Closed for Cleaning 1-2pm
    - 2-5pm
  - b. Sunday – closed during this phase of PCC operations
2. Pool Zone 1 (Lap Swim: Lap/Upper Deck Pool Only)
  - a. Monday-Friday: (Reservations required)

- 7-7:45am
  - 8-8:45am
  - 9-9:45am
- b. Saturday and Sunday: Closed during this phase of PCC operations
3. Pool Zone 2 (Recreational Swimming: Lap/Upper Deck Pool and Leisure/Lower Deck Pool)
- a. Monday-Friday: (Reservations required)
- 10-11:30am
  - 11:45-1:15pmpm
  - 1:30-3pm
  - 3:15-4:45pm
  - 5-6:30pmpm
- b. Saturday: (Reservations required)
- 8-9:30am
  - 9:45-11:15am
  - 11:30-1pmpm
  - 1:15-2:45pm
  - 3-4:30pm
- c. Sunday: (Starting June 28 – Reservations required)
- 9-10:30am
  - 10:45-12:15am
  - 12:30-2pm
  - 2:15-3:45pm

If you are new to Anthem Highlands and moved into the community during the pandemic, please contact the following CCMC Team Members who can best assist you with setting up you and your family to access the Parkside Community Center.

Membership Coordinator, Robin Cromer, [rcromer@ccmcnet.com](mailto:rcromer@ccmcnet.com)

Membership Associate, Pam Reynolds, [preynolds@ccmcnet.com](mailto:preynolds@ccmcnet.com)

### **RecDesk Registration Procedure**

Registration for time blocks at the Parkside Community Center (Pool Zones 1 and 2) will be accessed through <http://anthemhighlands.recdesk.com>. If you have not used this website before, please contact one of the following CCMC Team Members, who will set you up with a login and password to access the registration system.

Lifestyle Director, Laura Lantzy, [llantzy@ccmcet.com](mailto:llantzy@ccmcet.com)

Lifestyle Associate, Emily Schwertfeger, [eschwertfeger@ccmcnet.com](mailto:eschwertfeger@ccmcnet.com)

## Registration Release Schedule:

Reservations will be opened at noon each day, three days in advance. The ability to reserve an open time block will close 1 hour prior to the reservation time. For example, Thursday 10am reservations will be made available at noon on Monday, and will close Thursday at 9am.

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## Reservation Sign-Up Steps

1. Visit [Anthem Highlands Rec Desk Website](#)
2. Login In (for assistance, email your Lifestyle Team listed below)
3. Click on the Calendar
4. Review the time frames available within the zone
5. Select the time frame and zone you would like to reserve
6. Visit the "Detail" to review
7. Then select the register button
8. Select the "member" from your household who will be utilizing the zone
9. Select Fee Type: \$0/No Fee
10. Select "save"
11. Confirm that the "member" selected is who will be attending that time frame
  1. To add an additional family member within your household to that reservation time frame, select "add household member" link
  2. Repeat steps 8-10 for the household member
12. Select "Go to check out"
13. Select "I accept waiver"
14. Complete the zone agreement form
15. Select "Complete Check Out"

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Once your registration is complete, you will receive a confirmation email. You can also review the zones you have signed-up for by clicking on your “Profile” in the top right hand corner and selecting “View Invoices”.