

# anthem<sup>®</sup> highlands

COMMUNITY ASSOCIATION INC

## PCC Operating Hours / RecDesk Registration Procedure

Updated June 5, 2020

### Hours of Operation:

As detailed in the “PCC Reopening Plan”, reservations are required at this time for usage of all PCC amenities. During the initial phase of reopening, there will be 4 “zones” for which registration opportunities will be provided:

1. Zone 1: PCC Upstairs Cardio Equipment/ Weightlifting Equipment
2. Zone 2: PCC Downstairs Cardio Equipment
3. Zone 3: Lap Swim (Lap/Upper Deck Pool Only)
4. Zone 4: Recreational Swimming (Lap/Upper Deck Pool and Leisure/Lower Deck Pool)

Each of these zones will have different operating hours, staggered and selected to assure manageable resident check-in, to provide time for cleaning, and to allow for adequate staffing. The initial schedules for each zone are as follows:

1. Zone 1 (Upstairs Cardio Fitness Equipment and Weightlifting Equipment):
  - a. Monday-Friday:
    - 7-8am
    - 8:30-9:30am
    - 10-11am
    - 11:30-12:30pm
    - 2-3pm
    - 3:30-4:30pm
    - 5-6pm
    - 6:30-7:30pm
  - b. Saturday:
    - 8-9am
    - 9:30-10:30am
    - 2-3pm
    - 3:30-4:30pm
  - c. Sunday: Closed during initial opening phase

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2.

2. Zone 2 (Downstairs Cardio Fitness Equipment)

a. Monday-Friday:

- 7:15-8:15am
- 8:45-9:45am
- 10:15-11:15am
- 11:45-12:45pm
- 2:15-3:15pm
- 3:45-4:45pm
- 5:15-6:15pm
- 6:45-7:45pm

b. Saturday:

- 8:15-9:15pm
- 9:45-10:45pm
- 2:15-3:15pm
- 3:45-4:45pm

c. Sunday: Closed during initial opening phase

3. Zone 3 (Lap Swim: Lap/Upper Deck Pool Only)

a. Monday-Friday:

- 7-8am
- 8:30-9:30am

b. Saturday and Sunday: Closed during initial opening phase

4. Zone 4 (Recreational Swimming: Lap/Upper Deck Pool and Leisure/Lower Deck Pool)

a. Monday-Friday:

- 10:30-12pm
- 12:30-2pm
- 2:30-4pm
- 4:30-6pm

b. Saturday:

- 8:30-10:00am
- 10:30-12pm
- 12:30-2pm
- 2:30-4pm

c. Sunday: Closed during initial opening phase

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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 (Zones 1-4) will be accessed through [www.anthemhighlands.recdesk.com](http://www.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 Schwerfeger, [eschwertfeger@ccmcnet.com](mailto:eschwertfeger@ccmcnet.com)

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## Reservation Information

### Reservation Sign-Up Steps

1. Go to [www.anthemhighlands.recdesk.com](http://www.anthemhighlands.recdesk.com)
2. Login In (for assistance, email your Lifestyle Team listed above)
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. Go to Detail for 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
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”.