

## PARKSIDE COMMUNITY CENTER REC DESK REGISTRATION

### PCC Hours of Operation:

**Monday- Friday | 5:30am-8:00pm**

**Saturday | 8:00am-5:00pm**

**Sunday | 9:00am-4:00pm**

### Holiday Hours:

**November 25 | Thanksgiving Eve – 5:30am to 1:00pm**

**November 26 | Thanksgiving Day – CLOSED**

**November 27 | Black Friday- 10:00am-5:00pm**

**December 24 | Christmas Eve – 5:30am to 1:00pm**

**December 25 | Christmas Day – CLOSED**

**December 31 | New Years Eve – 5:30am to 1:00pm**

### YOUR CCMC MANAGEMENT TEAM

#### **Elizabeth Ward, Community Manager**

[eward@ccmcnet.com](mailto:eward@ccmcnet.com)

#### **Laura Lantzy, Lifestyle Director**

[llantzy@ccmcnet.com](mailto:llantzy@ccmcnet.com)

#### **Mirna Vargas, Operations Manager**

[mvargas@ccmcnet.com](mailto:mvargas@ccmcnet.com)

#### **Emily Schwertfeger, Lifestyle Associate**

[eschwertfeger@ccmcnet.com](mailto:eschwertfeger@ccmcnet.com)

#### **Kristin Stroh, Community Standards Coordinator**

[kstroh@ccmcnet](mailto:kstroh@ccmcnet)

#### **Robin Cromer, Membership Coordinator**

[rcromer@ccmcnet.com](mailto:rcromer@ccmcnet.com)

#### **Daniela Calvo, Administrative Coordinator**

[dcalvo@ccmcnet.com](mailto:dcalvo@ccmcnet.com)

#### **Pam Reynolds, Membership Associate**

[preynolds@ccmcnet.com](mailto:preynolds@ccmcnet.com)

#### **Scott Stewart, Maintenance Manager**

[sstewart@ccmcnet.com](mailto:sstewart@ccmcnet.com)

#### **Rachael Finney, Front Desk & Kid Care Associate**

[rfinney@ccmcnet.com](mailto:rfinney@ccmcnet.com)

## PARKSIDE COMMUNITY CENTER REC DESK REGISTRATION

Usage of the Parkside Community Center will can be accessed by registration and/or appointment only:

- **Rec Desk Registration**
  - Fitness Center | Weights and Cardio Equipment
  - Gymnasium | Basketball and Badminton)
- **Appointment**
  - New Homeowner Set Up
  - Architectural Review Support
  - To make an appointment call the PCC at 303.665.2693 or email the following CCMC Team Members:
    - New Homeowner Set Up: Robin Cromer [rcromer@ccmcnet.com](mailto:rcromer@ccmcnet.com), Pam Reynolds, [preynolds@ccmcnet.com](mailto:preynolds@ccmcnet.com)
    - Architectural Review Support: Kristin Stroh, [kstroh@ccmcnet.com](mailto:kstroh@ccmcnet.com)

### Registration Information:

To register for either basketball or badminton, please review the following:

- **Reservations will open one day out, a day at a time at 12:00pm**
  - Example: Monday reservations will open up at 12pm on Sunday
- **Reservations will close an hour before each time slot**
  - Example: Registration will close at 8am for the 9-10:30am time slot

**Cancellation Policy:** cancellations must be made no later than 4:00pm the day prior to cancel your reservation.

Please call the PCC at 303.665.2693 to cancel your reservation.

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- **REC DESK REGISTRATION | For log-in assistance call the PCC at 303-665-2693**
- Visit [Anthem Highlands Rec Desk Website](#)
- Click on the Calendar
- Review the time slots available
- Select the activity and time slot you would like to reserve
- Visit the "Detail" to review
- Then select the register button
- Select the "member" from your household (no guests allowed)
- Select Fee Type: \$0/No Fee
- Select "save"
- Confirm that the "member" selected is who will be attending that time slot
  - To add an additional family member within your household to that reservation time frame, select "add household member" link
  - Repeat steps 8-10 for the household member
- Select "Go to check out"
- Select "Complete Check Out"
- Once your registration is complete, you will receive a confirmation email.
  - **If you did not receive a confirmation email, your reservation is NOT final. Please call the PCC for assistance.**
- You can also review your registrations you have signed-up for by clicking on your "Profile" in the top right hand corner and selecting "View Invoices".