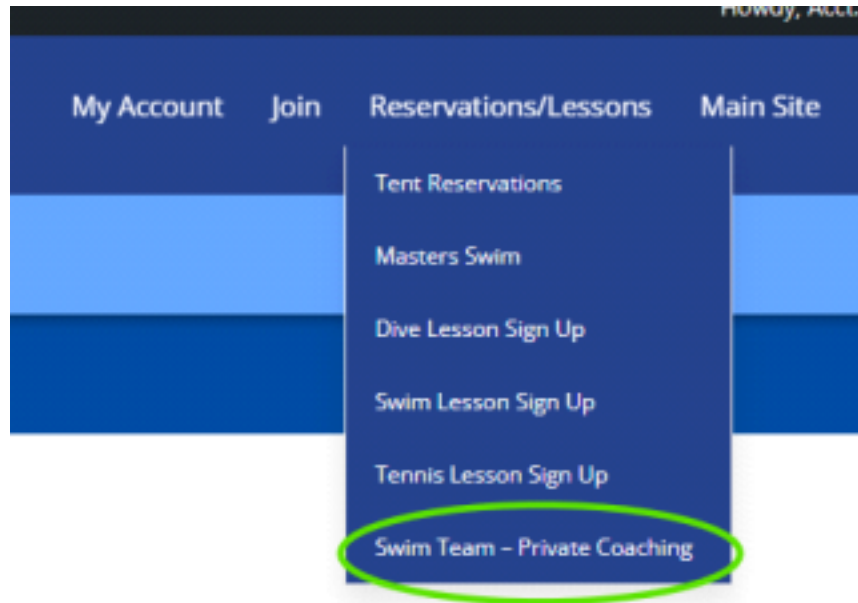


Private Coaching Process

Monday, June 12, 2023 12:50 PM

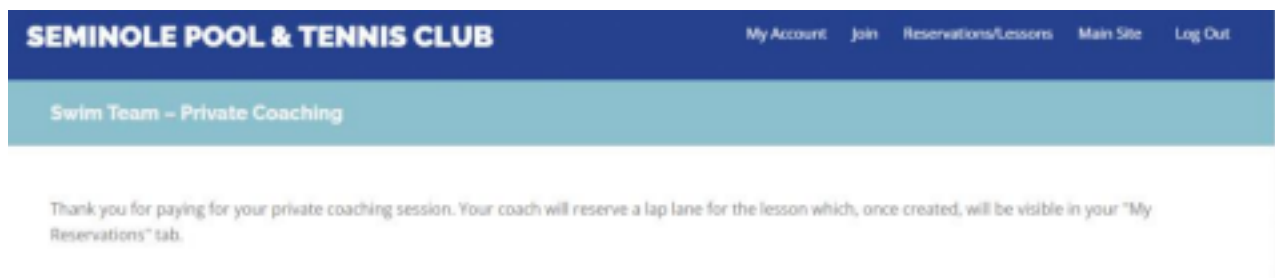
1. Member approaches coach about private coaching session & agrees on details.
2. Member goes into member splash to pay for coaching session. Form can be found under the "Reservations/Lessons" tab.



(Here is a copy of the form)

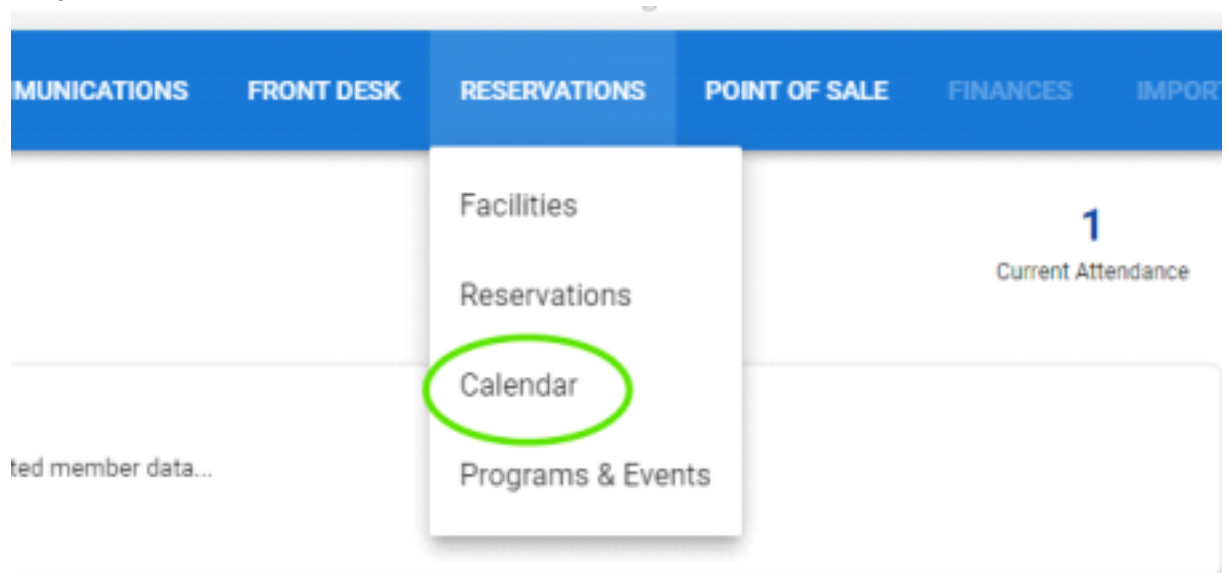
Seminole Pool Page 1

Once complete, the member will see this confirmation, and an email will be sent to the swim coach.



3. When the receipt is received, the coach signs into member splash and reserves the lane/time for the family.
 - a. Sign in information for member splash
 - i. www.seminolepool.membersplash.com
 - ii. Login: privateswiminstructor
 - iii. Password: Seminole1!
 - b. To reserve the lane/confirm with the member, go to Reservations -> Calendar

Seminole Pool Page 2



- c. Make sure the Facility Group is set to "Lap Lanes" and select the day you'd like to schedule. Available times will show up in green. Click on one to schedule it.

Select a Facility Group
Lap Lanes

WED JUN 21ST

Scroll calendar right / left
(or swipe on touchscreen devices)

Private Lesson-Coach Only

1 PM	
	2 Spots Remaining 1:30 pm - 2:00 pm
	2 Spots Remaining 2:00 pm - 2:30 pm
2 PM	
	2 Spots Remaining 2:30 pm - 3:00 pm
	Home Dive Meet Event (click for details) 3:00 pm - 9:00 pm
3 PM	

d. Search for the family that booked the coaching session and click "add reservation". Seminole Pool Page 3

Select an account

wynhoff

Search by any field

Acct # ↑	Billing Contact	Address	
5338	Rebecca Wynhoff	5924 Hialeah Dr	ADD RESERVATION

Rows per page: 5 1-1 of 1

CLOSE

e. Double check the reservation time, select the swim team member the reservation is booked for, and check the box for the member to be notified.

le

Reserve a time for Private Lesson-Coach Only 1 Spot Available

Start Time 01:30 PM to End Time 02:00 PM

Select Members (only paid are listed)
Members are greyed out if they have reached a reservation limit or there are no more spaces available.

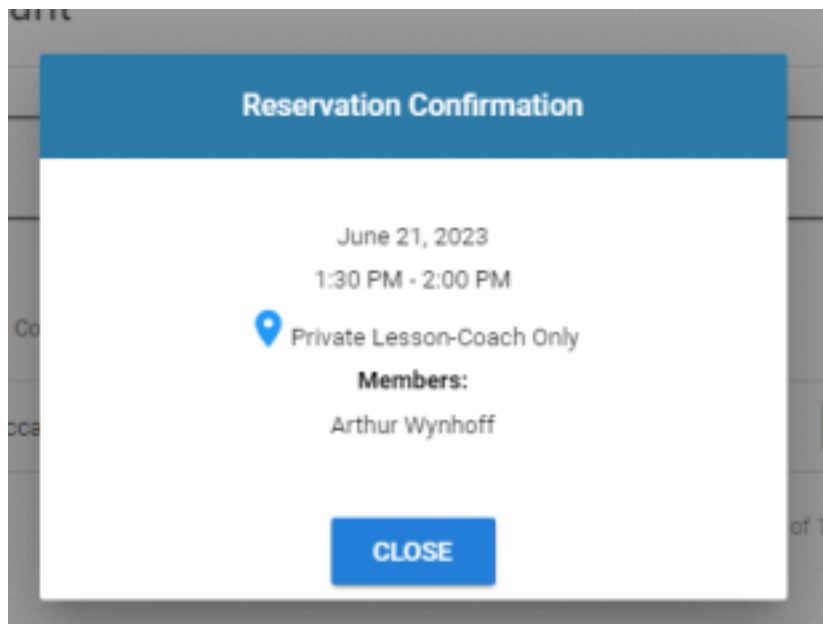
☐ Rebecca Wynhoff ☐ Matthew Wynhoff ☒ Arthur Wynhoff ☐ Sylvia Wynhoff

Select Emails For Reservation Updates (optional)

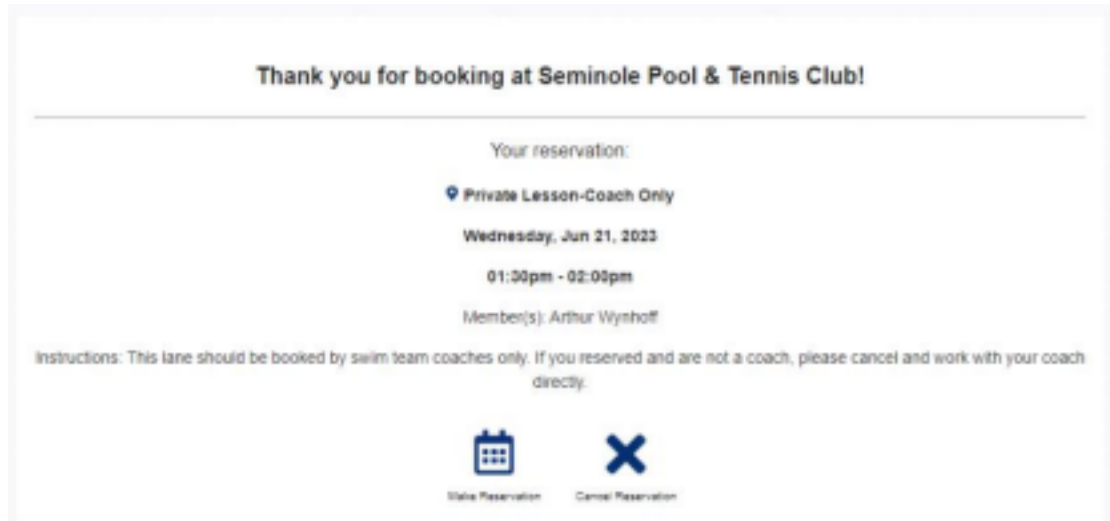
☒ rlwynhoff@gmail.com ☐ matthew.wynhoff@gmail.com

CANCEL BOOK IT

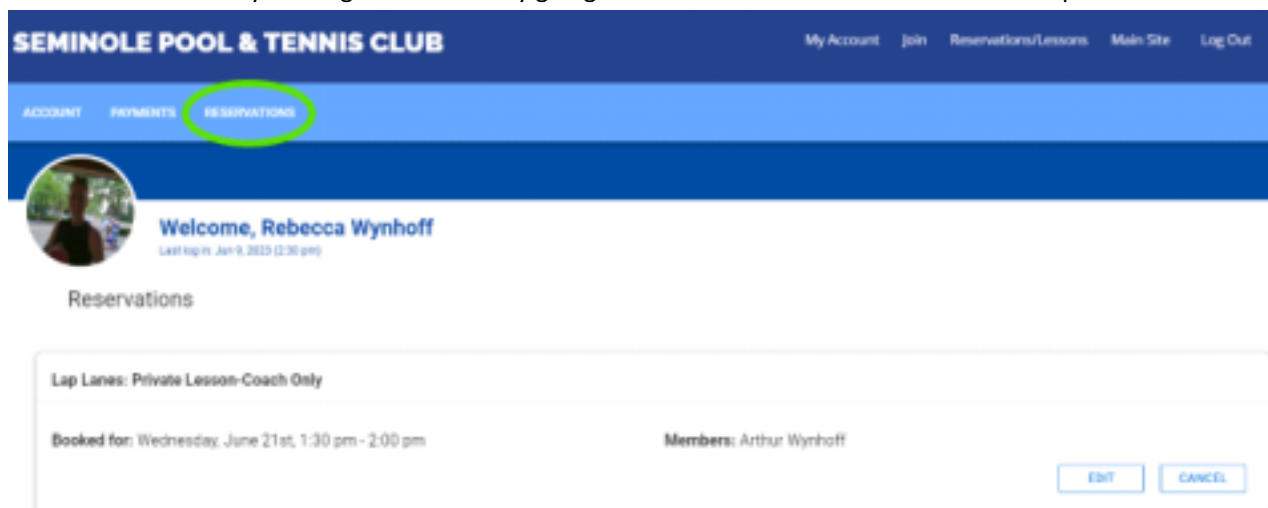
Please ensure you see this confirmation screen.



The family will receive an email that looks like this....



Families can access any existing reservations by going to the reservations tab of their member splash account.



At the time of the lesson, please be sure to clock in in Planday as a private instructor to get paid appropriately.