## **Infant Reservation Online**

**Policy is as follows:** A member can register 72 hours in advance on-line or by calling the nursery directly. Maximum length of each childcare visit is 90 minutes. Cancellations must be made at least 4 hours in advance.

## To register online:

- Go to www.thearenaclub.com and click on "Member Login." For first time users you will need to register with your e-mail and set up your password. (For your initial log-in you will need to have a valid email address established in our system. You may provide your email to the front desk).
- 2. For returning members you can log in with your username and password.
- 3. Once logged in, click on "Book Appointments."
- 4. On the screen that follows, click on either the "today" or "tomorrow" button to see availability.
- 5. Select your preferrred time (if your preferred time is not available, you will be given a choice of closest available times on the following screen).
- 6. Click on "Infant Reservations" in the bottom left-hand window.
- 7. Click on your preferred duration of childcare visit (up to 90 minutes).
- 8. Click "Submit Request."
- 9. The next screen will display a list of available childcare times. Choose the time you prefer and click on "add to cart."
- 10. You will then be shown a waiver. Check "Accept" to agree to the waiver and then click on "Continue."
- 11. The following screen will display your confirmed reservations.
- 12. To remove your reservation, go back to the home menu and click on "Account Information" then "Account Summary." Scroll all the way to the bottom and click on the reservation and then "Cancel Booking."

