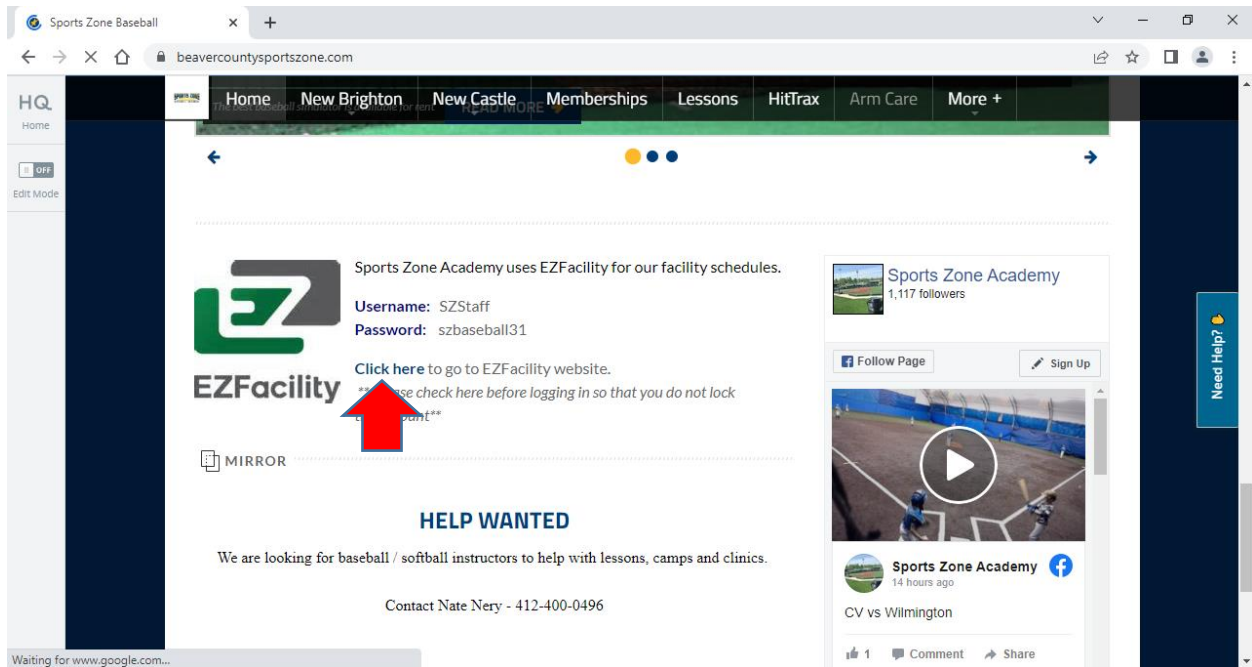


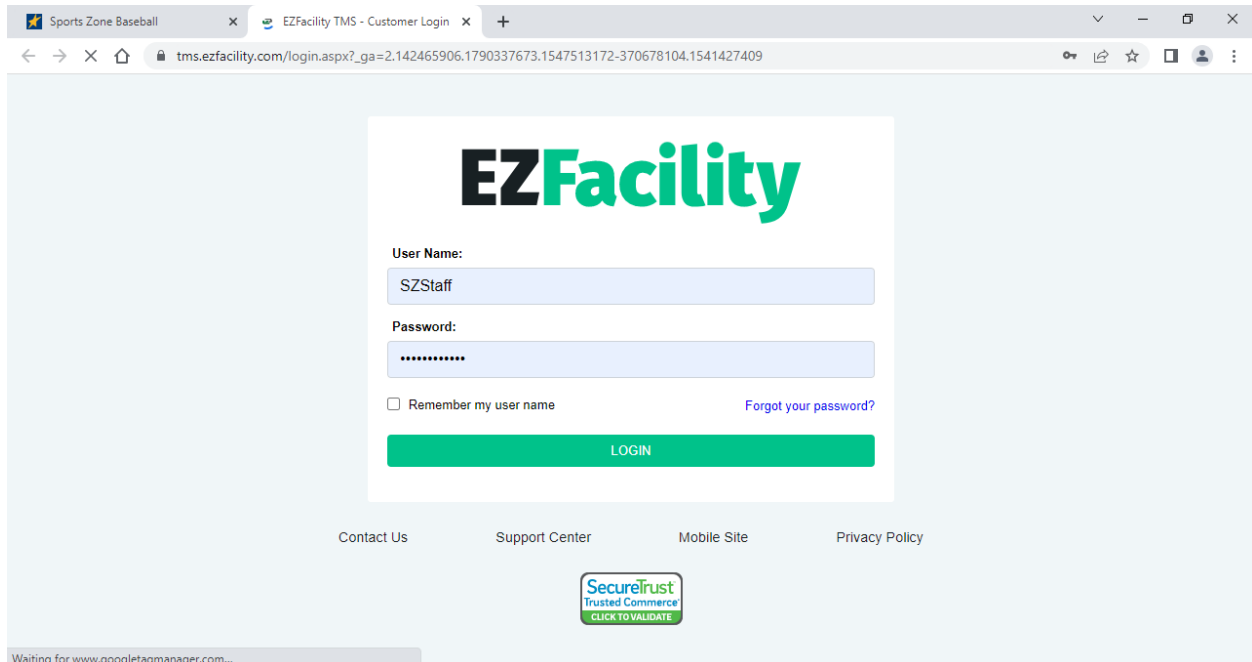
SPORTS ZONE BASEBALL ACADEMY

HOW TO USE EZFACILITY

1. Get the Username & Password from the Sports Zone website:
www.beavercountysportszone.com
2. Please check this page before you login. **If you put in the wrong password, the account will lock.** Everytime the account is locked, I have to change the password.



3. Press **Click Here** and the following screen will come up
4. Enter **Username & Password** from the website



SPORTS ZONE BASEBALL ACADEMY

- This screen or a version of it, will come up. If you click the **Schedule** and select **Day** from the drop down, it will look like this below:

The screenshot shows the website interface for the Sports Zone Baseball Academy. The main navigation menu includes 'Check-in', 'Time Clock', 'Attendance', 'Schedule', 'Clients', 'Groups', 'Reports', and 'Administration'. The 'Schedule' tab is selected, displaying a calendar view for Thursday, October 20, 2022. A red arrow points to the 'Schedule' tab. The calendar shows various activities booked in different cages and rooms, such as 'Private Lesson' in Cage 1 HitTrax, 'Casey lesson' in the Basement, and 'Arm Care' in the Field and Cage 4 Back Right.

- Click on the time slot and cage that you want to book and the following screen will appear.
- Select **Reservation Type** – Cage Rental
- Enter the **Start Time & End Time**
- Under Title** – please put your name
- Select **Save & Finish**

The screenshot shows the 'Add New Reservations' form. The form is titled 'Add New Reservations' and shows the following details:

- Resources: Cage 1 Back Left
- Start Time: Thursday, October 20, 2022 7:00 PM
- End Time: Thursday, October 20, 2022 7:30 PM
- Reservation Type: Session Rental Special
- 1. Select desired reservation type and times. Reservation Type: Avail... Title: Available Class Size: 1
- Reservation Type: Available
- Venues: --NONE-- Golf Simulator
- Start Time: (Thu) 10/20/2022 7:00 PM
- End Time: (Thu) 10/20/2022 7:30 PM
- Split: -- No Split --
- Class Size: 1
- Title: Available
- Default Free Booking Do Not Allow
- Notes:
- 2. (Optional) Select the recurring pattern.
- Buttons: Save And Finish, Save And Add Client(s), Cancel