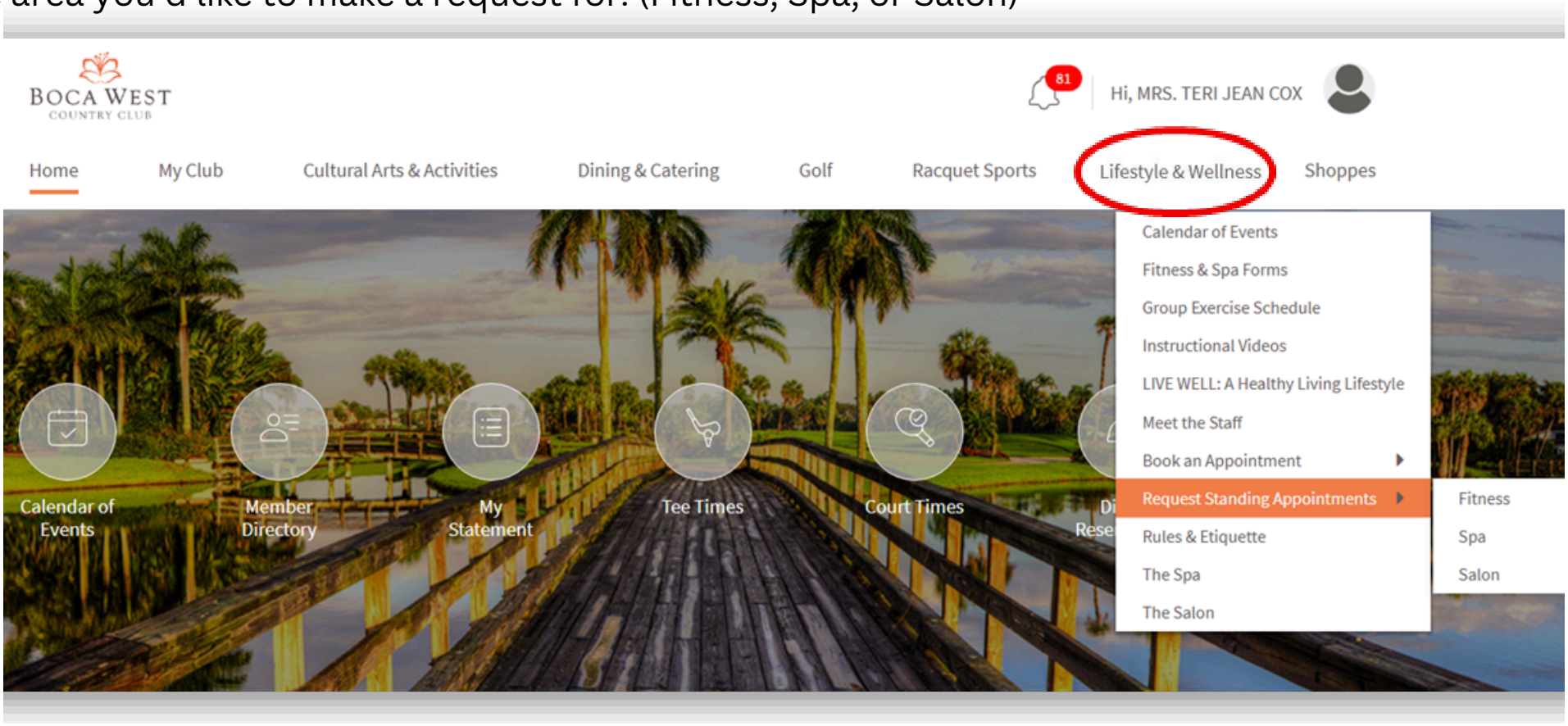
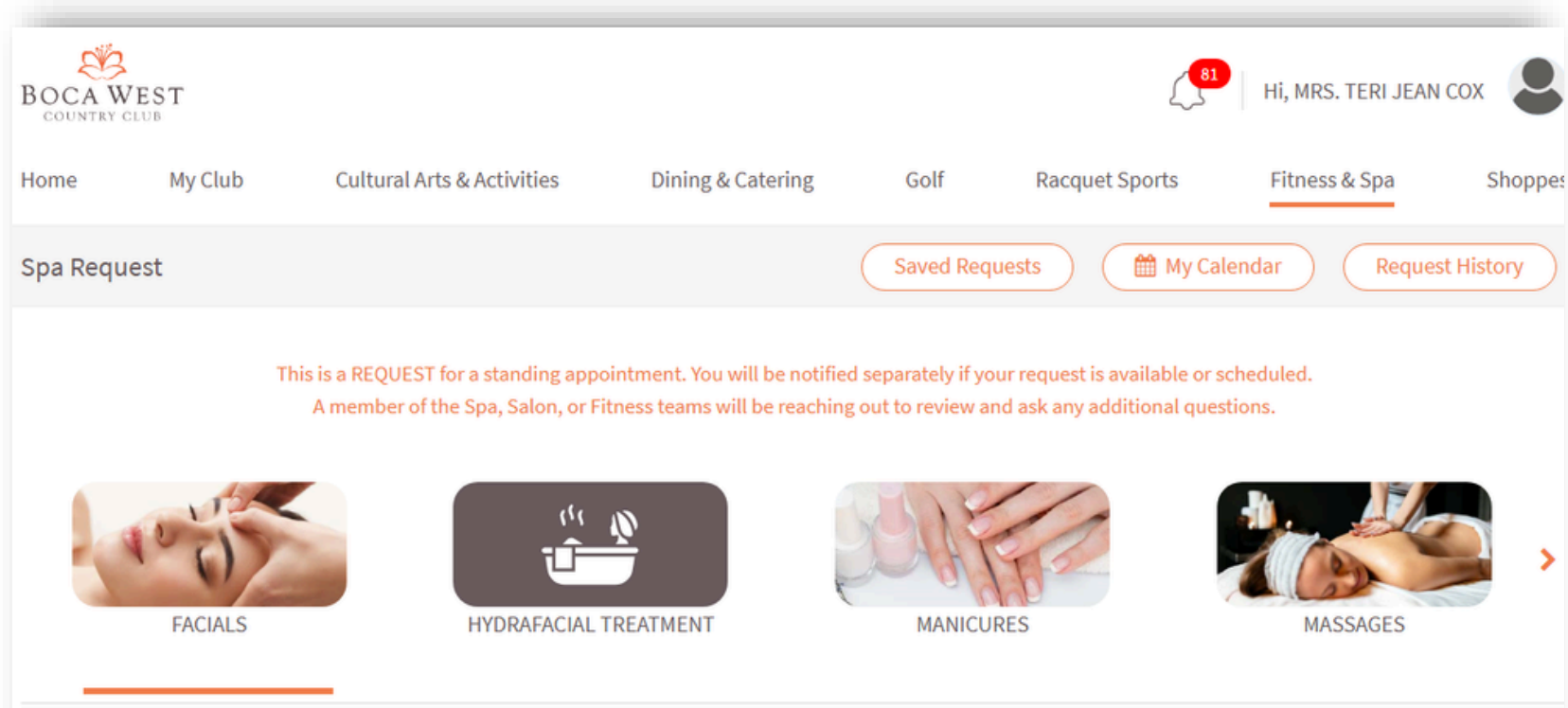
Standing Appointment Requests - 2026/ 2027

Step-by-Step Guide

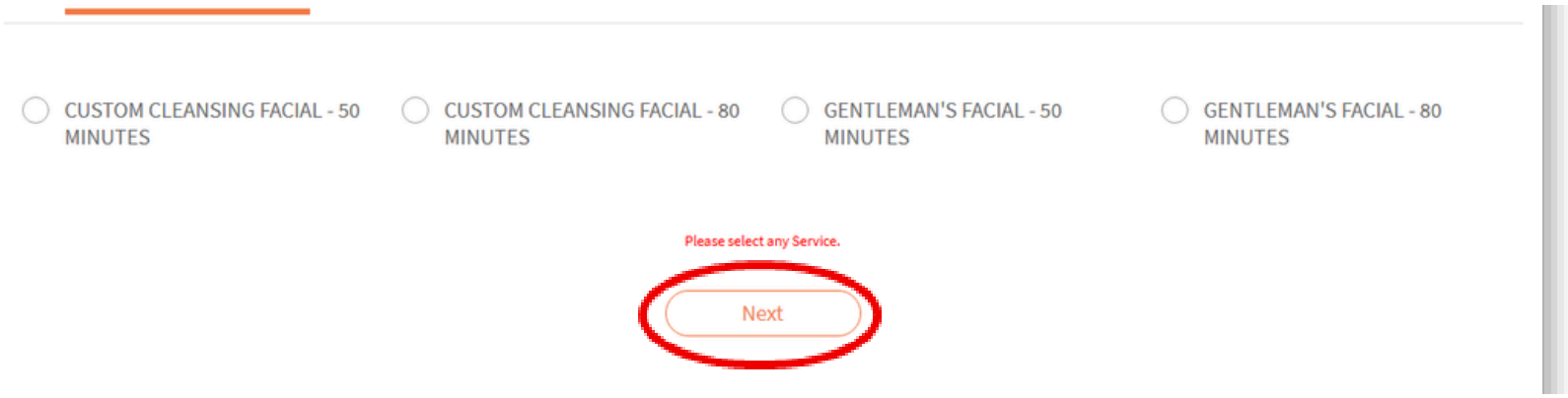
1. **Sign into your Boca West website account. (www.bocawestcc.org)**
   - If you do not know your login credentials or do not have access, please contact communications@bocawestcc.org
2. Go to "**Lifestyle & Wellness**" department tab in between '***Racquet Sports***' and '***Shoppes***'.
3. Navigate to the '**Request Standing Appointment**' option in the drop down menu and choose the area you'd like to make a request for. (Fitness, Spa, or Salon)



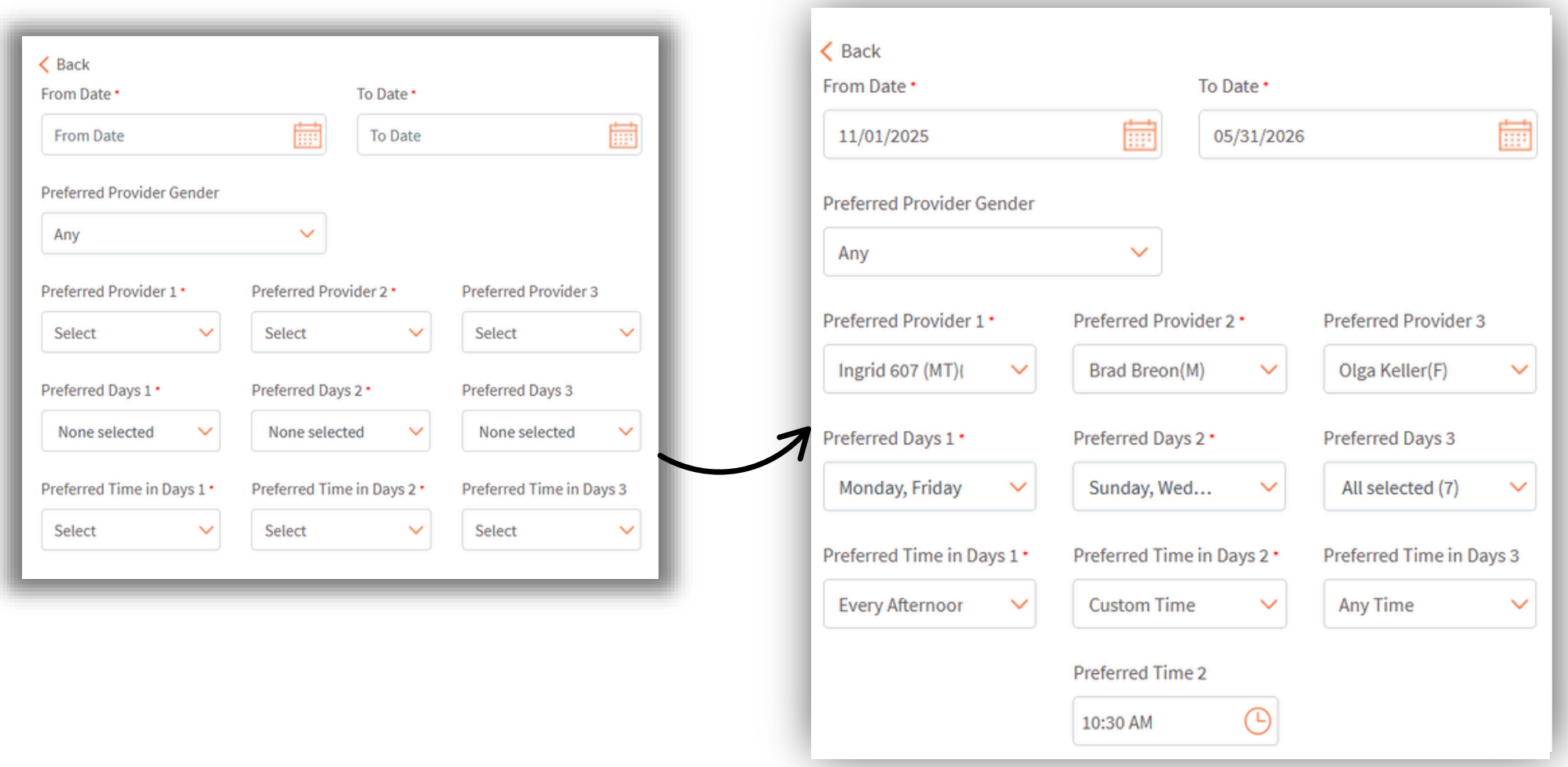
4. Select the **category** you are requesting for.
    - Massage, Facial, Personal Training, Pilates, Hair Color, Mani/ Pedi, Etc.



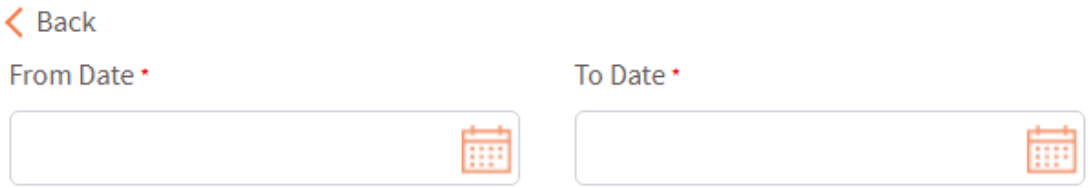
5. Select the **service** you want to book for the season.
    - Select **'Next'** on the bottom of the screen.



6. Once your requested service is selected, you will be taken to the request page: ***please* fill out all information.**



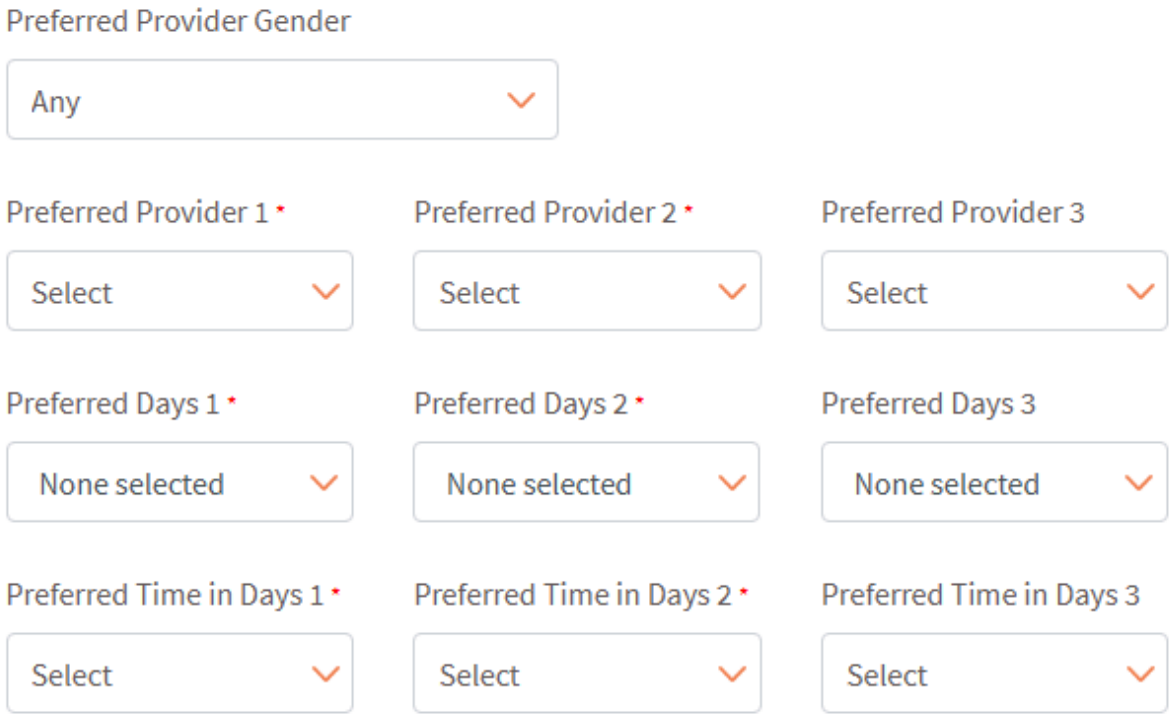
- **“From Date”** and **“To Date”**: Please select the start and end date for your sessions between ***November 1st, 2026 - May 31st, 2027.***



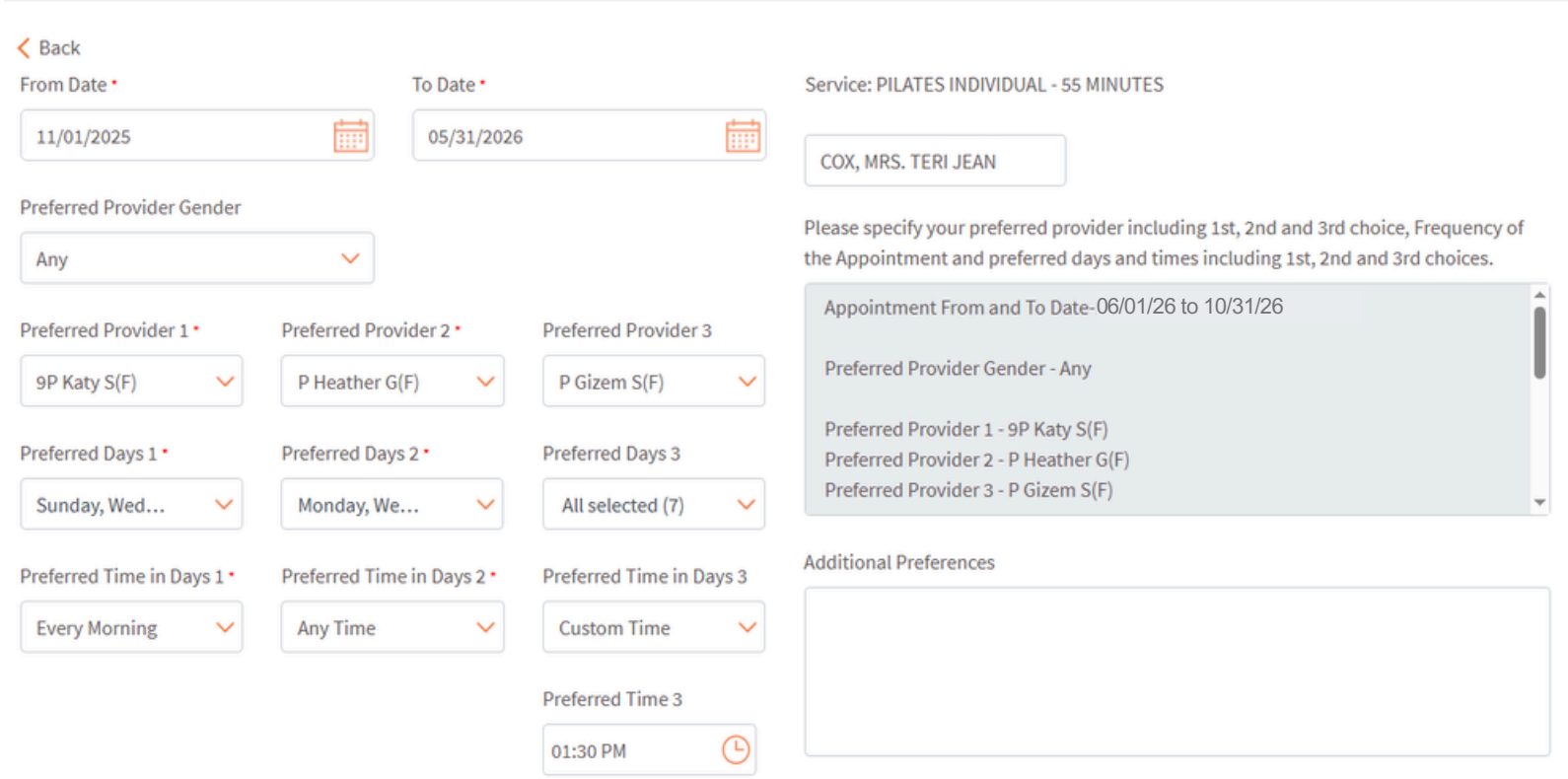
- **Preferred providers, days, and times:** Please select the provider, days of the week, and times you prefer for your appointments.
- ***It is mandatory to fill out two options for each category in order to proceed. Be sure to give multiple options.*** Providers selected as a *Preferred Provider*, cannot be selected a second time in the same request.

To note: if you do **NOT** have a specific preference on Days of the Week, please select all days.

Members may select 'Every Morning', 'Every Afternoon', 'Every Evening', 'Any Time', or 'Custom Time'.



- Please use the '***additional comments***' section to indicate any information staff may need to know such as **frequency of appointments, time away**, or any other **relevant information** regarding your Summer Booking request.
  - For Fitness: If you are **requesting partner or duet sessions**, please provide the name of your intended partner.





Additional Preferences

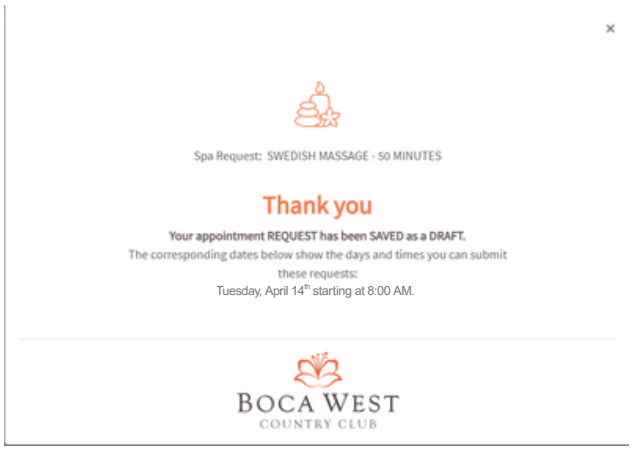
WOULD LIKE TO REQUEST MY FACIAL EVERY OTHER WEEK AND MY DEEP TISSUE MASSAGE ON THE FIRST OF EVERY MONTH

TRAVELLING FOR THE FOLLOWING DATES 12/18 - 12/22 AND 2/5 - 2/16

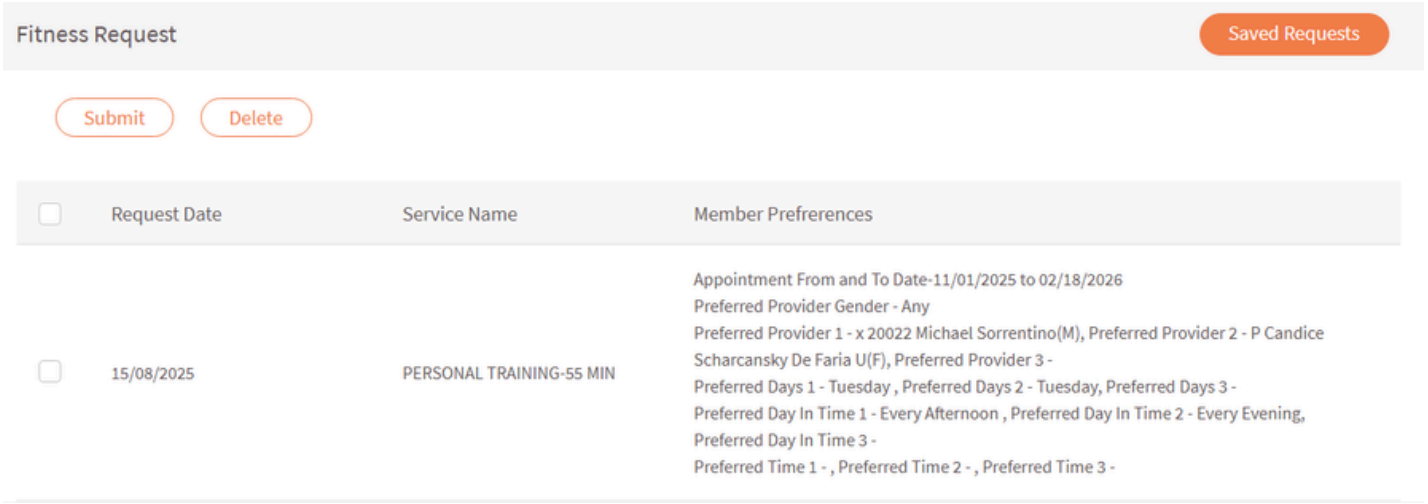
7. Once all information is filled out, please select the **'Save As Draft'** option on the bottom of the screen.



8. A '**Thank you**' pop-up will appear.



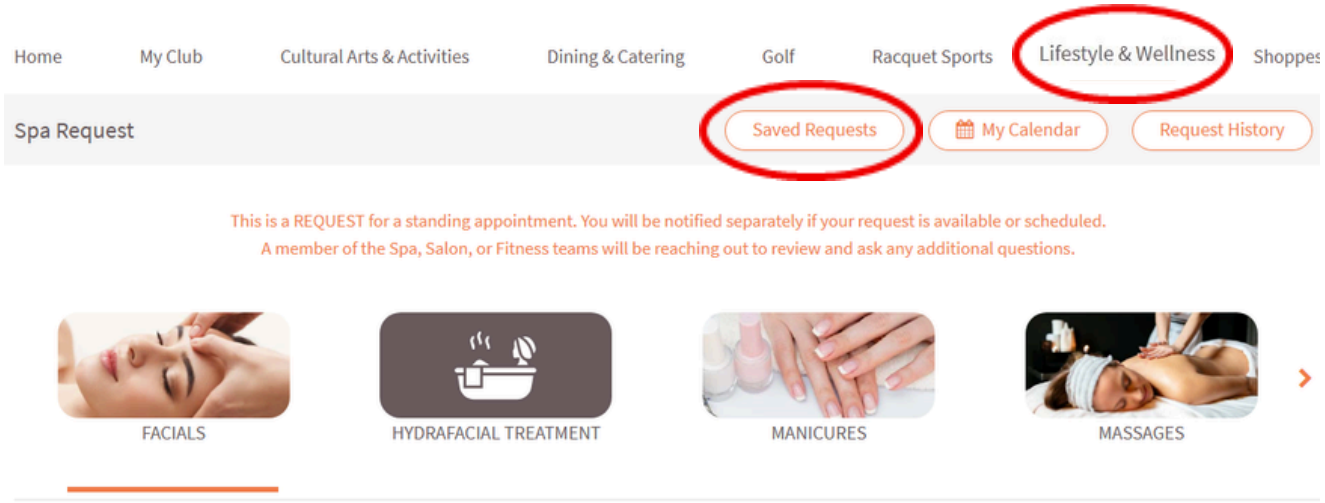
9. Once you exit out of the pop up, (on the top right corner, it will re-direct you to your '**Saved Requests**' page.



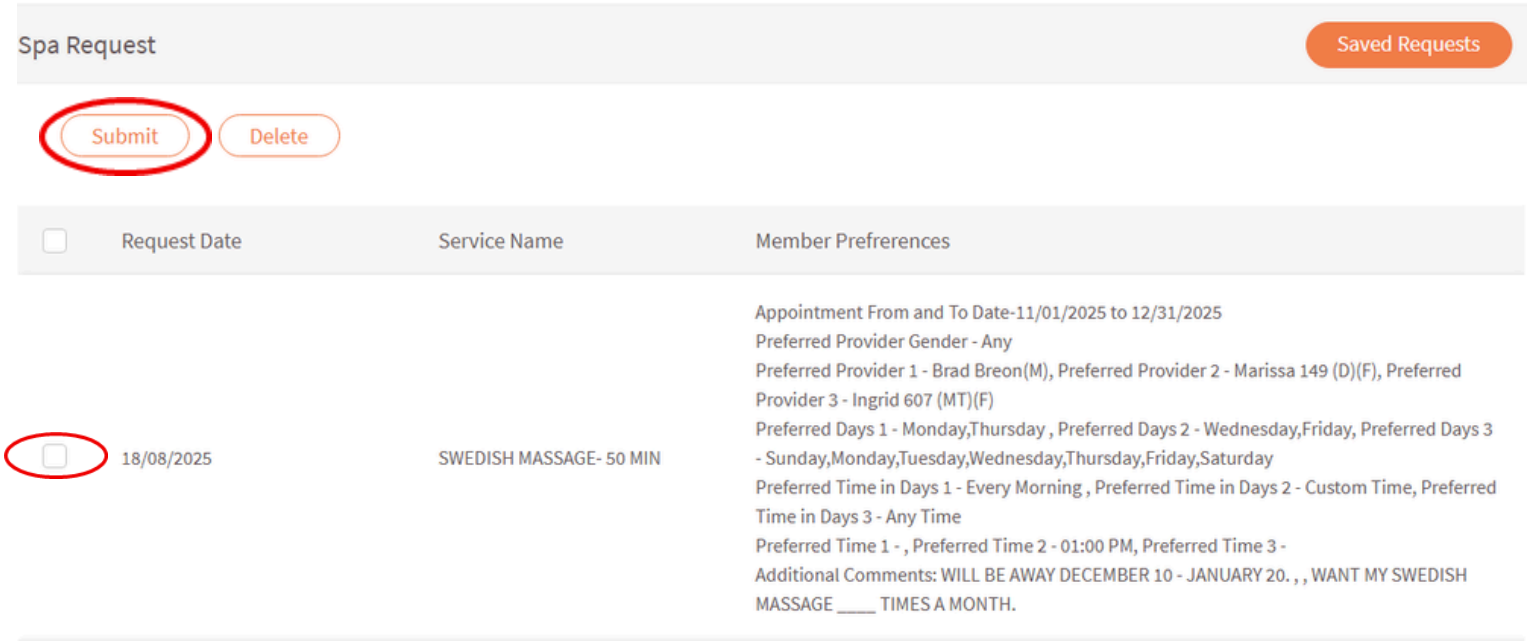
Drafts **CANNOT** be edited. If you made a mistake on a draft, you may **delete** that draft and **create a new one.**

If you are submitting two different services for the SAME area, you need to create two drafts, that you can submit at the same time. Each area will only show drafts saved that have corresponding services to that area.

10. Log back into the website and restart the process until you see the '**Saved Requests**' button.



11. Select the drafted request(s) you want to submit and select 'submit' at the top of the page. *(NOTE: This step is to be done on the corresponding dates starting at 8AM **based on the area you are requesting for**.)*



12. When submitted, a ***'Thank you'*** pop-up message will appear saying, "***Your Request has been submitted successfully."***

