



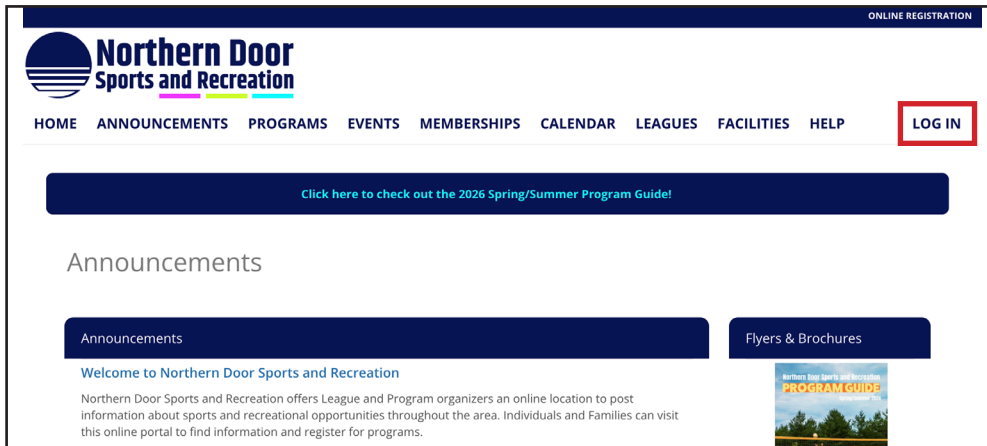
HOW TO MAKE A FACILITY RESERVATION ONLINE

These instructions show you how to make a facility reservation online in the RecDesk portal. Before making a reservation you must have a RecDesk account.

CREATE OR LOG IN TO YOUR ACCOUNT

A RecDesk member account allows individuals and families to create and manage a central household profile, where they can add family members, browse and register for programs like classes, camps, leagues, and activities, reserve facilities such as gyms, fields, courts, or pools, purchase or renew memberships and passes, view activity and payment history, pay invoices online, complete digital forms and waivers and more.

1. Go to northerndoor.recdesk.com
2. Click Log In



3. Sign In or Create New Account

A screenshot of the 'Sign in to your Community Account' form. It includes fields for 'Username (Required)' with the value 'rmstollen' and 'Password (Required)' with masked characters. A green 'SIGN IN' button is located below the password field. Below the sign-in button is a red-bordered box containing a blue 'Create A New Account' button.

4. Complete Account Fields and Continue (For new accounts)

A screenshot of the 'Create An Account' form. It includes fields for 'First Name *', 'Middle Initial', 'Last Name *', 'Primary Phone *', and 'Primary Email Address *'. The 'Primary Email Address' field contains the value 'example@example.com'. A blue 'Continue >' button is located at the bottom right of the form.



HOW TO MAKE A FACILITY RESERVATION ONLINE

RESERVE A FACILITY

Swimming lanes, tennis courts, pavilions and soccer fields are all defined as “facilities” in the RecDesk portal. Online reservation parameters (such as availability, lead time, max reservations) are set by the organizer or facility manager.

1. Click on Facilities
2. Find the Facility and click Reserve



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[Click here to check out the 2026 Spring/Summer Program Guide!](#)

Facilities

Search Facilities

Facility Type

- All 7
- Peninsula Aquatics Cen... 7
- Shooting Range 1
- Tennis Courts 6

| Facilities | |
|--|--|
| <input type="checkbox"/> PAC Training and Fitness Pool 10464 Hwy 57, Sister Bay, WI | Peninsula Aquatics Center |
| Training Pool Lane 1 10464 Hwy 57, Sister Bay, WI | Peninsula Aquatics Center Reserve |
| Training Pool Lane 2 10464 Hwy 57, Sister Bay, WI | Peninsula Aquatics Center Reserve |

3. Select a Date (click the green Reserve button)

Facility Reservation Calendar

Treadmill Pool Lane 1

May 2026 Month Week Day

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

4. Fill in Description of Use and Group Size

It is helpful to include your name in the description of use. When specifying group size keep in mind that certain facilities have limits. (i.e. swim lanes have a max capacity of 1). Refer to facility policies.

5. Select a time and “price” option


Select a time slot under the type of reservation you are making. Different types of reservations are defined by days and durations (i.e. 15 min try outs may be limited to morning hours and family swim may only be available on weekends). Some facilities will have different fee schedules based on membership policies or type of use.

6. Add the reservation to your cart

← Reserve Facility

Treadmill Pool Lane 1

i Fields marked with an asterisk (*) are required

 **May 18th 2026**

Member *

Description of Use *

Group Size *

15 Min Pool Try Out



11:00 AM - 11:15 AM ∨

11:15 AM - 11:30 AM ∨

11:30 AM - 11:45 AM ∨

Lane Reservation

9:00 AM - 9:45 AM ∧

| | | |
|---------|---------|---|
| Member | \$0.00 |  |
| Drop In | \$20.00 |  |

7. Complete Check Out Process

During the checkout process you will be prompted to sign an electronic waiver and complete payment if balance is due.

Items In Your Cart

| Item | Quantity | Unit Price |
|--|----------|------------|
| 1. Treadmill Pool Lane 1 Remove | 1 | \$20.00 |

Reservation

👤 Rachel Stollenwerk

Date: 5/18/2026 9:00 AM - 9:45 AM
Description: triathlon training
Group Size: 1

Total: \$20.00

ⓘ Please Note: you MUST go to *Check Out* and make *Payment* to complete the registration process. Spots in Programs are **not guaranteed** until the Check Out process is complete.

Add New Registration

Go To Checkout

You can add a new facility reservation prior to checkout. Note that there may be limitations on the number of reservations that can be made at one time based on specific facility policies.

Waiver Details

Northern Door Sports and Recreation, LLC ("NDSR") provides a means for **program** (including league) organizers, instructors and coaches ("**Organizers**") to collect program registrations and fees for their programs online from registered users who want to sign up to participate in such programs ("**Registrants**" or "**you**"). All questions and/or concerns related to the facilitation of the program are the responsibility of the Organizers. In agreeing to this waiver you acknowledge that NDSR is not responsible for the facilitation or management of the program you are registering for which includes any and all disputes between you and the Organizer. NDSR may make themselves available for communications regarding disputes between the Organizer and Registrant, in NDSR's sole discretion. In the event that the reconciliation of a dispute results in a credit card refund, a transaction fee of 3% will be deducted from your refund. You voluntarily agree to release, waive, and agree not to sue Northern Door Sports and Recreation, LLC, its officers, employees, agents, volunteers, or co-sponsors for any and all claims, damages, costs, attorney's fees, or causes of action which you have or may have in the future, as a result of damages or injuries, including death, related to the program for which you are registering. You further understand and agree that there may be risks and dangers not known or reasonably foreseeable at this time and knowingly and voluntarily assume full responsibility for these risks arising out of, or related to, your registration to the program.

I Accept Waiver

I Decline Waiver

Checkout

ⓘ NOTE: You have **\$35.00** in Household Credit available. Click Apply Now to use it. Apply Now

If you have a credit in your RecDesk account you will have the option to apply it if a balance is due.

Total Amount Due \$20.00

Item Total **20.00**

Sales Tax **0.00**

Convenience Fee **0.00**

Card Info

Card Number Card Number MM / YY CVC

Checkout has been successfully completed!

When you have completed the checkout you will see a green banner indicating your checkout has been successfully completed.