



CFB Esquimalt Auto Club **Online Bookings**

Vehicle and Motorcycle Bays are available for online bookings a **minimum of 2 days in advance and a maximum of 30 days in advance**. Same day or next day bookings will need to be made by calling the workshop.

Bookings can be cancelled by calling the workshop during open hours – please endeavor to give as much notice as possible.

To Book a Vehicle Bay Online:

- Go to <https://bkk.cfmws.com/esquimaltpub/> and log on:
 - Auto Club members should already have an account, but if you cannot remember your username and password:
 - On the right-hand side of the screen, choose 'Click here to retrieve your Account Information'
 - Fill in the information required and click Send Email
 - You should receive an email with a new password. If you do not receive an email, we may not have the correct email address, and you will need to call PSP Recreation at 250-363-1009 or the attendants at the shop
- Click on the **"Facilities"** tab
- Select **"Request/Book Facilities"**
- Under Facility List you should see Auto Club – Bay 1, 2, 3, Motorcycle Bay
 - ***Availability for each bay needs to be viewed separately by selecting the bay***
- Use the calendar on the right-hand side to select the date you would like to book
- Time slots are available in 1-hour slots.
 - To select a slot, check the box next to the time (currently you may only select up to 8 time slots (8 hours) per day).
- After selecting timings click the **"add selected"** button
- Under Rental Information, Event Name input the work you will be completing (i.e. oil change)
- Confirm selected timings before selecting **"Finish"**
 - Or if you would like to add more times click **"search again"** to return to the Calendar to add other time slots to your booking.
 - If you decide not to add more days and would like to finalise your booking, click **"view pending"** to return to the confirmation page.