

# *Reservemyslip.Com*

*Del Webb Lake Oconee*

*User Guide*

Reservemyslip.Com is an online boat slip reservation system. This system has a community module that has been customized for the Del Webb Lake Oconee HOA.

To access the system enter the URL [www.reservemyslip.com](http://www.reservemyslip.com) from your web browser and you will see the main entry page.



The main entry page has a Menu in the top left corner of the image. If you hover your mouse over the word Menu you will see the menu selections. From the Menu click on **Select Property** to see the following page.


From the Select property page click in the middle of the Del Webb Lake Oconee image to display the community specific page.

Menu [www.servemyslip.com](http://www.servemyslip.com)

*Demo Site*



*Del Webb Lake Oconee, GA*



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From the community page you can click on the large orange button to log into the system.

Del Webb Menu Reservemyslip.com

**Del Webb Lake Oconee**  
If you already have an account on this system please login below.

After you have logged in you can browse available slips from your user menu. After noting an available slip, you can make a reservation from your user menu.

If you don't have an account, complete the sign up form available from the Del Webb Menu, and the system administrator will email you your login information for this site.

Please allow 24 hours for you request to be processed.

View/Download [Dock Layout Document](#) , [Boat Slip Reservation Requirements](#) , or [RMS User Guide](#)

**Click Here To Login**

**NOTE:** Bookmark this page for faster access to the reservation system.

**Notes:** You should bookmark this page so you can access the system faster the next time you log in.

The community page has links to the [Boat slip reservation requirements](#), [the Dock layout document](#), and this [User Guide](#). All community users have access to this information.

Enter your supplied **username** and **password** and click on **Login**.

Del Webb Admin

Reservemyslip.com

## Login

Please fill in your credentials to login.

**Username**

**Password**

Login

**Note:** if you want to go back to the home page just click on the Reservemyslip.com logo at the top right of the screen.

After successfully logging into the system you will see the welcome page. Your login name will be displayed in the top right corner where [SampleUser] is displayed.

**If this is the first time you have logged in, you should change your password by clicking on the Reset Your Password link.**

The screenshot shows the top of a web application. At the top left, it says "Del Webb Lake Oconee". At the top right, there is a blue button with a white icon and the text "Reservemyslip.com". Below this, on the left, is an orange button labeled "Menu". On the right, there is a box containing the text "SampleUser", "Last Login:", "01/04/2024 at", and "04:53:10pm". Below that is a table with two columns: "Reservation Date" and "Slip Number". The main content area has a heading "Welcome to our community boat slip reservation system." followed by a paragraph explaining the menu and login. A "Note" section follows, advising users to update their profile. A list of options is provided, including "Edit an existing reservation", "Edit your user profile", "Make a new reservation", "See who is in a space by slip number", "View available boat slips", and "Logout". Another "Note" section mentions existing reservations. At the bottom, there is a link for "Reset Your Password".

Del Webb Lake Oconee

Reservemyslip.com

Menu

**Welcome to our community boat slip reservation system.**

The orange **Menu** above expands to display the reservation action menu. Your Login Username is displayed in the top right of the screen.

**Note:** If this is your first-time logging in please update your user profile with your cell phone number and email address before making a slip reservation.

**Click or touch the orange menu above to select one of the following options:**

- Edit an existing reservation
- Edit your user profile
- Make a new reservation
- See who is in a space by slip number
- View available boat slips
- Logout

**Note:** If you have an existing reservation the reserved nights will be displayed in the table below your login name.

If you need to change your user password, click on the reset your password link below.

[Reset Your Password](#)

Reservation Date	Slip Number
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*This page is the main entry point to the system. Click on the orange Menu button to see the options for reservation management.*

The screenshot shows a vertical orange bar on the left with the word "Menu" in white. To the right of the bar is a list of menu items: "Edit an existing reservation", "Edit your user profile", "Lookup DNR Number", "Make a new reservation", "Report dock problem to the HOA", "View available slips", "Who is in slip number?", and "Logout".

Menu

- Edit an existing reservation
- Edit your user profile
- Lookup DNR Number
- Make a new reservation
- Report dock problem to the HOA
- View available slips
- Who is in slip number?
- Logout

You should start by browsing the available slips by clicking on the link titled **View available slips**. You will then be presented with the slip table which shows which slips are available, and which slips are reserved.

Del Webb Lake Oconee
Reservemyslip.com

Menu
SampleUser

### View available slips

Reservations are listed starting with today's date. The table lists the next 26 days from today for planning purposes. **HOA Policy** only allows reservations to be made two weeks in advance.

**Legend:**  
 If the table contains a "L" the slip is for launching/loading and cannot be reserved.  
 If the table contains a "D" the slip is for day use only.  
 If the table column contains a "X" for your desired reservation dates and slip number, then the slip is reserved.  
 If the table column contains a "B" the slip is blocked for maintenance, or a Boat Club function.  
 If the table column is **empty** for your desired reservation dates and slip number, then the slip is available.

**Notes:** Odd numbered slips tie up on the left side of your boat. Even numbered slips tie up on the right!  
 The system will display an error message if you try to reserve a slip that's already reserved.

Proceed to the reservation screen
D38 ▾
Docks D and C
Docks B and A

Date	D38	D37	D36	D35	D34	D33	D32	D31	Ramps	C30	C29	C28	C27	C26	C25	C24	C23	C22	C21
2024-02-15						D	D	L	----										
2024-02-16						D	D	L	----										
2024-02-17						D	D	L	----										
2024-02-18						D	D	L	----										
2024-02-19						D	D	L	----										
2024-02-20						D	D	L	----										

The HOA has four docks which are A, B, C, and D. When you first access this page, you will see dock D and C. To browse for available slips on docks B and A click the button titled **Docks B and A**.

There is a legend on the page which indicates whether slips are reserved [X], available [ ], blocked for maintenance [B], reserved for loading and launching [L], or Day Use Only [D].

The loading and launching slip D31 is to be used when you are loading guests, or you have just launched your boat prior to moving to your assigned slip. It only can be used for 15 minutes at a time.

The two (Day Use Only slips D32, and D33) can be used for a maximum of two hours at a time. Consecutive two hour use by the same individual is not permitted. This gives boaters without a slip reservation a place to park temporarily if they want to go to lunch or use the restroom facilities.

After you have selected a slip for the date range that you want to reserve you can use the dropdown slip selector at the top of the table to save the slip number. Then click on the button titled **Proceed to the reservation screen** to make your reservation. **Note:** Slip D38 was selected in this example.

When the reservation screen is displayed your desired slip will be selected and all you need to do is to select the starting date and duration.

Del Webb Lake Oconee reservemyslip.com

Menu SampleUser

### Make a new reservation

To make a new reservation use the drop down fields to select the desired slip number, and the reservation duration in nights. Then select the reservation starting date. You will have exclusive rights to the slip starting at 12:00 p.m. on your starting date. After you have made your selections, click on the button titled **Make Slip Reservation** and you can then logoff.

User Name:

Slip Number:

Reservation Starting Date:

Reservation Duration:

**Reservation Confirmation Messages**  
**Note:** Reservation confirmations are set in your user profile. You can choose None, Email, or SMS Text reservation confirmation/expiration notifications.

Your username will be displayed in the **Username field**, and this cannot be changed!

There are drop down selection boxes for the desired Slip number, Reservation Starting Date, and Reservation Duration. The starting date will always be populated with date you access the system. You can change the starting date to make a reservation further out like next week for example. It does not provide a calendar interface. Users are only allowed to select dates 15 nights in advance. As with a hotel reservation you are reserving nightly stays.

The reservation duration is limited to 5 nights.

**Note:** On the last full day of your reservation, you can renew your reservation after 12:00 p.m. if a slip is available.

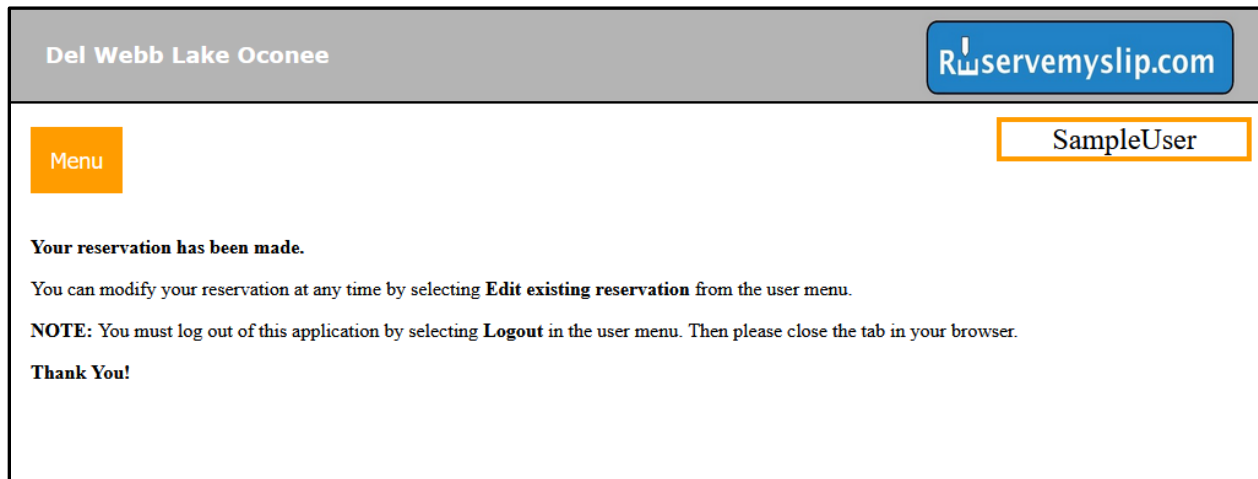
If you wish to receive a reservation confirmation message from the system you need to specify what type of notification that you want to receive in your user profile.

You can send yourself a SMS text confirmation, or an Email. If you select SMS text your mobile phone number must be added to your User Profile.

After you have made your selections, click on the **Make Slip Reservation** button to make your reservation.



*You will see a confirmation message displayed stating that your reservation has been made! If you want to verify your reservation you can access the slip map again to see that your slip and time period has been marked reserved!*



The screenshot displays a web interface for Del Webb Lake Oconee. At the top left, the text "Del Webb Lake Oconee" is visible. At the top right, there is a blue button with the text "Reservemyslip.com". Below this, on the left side, is an orange button labeled "Menu". On the right side, there is a white button with an orange border labeled "SampleUser". The main content area contains the following text:

**Your reservation has been made.**

You can modify your reservation at any time by selecting **Edit existing reservation** from the user menu.

**NOTE:** You must log out of this application by selecting **Logout** in the user menu. Then please close the tab in your browser.

**Thank You!**

***That's all you need to do to make a reservation! You should then click on the Menu button and log out of the system.***

## Existing Slip Reservation Reminder

If you already have an existing slip reservation you will be reminded of the reservation on the welcome screen! (See Red arrow below)

Del Webb Lake Oconee Rservemyslip.com

Menu SampleUser  
Last Login:  
01/04/2024 at  
04:53:10pm

**Welcome to our community boat slip reservation system.**

The orange **Menu** above expands to display the reservation action menu. Your Login Username is displayed in the top right of the screen.

**Note:** If this is your first-time logging in please update your user profile with your cell phone number and email address before making a slip reservation.

**Click or touch the orange menu above to select one of the following options:**

- Edit an existing reservation
- Edit your user profile
- Make a new reservation
- See who is in a space by slip number
- View available boat slips
- Logout

**Note:** If you have an existing reservation the reserved nights will be displayed in the table below your login name.

If you need to change your user password, click on the reset your password link below.

[Reset Your Password](#)

Reservation Date	Slip Number
2024-01-04	A01
2024-01-05	A01
2024-01-06	A01
2024-01-07	A01
2024-01-08	A01

If you decide to cancel your reservation due to weather or a change of plans you can delete the reservation by selecting *Edit an Existing Reservation* in the menu. From this screen you will be able to delete your reservation.

**Note:** Starting in January 2024 a user will have to wait a day before they can make a new reservation if they delete an existing reservation. If you try to make a new reservation after deleting one, you will see the message below.

Del Webb Lake Oconee Rservemyslip.com

Menu SampleUser

**A reservation lock is active!**

**Note:** Since you recently deleted a reservation, you will need to wait until after 12:00 p.m. on **2024-01-05** to make a new reservation.

If you have accidentally made an incorrect reservation you will need to call the [HOA front desk @ 706-999-1760] or the site administrator [John Callaway @ 678-713-8481] and ask them to remove the reservation lock.

Please remember that when you make a normal slip reservation you can always renew the reservation on the last full day of your reservation after 12:00 p.m. If your current slip or another slip is available, you can reserve it for another five nights or less.

## Edit an existing reservation

This screen allows you to delete your existing reservation. Starting in January 2024 you will only be able to delete the entire reservation. If you do delete your reservation, you will be prohibited from making a new reservation for one day.

Del Webb Lake Oconee Reservemyslip.com

Menu SampleUser

### Edit existing reservation

The table below lists your existing boat slip reservations. If a table is not displayed, then you don't have any current reservations.

**Note:** Starting on January 1st, 2024 you will retain the ability to delete all current reservations, although you will not be able to make a new reservation until the next day after 12:00 P.M. If you delete the reservation in the early morning hours you will still have to wait until the next day to make a reservation. You boat cannot remain in any DWLO slips until a new reservation has been made.

If you have accidentally made an incorrect reservation you will need to call the [HOA front desk @ 706-999-1760] or the site administrator [John Callaway @ 678-713-8481] and ask them to remove the reservation lock.

To delete all reservations, click the button titled **Delete All Records**.

**Note:** All records will automatically be selected when you click Delete All Records.

Delete DWLO Slip Reservations				
✓	Id	User Name	Reservation Date	Slip Number
<input type="checkbox"/>	37945	SampleUser	2024-01-04	A01
<input type="checkbox"/>	37946	SampleUser	2024-01-05	A01
<input type="checkbox"/>	37947	SampleUser	2024-01-06	A01
<input type="checkbox"/>	37948	SampleUser	2024-01-07	A01
<input type="checkbox"/>	37949	SampleUser	2024-01-08	A01

**Note:** If you have accidentally reserved the wrong slip, you will need to call the HOA front desk or the System Administrator and ask them to remove the reservation lock. They will review your reservation history and decide if the lock can be removed.

If you have deleted your reservation after two or three nights, you more than likely will have to wait another day to reserve a slip. This feature ensures that all residents in the community have equal access to a slip reservation.

It is important to remember that all boats in DWLO slips must have a valid reservation. If you have deleted your reservation, then your boat needs to be moved back into storage or returned to the marina where it is stored! **Leaving your boat in a slip without a valid reservation is a slip usage violation!**

## Edit Your User Profile

The first time you log into the system, you should access the User Profile screen and enter your contact phone and email address. If you choose to not enter this information due to privacy concerns, please leave the fields set to **N/A**.

The mobile phone number for SMS messaging field is used to enter your 10-digit mobile phone number. Please omit spaces or hyphens.

Del Webb Lake Oconee Reservemyslip.com

Menu SampleUser

### Edit your user profile

This screen allows you to update your contact information and choose if you want to see the welcome screen after you log in. If you select **no** for the welcome screen, you will immediately be redirected to the view available slips screen after you log in.

**Note:** When your user account was created your email and phone number fields were set to: N/A Please leave them set to this value unless you want to receive reservation confirmation and expiration emails. If you want your contact phone to be available to other boaters then you can also choose to enter your contact phone number.

Click on **Save User Profile** to save your updates!

Phone Number:

Mobile Phone Number For SMS Messaging:

**Note:** Do not enter any of the following characters. ( ) - or spaces  
By entering a number you have Opted-In for SMS messaging.

Email:

Preferred reservation confirmation mode:

**Note:** The selection above will set your default messaging type for both reservation confirmation and expiration messages. If it is set to **None** you will not receive any reservation/expiration messages.

Show Welcome Screen:

**Reservemyslip.com** uses industry standard methods to encrypt the data stored on the application server.  
If you choose to enter this information, Reservemyslip.com is not liable for any loss of personally identifiable information in the event of a data breach.

The **Preferred reservation confirmation mode** can be set to (None, Email or SMS)

The **Show Welcome Screen** dropdown allows you to choose if you want to see the welcome screen or slip map as soon as you log in. If you select No, the first screen you see after logging in will be the slip map. You can always access the welcome screen from the menu.

**Note:** If you want to take advantage of reservation confirmation and expiration emails you must enter an email address or a SMS number. It's not uncommon for people to have more than one email address. If you are concerned about privacy, use an email address that is not associated with more sensitive targets such as you bank or other financial service companies.

## Who is in slip number?

We all want to be helpful and if you see a problem with someone's boat you should let them know. The web-based system allows you to see who has reserved a specific slip.

Del Webb Lake Oconee RWServemyslip.com

Menu SampleUser

### Who is in slip number [?]

If you have a reservation for one of the community docks and there is a boat parked in your slip you can search for the previous night's reservation information. To search for the owner, select a slip number from the dropdown list and then click on **Search**.

If you want to search on who is in a particular slip today, then just change the reservation date to today.

**Note:** Before contacting an owner, please verify that the listed DNR number is the number on the offending boat. If the DNR numbers match and someone has accidentally forgotten to remove their boat on time, please be courteous if you contact the owner. If you are uncomfortable with calling a boat owner directly, then please notify the clubhouse front desk at: 706-999-1760

Slip Number:

Reservation Date:

Last Search = None

**Search results below**

Slip Number:

Primary DNR Number:

Secondary DNR Number:

Boat Owner:

Owner Cell Phone:

Owner Email Address:

To use this feature, select the slip number from the drop-down menu and select the reservation date. The systems default is the previous day which lets you know who had the slip last night. Perhaps they forgot to move their boat at 11:00 a.m. and if this is the case you can politely ask them to move it.

If you see a problem with a boat today, just select today's date to see who has the slip reserved.

The screen will display the matching information and automatically reset to the default slip number D38. To search again, just select the slip number, the optional reservation date and then click **Search**.

## Report a dock problem to the HOA

If you see a problem such as a rotten board or a missing cleat you can use this form to send a message to the HOA office.

If you have entered your email address in the user profile it will be displayed on this form. If not, you should type your name in the problem notes field so the HOA knows who reported the problem.

Del Webb Lake Oconee Reservemyslip.com

Menu SampleUser

### Report a dock problem.

If you see a problem with the Del Webb docks, please use this form to send an email to HOA management, and the Property and Grounds Committee.

Boat owner email:

Slip Number adjacent to where the problem is located:

**Problem Type?**

- Dock lighting not working or broken.
- Loose or rotten board on dock.
- Loose or damaged dock protection bumpers.
- Loose or missing dock cleat.

**Problem Notes:**

## Lookup DNR Number

The registration number on boats is formatted with spaces between the state and the remaining registration numbers. Example: GA 1234 ZY

When you use this screen to lookup a DNR number enter the information without spaces. In the example above, you would enter: GA1234ZY and then click **Find DNR Number** to do a search.

Del Webb Lake Oconee R<sub>W</sub>servemyslip.com

Menu SampleUser

### Lookup DNR Number

Enter the DNR number below and then click on **Find DNR Number** below.

**Do not enter spaces or hyphens between the numbers and letters. GA 1234 XY should be entered as GA1234XY**

**Note:** This screen will only allow you to lookup DNR numbers that are registered in the database for DWLO.  
If you are looking up a DNR number because someone's boat is in a slip assigned to you then you should be courteous if you decide to call this individual. You could make the same mistake, so be nice!

DNR Number To Search:

**Search results below**  
[If the fields are blank after a search the DNR number was not found]

Boat Owner:

Primary DNR:

Secondary DNR:

Owner Cell Phone:

Owner Email Address:

**Note:** The reservation system contains DNR numbers for all boats registered in the system. It also has the most recent DNR numbers for Freedom Boat Club boats. If the system does not find the DNR number in question then you can call the HOA office. They can access every DNR number in the state.

If you find that a boat is in your reserved slip and you cannot determine who it belongs to then please call the HOA office!

## **Frequently Asked Questions**

- **Why can I only make a reservation for up to 5 nights?**  
*Answer: The HOA wants to make sure that all boat owners or resident Freedom Boat Club members have equal access to overnight slip mooring. By restricting reservation duration, you effectively allow other owners better access to available slips.*
- **Can you split a reservation between two or more slips?**  
*Answer: No, you can only make one reservation at a time for a single slip.*
- **Why can't I make a reservation further out than 15 days from today's date?**  
*Answer: The HOA wants to make sure that all boat owners or resident Freedom Boat Club members have equal access to overnight slip mooring. If people could make reservations too far in advance, we could easily use up our limited resource.*
- **Can I make back to back slip reservations?**  
*Answer: Yes, if a slip is available. When there is one night remaining on your reservation the system will allow you to make a new reservation for up to five nights. However, you may not be able to reserve the same slip.*
- **If I can't get a preferred slip right now, can I move my boat when a preferred slip becomes available?**  
*Answer: Yes, although you will need to call the HOA office and have them move you to another slip. If you delete your reservation, you will be prevented from making a new reservation for one day.*
- **If I don't have access to a computer, tablet, or smartphone can the Del Webb front desk make a reservation for me?**  
*Answer: Yes, although it's preferred that you manage your own reservations. The front desk staff is very busy at times and it may be a while before they can make a reservation on your behalf. They also will not make reservations over the weekend since the desk is manned by part time employees.*