

### **To create an account:**

1. Go to <https://mankatopeppers.ezfacility.com/login> to create an account. You should use YOUR information (not your athlete's) for creating an account.
2. You will get a confirmation email. Please follow the steps to complete your registration. Click submit when all required information is completed.
3. Once your account has been created, log into your account and go to your profile and click on "RELATIONSHIPS". This is where you will enter in your athlete's name(s).

### **To buy a membership:**

1. Log into your account @ <https://mankatopeppers.ezfacility.com/login>.
2. Once logged in, click on "Buy" on the lefthand side of the page.
3. Select Memberships.
4. Choose the membership you wish to purchase and add to your cart. Each membership includes a one-time \$40 initiation fee, which covers the cost of your fob. **\*IF YOU PARTICIPATED IN THE SOLAR SALT FUNDRAISER**, please select the SOLAR SALT SALES membership. If you did not fundraise enough to cover the entire cost of your membership, you will be invoiced separately for the remaining balance, which will include the one-time \$40 initiation fee.
5. Go to shopping cart and fill in your payment information.
6. Agree to the terms of the liability waiver.
7. Select if you want a copy of the membership document.
8. Complete checkout.
9. Once you've purchased your membership, you will be able to start reserving cages/lanes. A MAGFA Board Member will work to assign a fob to you so that you have access to the facility during the facility's hours.

### **To reserve a cage:**

1. Go to <https://mankatopeppers.ezfacility.com/register?redirect=true> to create an account. If you already have an account. Skip to step 4.
2. You will get a confirmation email. Please follow the steps to complete your registration. Click submit when all required information is completed.
3. Once your account has been created, log into your account and go to your profile and click on "RELATIONSHIPS". This is where you will enter in your athlete's name(s).
4. Log into your account @ <https://mankatopeppers.ezfacility.com/login>.
5. Once logged in, click on "Book Cage Rentals" on the lefthand side of the page.
6. The member reserving the cage should match the name of the person who your account is set up under (i.e. Parent). If you choose your child's name, you may have trouble navigating to the next screen. Once you've chosen the proper name, click "Next".
7. Mankato Peppers will automatically be selected on the next page. Click "Next".
8. The Cage Rental default option will be chosen on the next screen. Click "Next".
9. Select the lane that you wish to reserve and click "Next".
10. Choose the day of the week that you wish to reserve for and the length of time that you're wanting to book. Example: Today is Sunday and you'd like to reserve a lane for 1 hour. Make sure that "Su" is the only highlighted option and that you've changed the rental length to 1 hour. Click "Next".
11. The next screen will list all of the open times for the lane that you chose in Step 9.  
  
If your desired time is not available for that lane, click "Previous" at the bottom of the screen to navigate back to the VENUES screen and choose a different lane to see available timeslots for that lane.  
  
If your desired time is available, select "Book" to reserve that slot.
12. The next screen will show a confirmation of your rental.
13. The software doesn't allow you to cancel your reservations on your own at this time, so if you need to cancel a reservation, please email [mankatopeppers@gmail.com](mailto:mankatopeppers@gmail.com).

### **To sign up for a clinic/camp:**

1. Go to <https://mankatopeppers.ezfacility.com/register?redirect=true> to create an account. If you already have an account. Skip to step 4.
2. You will get a confirmation email. Please follow the steps to complete your registration. Click submit when all required information is completed.
3. Once your account has been created, log into your account and go to your profile and click on “RELATIONSHIPS”. This is where you will enter in your athlete’s name(s).
4. Log into your account @ <https://mankatopeppers.ezfacility.com/login>.
5. Once logged in, click on “Buy” on the lefthand side of the page.
6. Select packages.
7. Add the camp/clinic that you wish to sign up for to your shopping cart OR click “BUY” to the right of the camp/clinic description.
8. Go to shopping cart and fill in your payment information.
9. Complete checkout.
10. You should receive confirmation of your booking.

### **To download the App to your Phone:**

1. In the app store, download the “MemberMe+” app
2. Search for Mankato Peppers Performance Facility Powered by HyVee
3. Log in using your EZFacility profile credentials. This app provides you with a quicker link to the EZFacility booking website from your phone.

