



OVMHCC Clubhouse Calender and Reservation Guide V3.0

This guide will help you navigate the Clubhouse calendar and reservation form. While you're there, please take a moment to explore the OVMHCC website, which is continually being updated with additional information you may not find on Facebook or TownSq—though those platforms remain the best sources for official announcements and other community updates. The OVMHCC site also includes resources not available on the social platforms.

From the website, you can access links to both Facebook and TownSq. Once you're signed in to either platform, those links will take you directly to your TownSq dashboard or the Facebook home page. Even if you close the apps, your login stays active as long as you haven't signed out.

26SEP2026 1100AM

-formatting changes

-link fix to calendar and home page

If you're experiencing any issues please reach out to contact us at
ovmhnj@outlook.com



Scan the QR code for this Guide

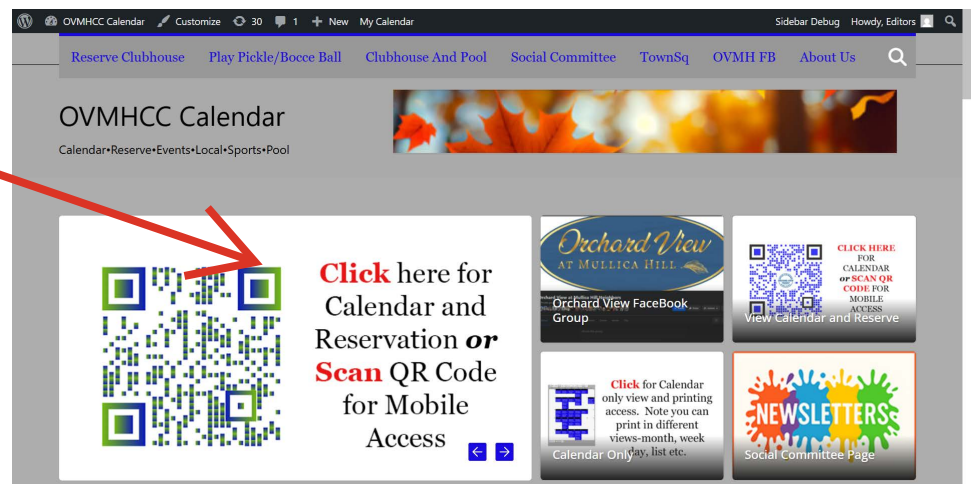
VIEW THE CLUBHOUSE CALENDER AND RESERVE PAGE

Navigate to the
HOME page at

ovmhcc.org

CLICK HERE

access **Calendar**
and **Reservation**
page **or SCAN QR**
code for **mobile**
access | **CLICK**
HERE **Calendar**
and **Reservation**
Guide/
Instructions **or**
SCAN QR



Navigate to

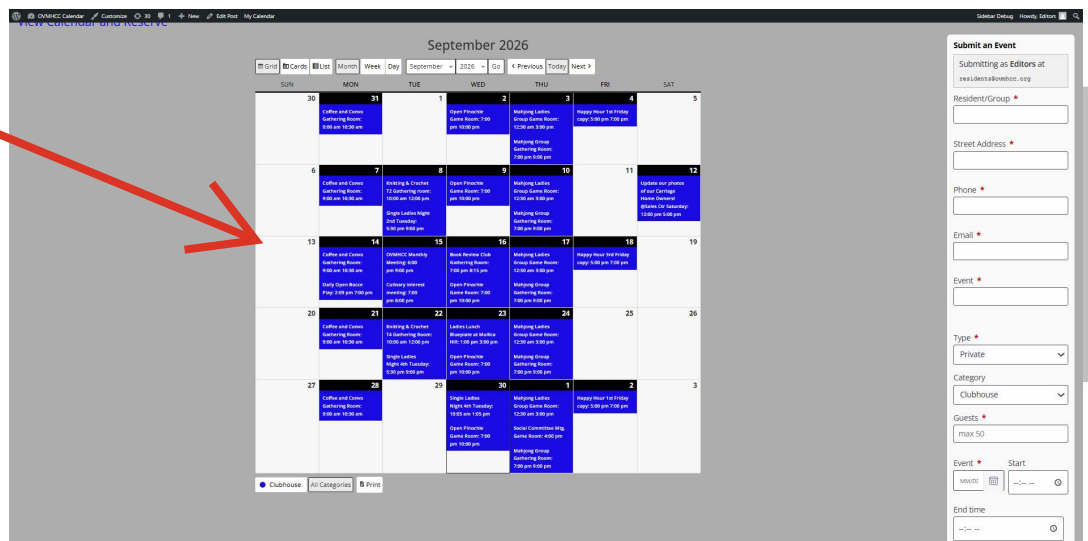
CALENDAR

directly at

[ovmhccc.org/](http://ovmhccc.org/reserve)

reserve **VIEW**

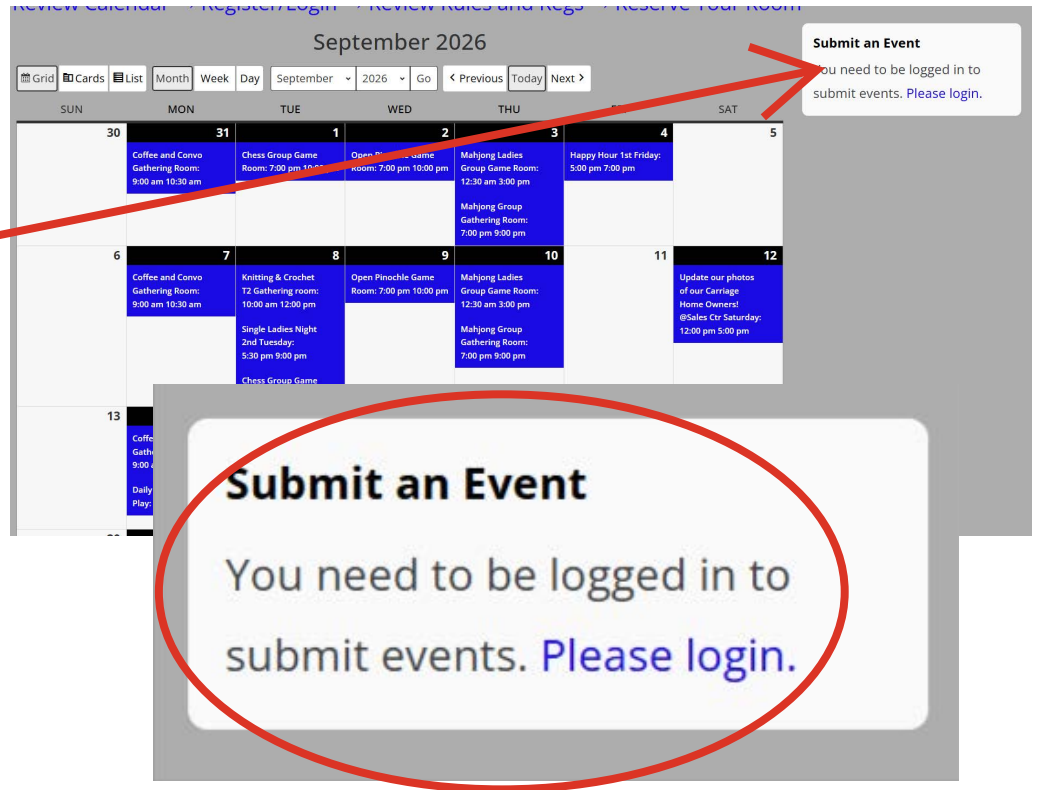
the calendar in
multiple
formats **WEEK/**
DAY/LIST etc
and **PRINT**
copies to hang
on fridge.



On this page you find **INSTRUCTIONS** on
how to **VIEW** the Calender and how to
RESERVE the Clubhouse. Scroll to links in
this guide to take you directly those pages.

REGISTER AND SIGN IN TO RESERVE THE CLUBHOUSE

Once you arrive at ovmhcc.org/reserve Click **Please login** If not already registered you will be prompted to do so. **YOU DO NOT** need to register to view the calender or website anytime



Registration page will open revealing four fields. Soon after you register you will receive **email confirmation** of your registration. Another **email** will follow to set up your password

The image shows a screenshot of the registration form on the OVMHCC website. The form is titled 'Register For This Site' and has a WordPress logo at the top. It contains four input fields: 'Username' (with the value 'palmer'), 'Email' (with the value 'criticalcarelive@gmail.co'), 'Phone' (with the value '555 555-5555'), and 'Address' (with the value '50 Vinegold Dr.'). Below these fields, there is a note: 'Registration confirmation will be emailed to you.' and a blue 'Register' button. At the bottom of the page, there are links for 'Log in | Lost your password?' and 'Go to OVMHCC Calendar'.

The image shows a screenshot of the password creation page on the OVMHCC website. The page has a WordPress logo at the top. It contains a text input field for 'Enter your new password below or generate one.' Below this is a 'New password' section with a text input field containing the password 'M!u2MrQCTmASH!bo' and a 'Strong' strength indicator. A hint below the password field states: 'Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & .'. At the bottom of the password section, there are two buttons: 'Generate Password' and 'Save Password'. Below the password section, there are links for 'Log in | Register' and 'Go to OVMHCC Calendar'.

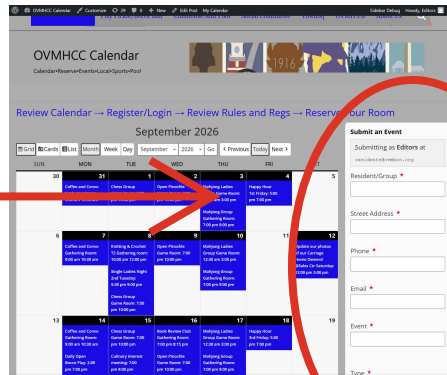
RESERVATION FORM APPEARS WITH CALENDAR WHEN SIGNED IN

Sign in and populate all of the required fields on the **reservation form** located right of the calendar.

Complete all fields, and hit **SUBMIT** and the browser will refresh after a brief delay. Soon a **confirmation window** will appear. This can be done on any **mobile device**. To better plan your event visit

[OVMH Clubhouse Rules & Regs](#)

- ✓ complete all required fields on form
- ✓ max 50 guests for all private events
- ✓ no private events May 1-Sept 30
- ✓ max 4 hours for all private events
- ✓ private events can be held 9AM-10PM
- ✓ \$200 fee applies for private events
- ✓ most requests receive 72-hour turn around
- ✓ email responses are sent out to confirm
- ✓ review the rules & regs posted [OVMHCC](#)



Submit your event and the browser will refresh with a **message confirming your draft event**. An email will soon follow.

Event draft saved. Continue editing event.

Submitting as palmer at criticalcarelive@gmail.com

Resident/Group *

Street Address *

Submitting as Editors at residents@ovmhcc.org

Resident/Group *

Friendly Neighbor

Street Address *

50 Vinegold Drive

Phone *

555 555-5555

Email *

anyemail@gmail.com

Event *

Friendly's Surprise Party

Type *

Private

Category

Clubhouse

Guests *

20

Event * Start

09/27/2 01:00 PM

End time

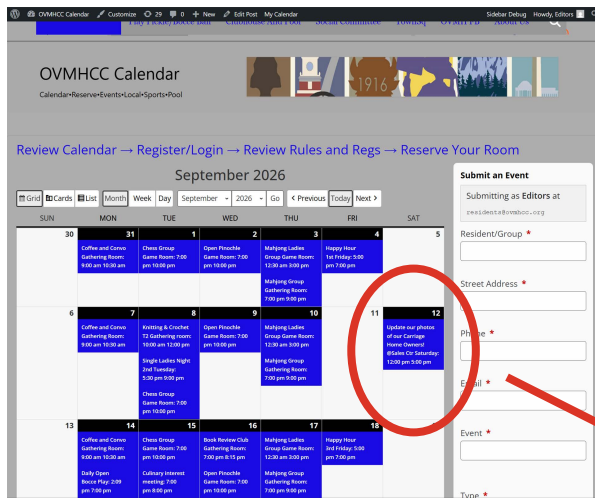
04:00 PM

☒ Agree to Clubhouse Rules *

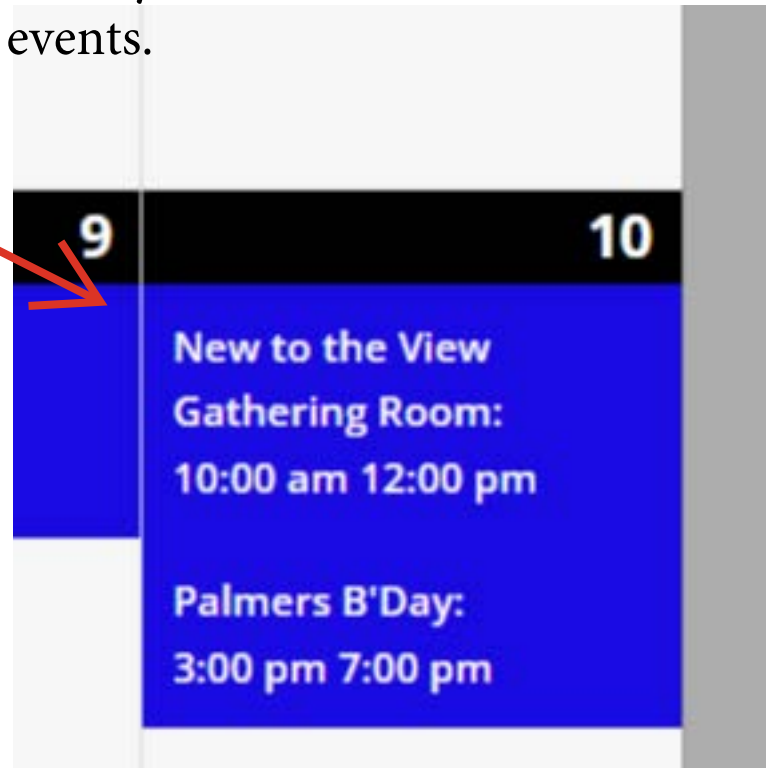
Submit your event

[Edit this form](#)

ONCE YOUR EVENT HAS BEEN APPROVED AND PUBLISHED



Once your event is approved it is **published** to the **calendar**, usually in **72-hours** for most events.



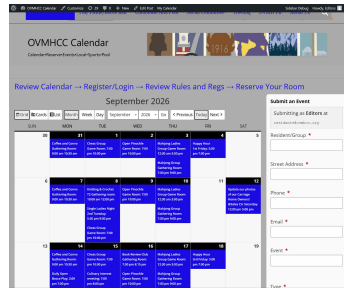
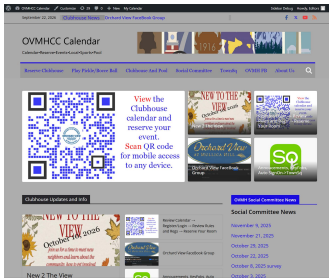
Once your event appears on the calendar you have the **ability to delete or edit your event**. Your event reverts to a draft **requiring re-approval** to avoid conflicts. The calendar and event form is built in **WordPress**.

With the **right-mouse-click** your event card will open where you find a selector for **EDIT or DELETE**.



EXTRAS---When you create your event it builds "blog post". In the future the user will have the ability to go in and add images or text stories to share for special events and enduring memories.

STEPS TO CREATE A NEW PRIVATE EVENT



Step 1 Navigate to calender directly or from HOME PAGE

Register For This Site

Username
palmer

Email
criticalcarelive@gmail.co

Phone
555 555-5555

Address
50 Vinegold Dr.

Registration confirmation will be emailed to you.

[Register](#)

[Log in](#) | [Lost your password?](#)
— Go to OVMHCC Calendar

Enter your new password below or generate one.

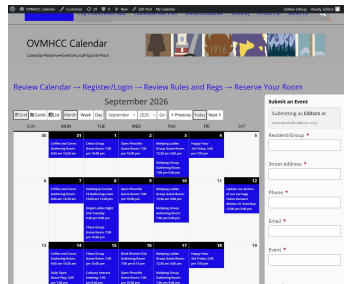
New password
M!u2MrQCTmASH!bo
Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? % ^ &).

[Generate Password](#) [Save Password](#)

[Log in](#) | [Register](#)
— Go to OVMHCC Calendar

Step 2 Register and create a unique password

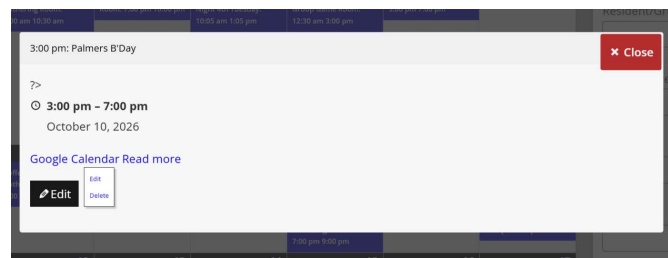


Step 3 Check calender date and complete the submission

Event added. It will now show on the calendar.
[View Event](#) [Edit Event](#)

Submitting as **Editors** at
residents@ovmhcc.org

Resident/Group *



Submitting as **Editors** at
residents@ovmhcc.org

Resident/Group *
Friendly Neighbor

Street Address *
50 Vinegold Drive

Phone *
555 555-5555

Email *
anyemail@gmail.com

Event *
Friendly's Surprise Party

Type *
Private

Category
Clubhouse

Guests *
20

Event * Start
09/27/2 01:00 PM

End time
04:00 PM

☒ Agree to Clubhouse Rules *

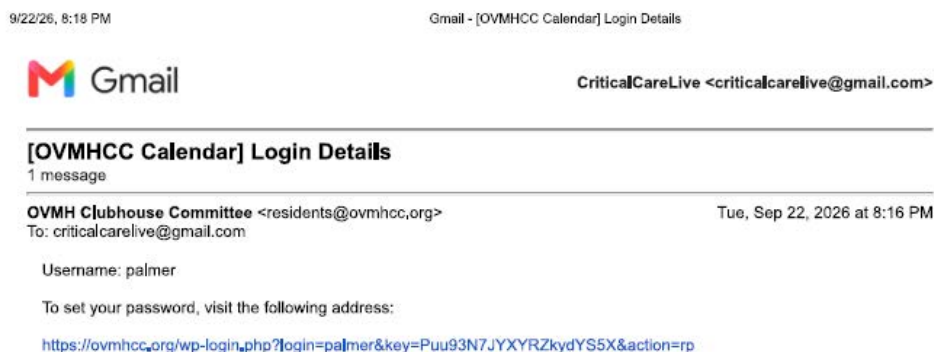
[Submit your event](#)

[Edit this form](#)

Step 4 Await confirmation, approval. Edit or delete your event as needed

EMAIL NOTIFICATIONS YOU CAN EXPECT

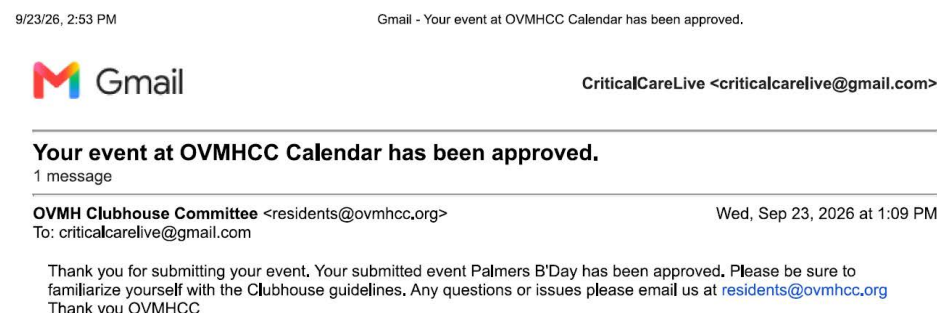
Once
registered you
will receive
"set password"



Confirms
event
submission
received



Confirms
event
approved



Confirms a
password
change was
made



Click here to send email for [HELP](#)