

Playcard Event Calendar

Instructions for HCS Employees:

To make a reservation, follow these instructions:

1. From the Playcard Event Calendar, click on the Login option. You can also navigate to the HCS Portal from the homepage.
2. Log into the portal using



3. Scroll down the list of

applications and click on the Playcard Event Calendar icon.



4. Once inside the Playcard Event Calendar application, click on the Calendar link on the left side of the screen.



5. Using the Calendar, you can make reservations for your Playcard trip. Use the month drop down to switch months. Click on any re-

serve button under any date to make a reservation.

6. Fill out the res-



ervation form, and you will receive an e-mail confirmation of your reservation.

Instructions for non-HCS Employees:

To reserve a spot at Playcard, use the Playcard contact number found on the Event Calendar.

1. Use the Calendar to find an available date
2. Once you have found a date, call and make your reservation.
3. You will receive an e-mail confirmation once your

reservation has been made.

- Day Trips can be booked M-W on any school day.
- Camp Outs can be booked on Th-F.
- If you have any questions, contact Playcard with the contact number listed on the Event Calendar.

