

## CREATE AN ACCOUNT FOR RESERVATIONS

0		
Login Don't have an acco Email	unt? Register Now	
Password		
Forgot Password?		
	Login	
First Name		<u></u>
First Name		
First Name Last Name		
First Name Last Name Email		
First Name Last Name Email Password		
First Name Last Name Email Password Password must be n	ninimum of 4 characters	
First Name Last Name Email Password Password Confirm Password	ninimum of 4 characters	

You must create an account prior to making a reservation.

#### STEP 1

Select the blue **REGISTER NOW** text.

*This is not the same as your membership (Daxko) account that you use to sign up for Swim Lessons, Youth Sports, etc.* 

### **STEP 2**

Enter your name, email address and new password.

There is no cost for this account.

**NOTE:** If a staff member has reserved a class for you prior to you setting up your account, your account will only be partially created.

It will have your name and email but not a password.

In that case, you will need to click FORGOT MY PASSWORD and follow the instructions on the email

that is sent.

When you reserve a spot in a class, you will be emailed a confirmation.

You can use that email to cancel your reservation if needed.

You can also cancel from the class schedule (see **CANCELING A CLASS on page 5**).

You will be **emailed** if there are any changes to the class.

When a spot opens the first person on the waitlist will be automatically moved in and sent a confirmation email at least 1 hour before class.



# **RESERVING** YOUR SPOT ON THE WEBSITE

You can access the schedule to register for a class on our website from the **SCHEDULES** page.

Group Fitness SCHEDULE & RESERVATIONS

#### **STEP 1**

You will click the green **RESERVATION** link buttons.

Use the filters to find the days/times/classes you are looking for.

Tuesday,	January	25
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6:15am-7:15am	Adult Aikido Martial Arts	Kit M.	<b>General</b> Movement Center	See More ~	12 of 15 open Sign Up
8:00am-9:00am	<b>Hatha Yoga</b> Hatha / Flow Yoga	Amber L.	<b>General</b> Meading Room	STEP 2 Click the SIGN UP button (	or
9:00am-10:00am	<b>PiYo</b> ™ Yoga Fusion	Brynne Blevins A.	<b>General</b> Movement Center	JOIN WAIT LIST if the class is full).	SS ppen Sign Up
9:15am-10:15am	<b>Taiji</b> Tai Chi	Lin Lin C. <mark>sub</mark>	<b>General</b> Beck Center	See More ~	4 of 13 open Sign Up
10:15am-11:15am	<b>Strength &amp; Stretch</b> Low Impact Strength	Kim M.	<b>General</b> Movement Center	See More ~	1 of 15 open Sign Up

#### STEP 3 LOGIN to your account (see the CREATING AN ACCOUNT on PAGE 1)

Eugene Family Y	×
Login	
Don't have an account? Register Now	
Email	
Please enter your email	
Password	
Please enter your password	
Forgot Password?	
Login	

### STEP 4

Click the **SIGN UP** button and you are set.

# A confirmation email will be sent to the address you entered.





# **RESERVATIONS** USING UNIVERSAL **Y APP**

**STEP 1** Open the Y app.

**STEP 2** Click **CLASS SCHEDULES** and scroll to find a class to reserve.



<		Class Schedules	
ľ	™ <b>2</b> /	Adult Tennis	
	Wed, 19	January 2022	
0	5:30 PM	- 9:15 PM	
9	Tennis Co	enter	
	he Y	YoBata 1 hr with Amber A. Yoga Fusion January 2022	
	Wed, 19	YoBata 1 hr with Amber A. Yoga Fusion January 2022 - 6:45 PM	

### **STEP 3**

Tap the blue **JOIN CLASS** button at the bottom to proceed.

This will take you directly to a web browser tab on your mobile device.



### STEP 4

LOGIN to your account (see CREATING AN ACCOUNT on page 1)

### **STEP 5**

Enter your login credentials and tap the blue **LOGIN** button.

YMCA Uni	ver		
AА	â gr	oupexpro.com	હ
Login	Create a Login	Forgot Password	
Please	login below to sign	n up for your class. If this	is your first time si
	Email		
	Password		
		Login	

### **STEP 6**

Once logged in, press the black **SIGN UP** button.





# ADDING FAMILY MEMBERS TO YOUR GROUP



Whenever you are signed in to your account you can also add family members by clicking **MY GROUP**.

This allows you to make reservations for them to join you!

## **CANCELING** A RESERVATION

4:57 ∢ YMCA Ur	iver	<b>≙</b> gi	oupexpro		••	I LTE 🗔	
Eug	ene	Fam	nily `	Y		0	]
Sele	ct Loc	ation		~			
Filters						~	
Janua	ry						
Tue 25	Wed 26	Thu 27	Fri 28	Sat 29	Sun 30	Mon 31	
8:00pm	Aq Life Ge See	uatics eguard ( neral <sup>More ~</sup>	D.				
6:45pm 8:00pm	- Vir Ha Me Ge See	tha / Flo gan J. neral More ~	estore w Yoga		Signe	ed Up	



### **OPTION 1**

To cancel a class reservation through the app or from the schedule accessed through our website you'll need to be signed in to your account.

Any class you have reserved a spot in will say **SIGNED UP** on the schedule.

If you click on the **SIGNED UP** button you'll see your reservation and have the option to **CANCEL**.

ĺ	4 YMCA Univer	
	Full Body Fusion C 1 reserved	×
	Tuesday, January 11	
	4:30pm - 5:15pm	
l	9 spots Available	
	Reservation for 🗸 Amber Alexander	
	Cancel Reservation Edit Reservation	

### **OPTIOPN 2**

From the schedule, you can sign in to your account by clicking the head icon on your mobile device, or the **MY RESERVATIONS** in your web browser, both will be in the upper right corner of your screen.

Once logged in you will see all your reservations and other account tabs. (see **ADDING FAMILY MEMBERS** above)



## continued—CANCELING A RESERVATION



### **OPTION 3**

When you are looking at your reservations you can click on the **THREE DOTS** next to the reservation and a drop-down menu will give you the option to cancel.

۸A	🔒 groupexpro	o.com උ
Hi, Ar Eugene	Family Y	
My Res Tuesday,	January 11	rofile My Group
4:30pm- 5:15pm	Full Body Fusion Emily K. General Movement Center	Add to calendar Edit participants Cancel reservation

You can also cancel your reservation by going to your **CONFIRMATION EMAIL** and following the link within the email to cancel.