

CLASS RESERVATIONS INSTRUCTIONS

SECTION A:Your Daxko Operations AccountSECTION B:Registering through the EUG YMCA appSECTION C:Registering through the Eugene YMCA websiteSECTION D:Viewing or canceling your registrationsSECTION E:Registering without an active membership or
while on hold

The best way to register for classes is to learn how to navigate online registration. Calling the Y is the least efficient way to register for classes as Y employees could be busy assisting members in the facility and your call may not be answered.

SECTION A: YOUR DAXKO OPERATIONS ACCOUNT

To register for classes, you must **be a Y member** and be able to access your **Daxko Operations Account**. Click the "Your Y Account" button on the top right corner of our website to access your Daxko Operations Account.

YOUR Y ACCOUNT

This account uses the email you have on file with us and a password. If you do not know your password or have never set one up, please click "Forgot your password?" You will be prompted to have a verification code sent to you via email, phone call or text message. If you incorrectly guess your password three times, you will be locked out of your account and must wait 15 minutes to try again.

Programs Group Ex Login Sign Up
Enter your password
Password
Keep me logged in
Try another email address or phone
LOGIN
Forgot your password?

Please note: If you have never set up

a password, the verification code you are sent will be the "original password" you need to enter when creating a new password in your profile.

If you have trouble resetting your password, please call the Y at 541.686.9622 or stop by the Welcome Center and ask the Y employees to email you a **reset link**. Reset links are valid for 24 hours.

Helpful tips: If you create a new password, make sure to save it somewhere safe. Passwords must be at least 7 characters, including an uppercase letter, lowercase letter and at least one number.

SECTION B: REGISTERING THROUGH THE EUG YMCA APP

Registration for classes open 3 days and 1 hour prior to class start time.

Step 1: Download the EUG YMCA app.

Please note: You must be an active Y member to access all app features, including registering for classes.

Step 2: Log in using your Daxko Operations account. If you don't know or remember your Daxko Operations email or password, see Section A.

Step 3: Find the "Classes" section on the Home tab..

Classes	View All >
Upcoming	Booked
🗑 Mon, Oct 23 at 11:00 AM	
Open Gym 270 min with Member Led . Eugene Family YMCA	
🛗 Mon, Oct 23 at 11:30 AM	
Lap Swim 225 min with Lifeguard On-Dut Eugene Family YMCA	ty

Step 4: Tap "**View All**" in the top right corner of the classes section to see our full schedule.

Helpful tip: You must have a location selected to see classes. Use the filter option to narrow your search to the specific class or instructor you are looking for.

(10:4	8 🕇				at	? ■ ,	1
	<			Classes	6			
<	Filt	ters	II Classe	es Nea	arby Loca	itions	All Class	ту
	Sun 22	Mon 23	Tue 24	Wed 25	^{Thu} 26	Fri 27	Sat 28	

Step 5: Tap on the class you wish to join. On the right side of

the class, it will show the **number of spots open** or if it is **full**. If no information appears to the right, then no registration is required. (Except for Tennis Court Reservations. To reserve

a tennis court, please go to the Tennis Court Reservation button on the Home tab.)

Please note: Even if the class says full, you may still be able to join the waitlist.

Step 6: Tap the "**Book Class**" or "**Join Waitlist**" button. If there is no option to join the waitlist, that means that the waitlist is full.

Helpful tip: Stay on the class list until registration opens. If you are in the class description, it will not auto-refresh to show the "Book Class" button when registration opens.

Please note: You can only register yourself for classes through your app, not other active members on your account.

Open for Booking	14 Spots Left
Schedule	
Tue 6:15 AM - 7:00 AM PDT 24 ③ 45 min	
Location Eugene Family YMCA (Movement Center)	L ,
Instructor Meredith Coelho	
Class Description Fitness-focused with yoga undertor WARRIOR Rhythm™ increases stree flexibility, and balance. It's yoga + v HIIT + mindfulness rolled into one i rhythmic experience! Grab a yoga n weights and get ready for unconver flows and unforgettable playlists de	nes, ngth, weights + nsanely nat, and ntional yoga signed to
Book Class	



UPDATED 11/21/23

SECTION C: REGISTERING THROUGH THE WEBSITE

Registration for classes open 3 days and 1 hour prior to class start time.

Website reservations can be made in the Group Ex tab of Daxko Operations. There are two options to access this page.

Option 1:

Step 1: Click the SCHEDULES tab on the website menu. **Step 2:** Click the ONLINE SCHEDULE & RESERVATIONS button.

Option 2:

Step 1: Click the Your Y Account button on the top right corner of the website. **Step 2:** Click the Group Ex tab on the top right menu.

Once you are in the Group Ex tab of Daxko Operations, follow these steps to register for a class.

Helpful tip: Filter by areas (i.e. studios), class name, instructor or class category to narrow your seach.

Step 1: Find the class you wish to book and click **RESERVE** or **WAITLIST**. If you are not logged

				duda					
FILTER BY			GXP Sche	aule					
Branch			October						
Eugene Family YMCA	\$	0	Sun 22	Mon • 23	Tue 24	Wed 25	^{Thu} 26	Fri 27	Sat 28
Instructor	~		Lon Curin	Furene	Family	5:20 414	Vieter	Cashlara	NetPersentite
Areas	~		Lap Swim	YMCA Lap Poo	amity	8:00 AM	Tilghman	See More	Not Reservable
Class Name	~		Open Gym	Eugene	Family	5:30 AM -	Member Led	See More	Not Reservable
Categories	~			YMCA Basketb	all Gym	9:00 AM			
			Boot Camp	Eugene	Family	6:15 AM -	Jenny Adams	See More	RESERVE
				YMCA Moveme	ent Center	7:15 AM			19 of 20 open

into your Daxko Operations account, you will be prompted to do so. If you don't know or remember your Daxko Operations email or password, see Section A.

Step 2: Select the **ACTIVE** members on your account you wish to register for class and click **RESERVE**. You're all set!

Please note: If you receive an overdue balance alert (shown below), you may still register for free classes, but not fee-based programs. Please pay your balance online or visit the Welcome Center if you have questions.

Wh-oh! Looks like you have an overdue balance on your account preventing you from registering for programs.



YOUR Y ACCOUNT

ONLINE SCHEDULES & RESERVATIONS

SECTION D: VIEWING OR CANCELING YOUR REGISTRATIONS

There are several ways to view or cancel your registrations. The easiest way to view and cancel your registrations is through the EUG YMCA App. It may take time for classes that you registered for online to show up in your app and vice versa.

Please note: You cannot cancel a class reservation less than 1 hour before class start time.

EUG YMCA App:

Toggle to the Booked tab on the classes section at the top of the wellness tab to see all of the classes you are registered for. Select the class you wish to cancel and tap the "Cancel Booking" button at the bottom of the screen.

Email:

When you register for a class, you will receive a confirmation email. Edit or cancel your registration through the link provided.

Daxko Operations Account Via The Y's Website:

In the Visits section of your dashboard, click "View All" to see the classes you are registered for. Click "Cancel" to cancel for all active members on your account who are registered for the class. Click "Edit Appointment" to add or remove other active members on your account from the class.

 Tue, Oct 24 at 6:15 AM WARRIOR Rhythm 45 min with Meredith Coelho Eugene Family YMCA Add Reminder WARRIOR Rhythm Booked 12 Spots Schedule 12 Spots Tue 6:15 AM - 7:00 AM PDT 24 ⊙ 45 min Location Eugene Family YMCA Location Eugene Family YMCA Eugene Family YMCA I*	U	ocoming 🤇	Booked
WARRIOR Rhythm 45 min with Meredith Coelho Eugene Family YMCA Add Reminder WARRIOR Rhythm Booked 12 Spots Schedule Tue 24 © 45 min Location Eugene Family YMCA (Movement Center) Instructor	🛗 Tue, C	ct 24 at 6:15 AM	Starts in 16 hours
WARRIOR Rhythm Booked 12 Spots Schedule Tue 6:15 AM - 7:00 AM PDT 24 © 45 min Location Eugene Family YMCA (Movement Center) Instructor	WARRI 45 min v Eugene Add Re	DR Rhythm vith Meredith Coelh Family YMCA minder	0
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Location Eugene Family YMCA (Movement Center)	Tue 24	6:15 AM - 7:00 A ③ 45 min	M PDT
Eugene Family YMCA (Movement Center)	Locatio	n	
Instructor	Eugene (Moven	Family YMCA nent Center)	4
	Instruct	or	
	Class D	escription	
Class Description	Fitness WARRIO flexibilit HIIT + r rhythmi weights flows au	-focused with yoga DR Rhythm™ increa y, and balance. It's nindfulness rolled i c experience! Grab c and get ready for	undertones, ases strength, yoga + weights + nto one insanely o a yoga mat, and unconventional yog avlists designed to

View All >

Classes



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	Hermione Granger Active Adult (© Eugene Fam 123 Hogwar \$ (555) 555-5; E leviosa@hog	EDIT PROFILE F) ily YMCA ts Ln Eugene, OR 974 555 iwarts.com	E 🛞	Visits Never Last Check-in	0 This Month	VIEW ALL O Last Month
ctivities	For Me \$					

Group Exercise Class WARRIOR Rhythm Strength & Cardio | Movement Center October 24, 2023 - 45 minutes 6:15 AM - 7:00 AM Eugene Family YMCA & Hermione Granger & Ron Weasley



UPDATED 11/21/23

SECTION E: REGISTERING WITHOUT AN ACTIVE MEMBERSHIP OR WHILE ON HOLD

There is no way for you to register for classes on your own if you do not have an Active Membership.

You will need to call the Y or stop by the Welcome Desk to register.

We want to caution you that phone registrations are not always timely as Y staff are frequently busy assisting members in the facility. **Please do not call before class registrations open. We cannot assist you if registration is not yet open.**

Please note: The best way to avoid a delay in registering over the phone is to become an active member and learn how to navigate the online registration system.