



# CLASS RESERVATIONS INSTRUCTIONS

- SECTION A:** Your Y Account
- SECTION B:** Registering via the EUG YMCA app
- SECTION C:** Registering via [www.eugeneymca.org](http://www.eugeneymca.org)
- SECTION D:** Viewing or canceling your registrations

## SECTION A: YOUR Y ACCOUNT

### YOUR Y ACCOUNT

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

Enter the email or phone number you have on file with us and a password.

**If you have never set a password or do not know your password, click “Forgot your password?” and you will be prompted to have a verification code sent to you after you enter your barcode number.**

**If you incorrectly guess your password three times, you will be locked out of your account and must wait 15 minutes to try again.**

**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 tip:** Passwords must be at least 7 characters, including an uppercase letter, lowercase letter and at least one number.

The screenshot shows a login form with the following elements: a navigation bar with 'Guest', 'Programs', 'Group Ex', 'Login', and 'Sign Up'; a main heading 'Enter your password'; a 'Password' input field; a checkbox for 'Keep me logged in'; a link for 'Try another email address or phone'; a blue 'LOGIN' button; and a red circle around the 'Forgot your password?' link. At the bottom, there is a link for 'Browse for Programs'.

# SECTION B: REGISTERING VIA 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 **Y Account** credentials. If you don't know your Y Account login info, see Section A.

**Step 3:** Tap the **Class Schedule & Registrations** button on the Home tab.



**Helpful tip:** Filter by instructor, areas (i.e. studios/spaces), class name, categories (i.e. class type) to narrow your search.

**Step 4:** Find the class you wish to book and click **RESERVE** or **WAITLIST**. If you are not logged into your Y Account, you will be prompted to do so. If you don't know or remember your login info, see Section A.

**Step 5:** Select the **ACTIVE** member(s) on your account you wish to register for class and click **RESERVE**. You're all set!

**Please note:** You can register multiple active members for a class, but only one member can join a waitlist.

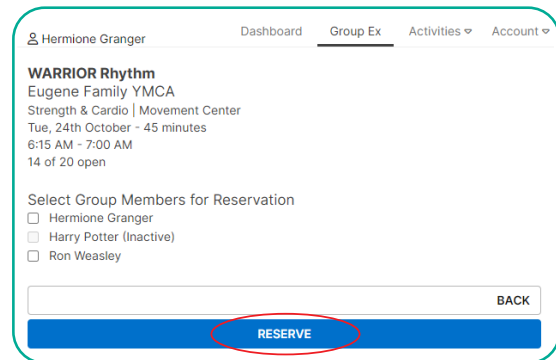
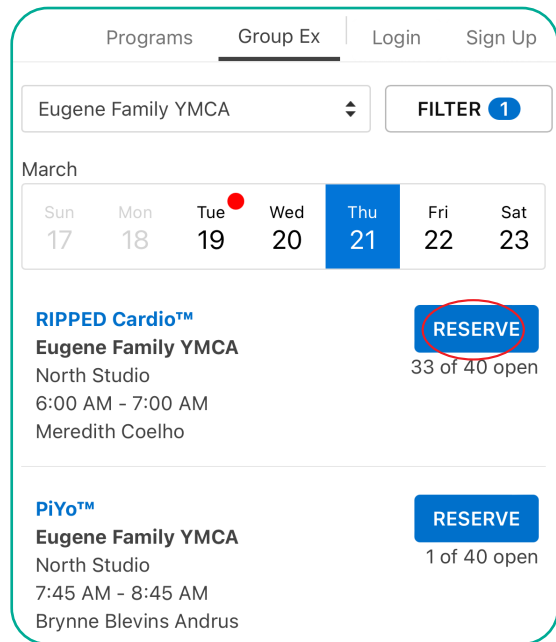
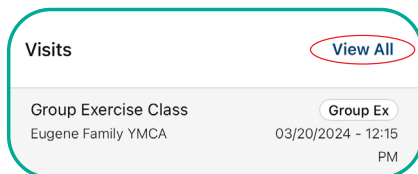
## Finding Booked Classes:

**Step 1:** Tap the **Class Schedule & Registrations** button on the Home tab.

**Step 2:** Click **Dashboard** Tab

**Step 3:** Scroll to **Visit** section

**Step 4:** Click **View All** to see all of your upcoming classes



# 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 your Y Account. There are two options to access this page.

## Option 1:

**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.

## Option 2:

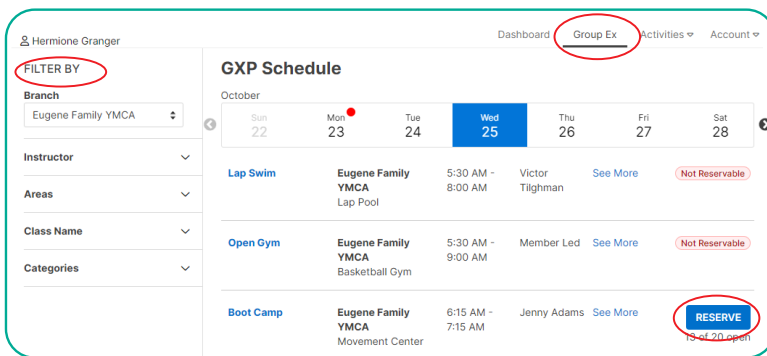
**Step 1:** Click the **SCHEDULES** tab on the website menu.

**Step 2:** Click the **Group Fitness** tile.

**Step 3:** Click the **GROUP FITNESS CLASS RESERVATIONS** button.

YOUR Y ACCOUNT

GROUP FITNESS CLASS RESERVATIONS

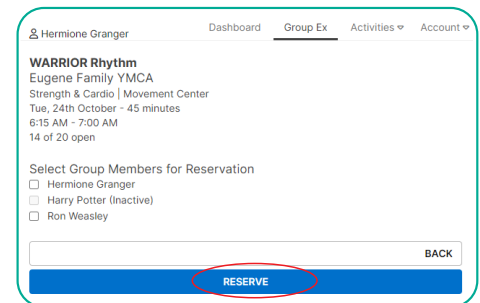


Once you are in the Group Ex tab (GXP Schedule) of your Y account, follow these steps to register for a class.

**Helpful tip:** Filter by instructor, areas (i.e. studios/spaces), class name, categories (i.e. class type) to narrow your search.

**Step 1:** Find the class you wish to book and click **RESERVE** or **WAITLIST**. If you are not logged into your Y Account, you will be prompted to do so. If you don't know or remember your login info, 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!



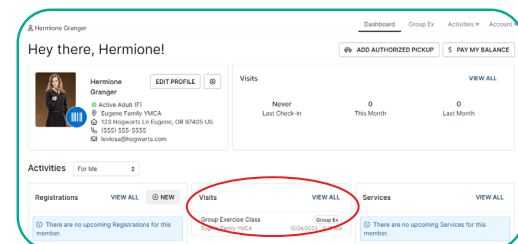
**Please note:** If you receive an overdue balance alert, you may still register for free classes, but not fee-based programs. Please pay your balance online or visit the Welcome Center if you have questions.

## Finding Booked Classes:

**Step 1:** Click **Dashboard** Tab at the top of the page

**Step 2:** Find the **Visit** section

**Step 3:** Click **View All** to see all of your upcoming classes



# SECTION D: VIEWING OR CANCELING YOUR REGISTRATIONS

You must cancel a class reservation at least 1 hour before class start time.

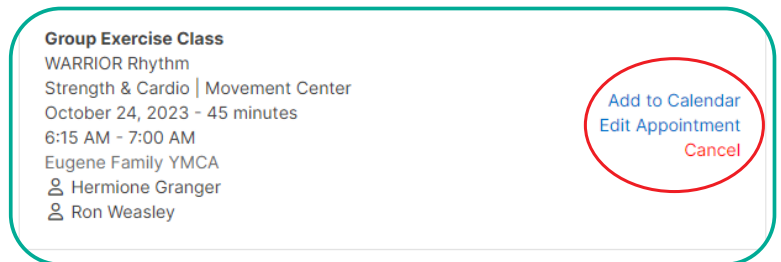
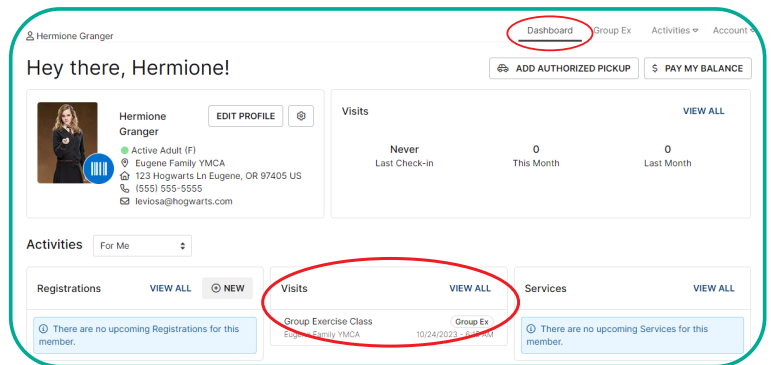
## YOUR Y ACCOUNT VIA THE Y'S WEBSITE:

**Step 1:** Log in to your Daxko Operations Account

**Step 2:** Click the **Dashboard** tab at the top

**Step 3:** Find the **Visits** section of your dashboard and click **View All** to see the classes you are registered for.

**Step 4:** Click **Cancel** to cancel for all active members on your account who are registered for the class OR click **Edit Appointment** to add or remove other active members on your account from the class.



## Y APP:

**Step 1:** Click the **Class Schedule & Registrations** button on the homepage.

**Step 2:** Click the **Dashboard** tab at the top.

**Please note:** If you do not see the Dashboard tab, you must first login to your Daxko Operations Account.

**Step 3:** Scroll down to **Visits**

**Step 4:** Click **View All**

**Step 5:** Click **Cancel** to cancel for all active members on your account who are registered for the class OR click **Edit Appointment** to add or remove other active members on your account from the class.

## EMAIL:

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