



## YMCA OF ROCK RIVER VALLEY

# ONLINE RESERVATION SYSTEM

### HOW TO RESERVE A SPOT:

#### STEP 1:

- Open our app and click on Reservations or visit [rockriverymca.org/schedules](http://rockriverymca.org/schedules).
- If you don't have online access, you can also reserve a spot by calling one of our branches or stopping by the membership desk.

#### STEP 2:

- Use filters to look for an activity. Cardio/Strength is for the cardio and weight rooms. You can also filter by location.
- Find the specific activity you want to make a reservation for and click "Sign Up."

#### STEP 3:

- Choose "Create a Login" for our Group Ex Pro reservation system. You only have to do this the first time. If you use our app, you will not have to do this step.

#### STEP 4:

- Enter your email address and click "Login."

#### STEP 5:

- Click "Reserve a Spot."

#### STEP 6:

- If the class is full, add your name to wait list. If someone cancels their reservation, you will get a notification that a spot has opened up.

### HOW TO CANCEL YOUR RESERVATION

- Go to our app or website: [rockriverymca.org/schedule](http://rockriverymca.org/schedule)
- Find the class you registered for and click Sign Up
- It will say you are already registered and offer a cancel option
- Click Cancel