Online Work Out Reservation

A How to Guide for the Patron

This will bring you to our Online Registration page.

Here you will login to your account or create a new account.

- If you have a current Recreation Center or Malley Pass you are already in our system and your:
  - username is: *your Household Email*
  - Password is: *Postal Code*

- If you have already logged into your online account there is a [Forgot Password](#) link below the ‘Log In’ button

- If you do not have a Recreation ID card select “[Create an Account](#)” and enter your information. Once you arrive at the Recreation Center or Malley you will need to check in at the front desk to complete your household information and receive a card.
Step 2: View Available Workout Reservation Times

- Select this button to view all available time slots
- Which will bring you to this page
- Scroll down to view all available reservation times and locations. Please note that your choice maybe on the next page.
- Please make sure to follow the steps included in the gray information box.
Step 3: Select your Reservation Location and Time

<table>
<thead>
<tr>
<th>Select Item</th>
<th>Status</th>
<th>Activity</th>
<th>Description</th>
<th>Times</th>
<th>Dates</th>
<th>Meet Days</th>
<th>Ages</th>
<th>Res/Non-Res Price</th>
<th>Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>506081-11</td>
<td>Unavailable</td>
<td>ERC Free Weight Room Reservation 6am-7am (Weekday)</td>
<td>6:00 am - 7:00 am</td>
<td>06/10/2020 - 06/25/2020</td>
<td>M, Tu, W, Th, F</td>
<td></td>
<td></td>
<td>$4.75 / $6.00</td>
<td></td>
</tr>
</tbody>
</table>

Location: Englewood Recreation Center Free Weight Room

Time: 6:00am-7:00am

Dates available

Non Pass Holders Fees
Annual/Premier Passholders and Punch Passes will not be charged this fee

You will see a Green “Available” button if you are within the 2 Day reservation window

Once you have chosen the Reservation Time and location
SELECT THIS BUTTON
Step 4: Select your Date

• Select an available date in Green. *(Blue dates are outside the reservation period.)*

• Then add Reservation to your cart in the yellow section at the top of the page.
Step 5: Select who the reservation is for

- Select the person who is working out for this reservation
- Select Continue
Step 6: Check Out

- Confirm your reservation location, time and date are all correct.
- Confirm your fee is correct (all Annual/Premiere and Punch Pass Holders should not see a charge.)
- Select Proceed to Checkout or continue shopping if you would like to add another reservation for you or someone else.
Step 7: Pay (if applicable)

• Fill out the necessary information and submit payment
Step 7: Checkout if no fees Required

- Fill out the Required information and select continue
Your Workout Time is Reserved

• You should now receive an email confirmation of your transaction.
• You can send your confirmation to another email address or view it in PDF format
• Please have your Reservation Confirmation available at check in.
• See you soon!

Please make sure to read your receipt for important information regarding your visit to the Recreation Center!