



CLASS RESERVATIONS INSTRUCTIONS

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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 interface with the following elements: a navigation bar with 'Guest', 'Programs', 'Group Ex', 'Login', and 'Sign Up'; a main form area with the 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 highlighting the 'Forgot your password?' link. At the bottom of the form area 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.

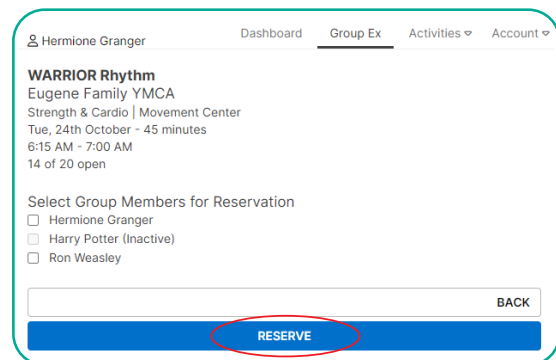
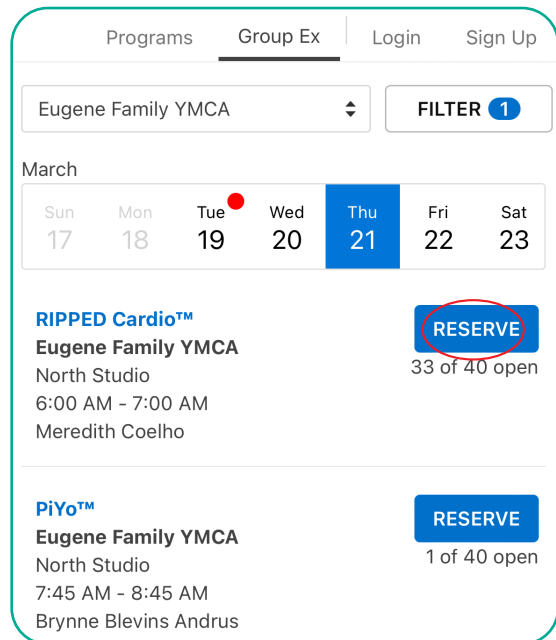
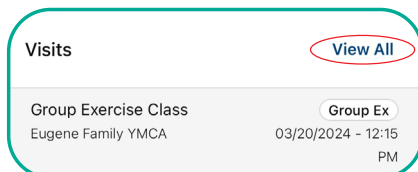
Finding Booked Classes:

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:

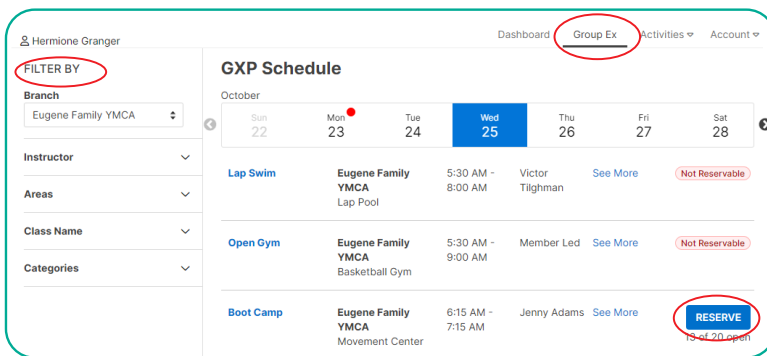
Step 1: Click the **SCHEDULES** tab on the website menu.

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

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

YOUR Y ACCOUNT

GROUP FITNESS CLASS RESERVATIONS

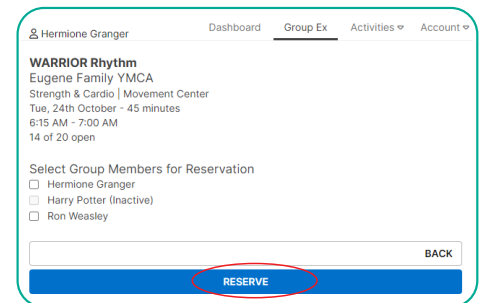


Once you are in the Group Ex tab (GXP Schedule) of your Y account, follow these steps to register for a class.

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!



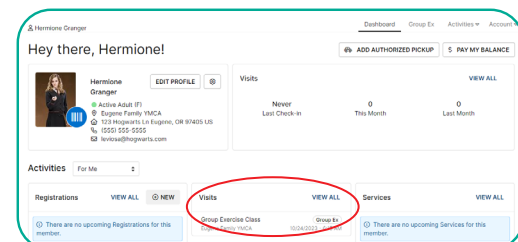
Please note: If you receive an overdue balance alert, you may still register for free classes, but not fee-based programs. Please pay your balance online or visit the Welcome Center if you have questions.

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 3 hours before class start time.

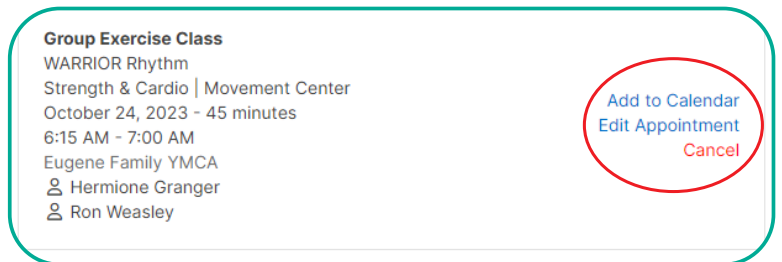
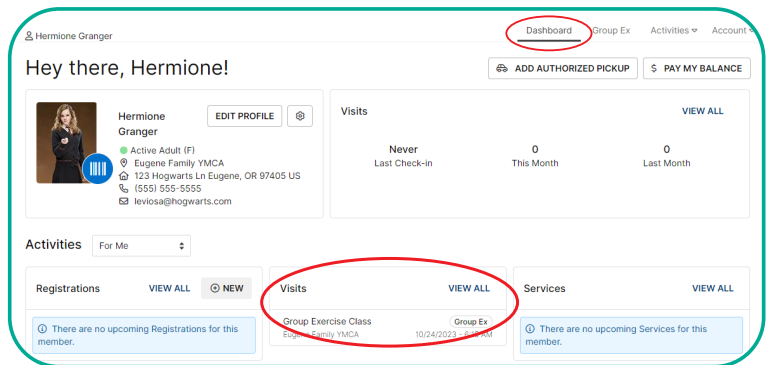
YOUR Y ACCOUNT VIA THE Y'S WEBSITE:

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.