



WEST COOK YMCA

GROUP EX PRO RESERVATION SYSTEM TIPS

FIRST TIME MAKING A RESERVATION:

1. Click on the "My Reservations" Button at the top right

West Cook YMCA in Oak Park

Category All Categories Studio All Studios Class Name All Classes Instructor All Instructors **My Reservations**

October

< Sun 3 Mon 4 Tue 5 Wed 6 Thu 7 Fri 8 Sat 9 >

Sunday, October 3
No classes.

Monday, October 4

6:00am-6:59am	Wellness Center Facility Reservations	Staff	Wellness Center	See More v	30 of 30 open	Sign Up
6:00am-6:59am	Racquetball Court 1 Facility Reservations	Staff	Racquetball Court 1	See More v	1 of 1 open	Sign Up
6:00am-6:59am	Racquetball Court 2 Facility Reservations	Staff	Racquetball Court 2	See More v	1 of 1 open	Sign Up

2. Click on "Register Now" and create an account

West Cook YMCA in Oak Park

Login

Don't have an account? **Register Now**

Email

Please enter your email

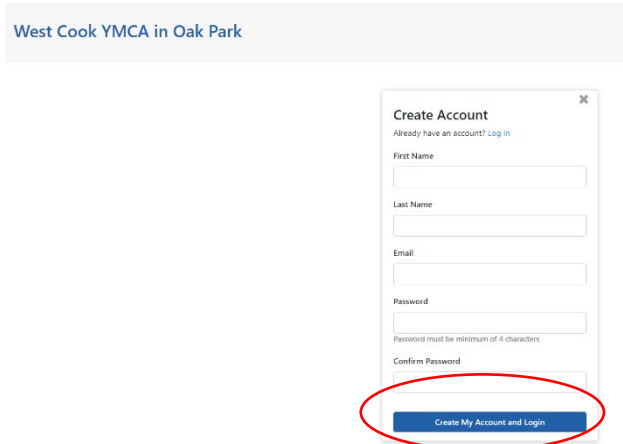
Password

Please enter your password

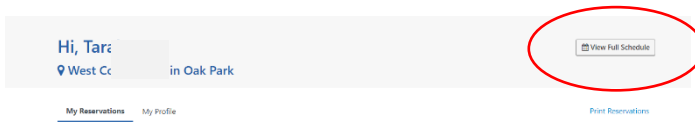
[Forgot Password?](#)

Login

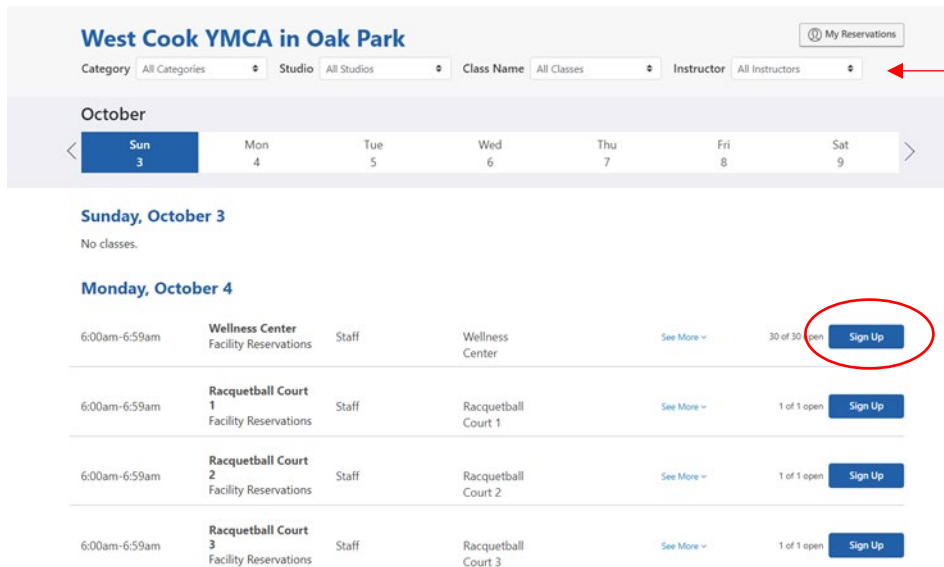
3. Click on "Create My Account and Login"



4. Click on "View Full Schedule"

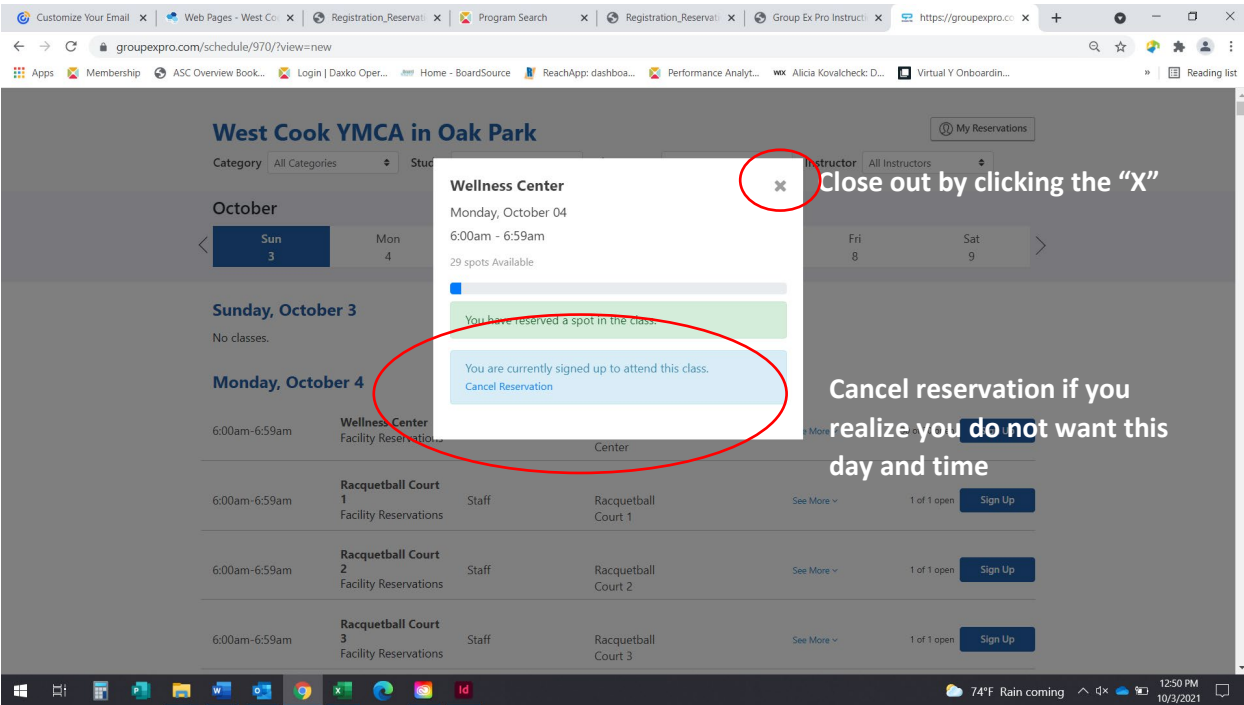
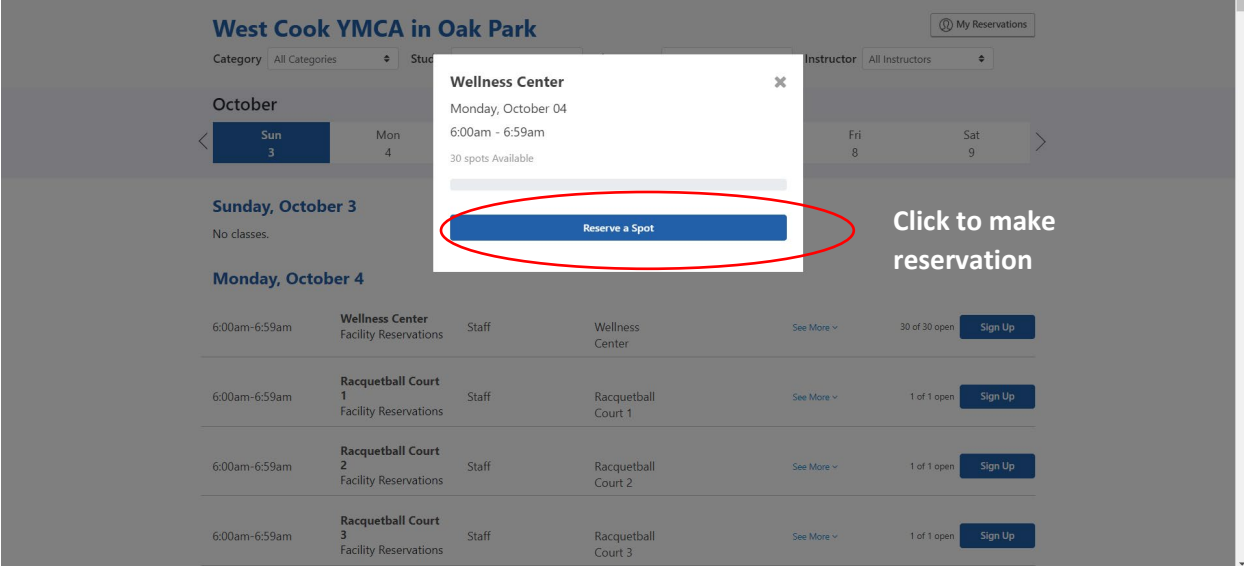


5. You can filter by Category, Studio, Classes, Instructor and Click "Sign Up" next to the reservation you would like to make



Filter search for reservations

Click to make reservation



TO VIEW YOUR RESERVATIONS, MAKE CHANGES, AND ADD TO CALENDAR:

1. Login to your account and click on "My Reservations"

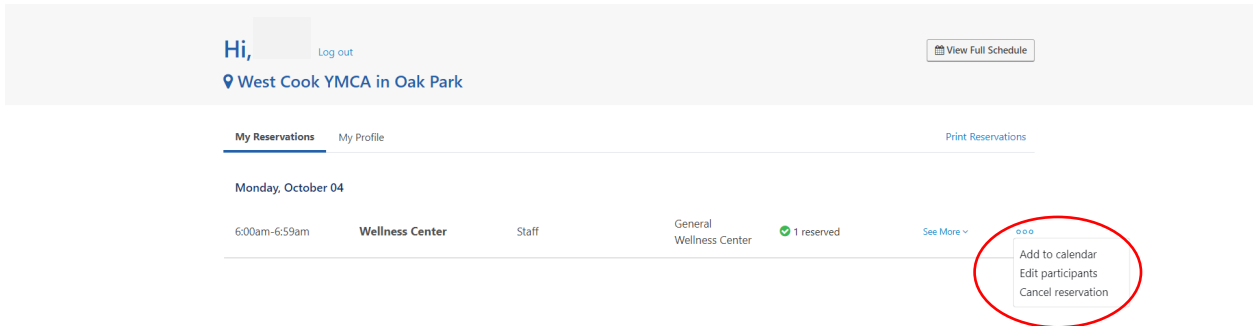
The screenshot shows the top navigation bar for the West Cook YMCA in Oak Park website. The navigation menu includes links for "My Reservations" (circled in red), "My Profile", "Print Reservations", and "View Full Schedule". Below the navigation bar is a calendar view for the month of October, with the 3rd highlighted. The calendar shows no classes for Sunday, October 3, and lists several classes for Monday, October 4, including Wellness Center Facility Reservations and three Racquetball Court Facility Reservations. Each class listing includes a "See More" link and a "Sign Up" button.

2. Click "See More" to read reservation description

The screenshot shows the reservation details for Monday, October 04. The reservation is for the Wellness Center, General Wellness Center, from 6:00am to 6:59am, with 1 reserved spot. The "See More" link is circled in red.

The screenshot shows the reservation details for Monday, October 04. The reservation is for the Wellness Center, General Wellness Center, from 6:00am to 6:59am, with 1 reserved spot. The reservation is for Tara Lenardi. The "See Less" link is circled in red.

3. Click the three bubbles to the far right to add to calendar or cancel reservation



4. To cancel, click on "cancel reservation"

