

HOW TO MAKE A POOL RESERVATION

You should have invitation received an email to your family email address. If you did not, check junk/spam and/or search for booking@omnify-mail.com. If you still do not see it, please email us at swim.eastmoor@gmail.com

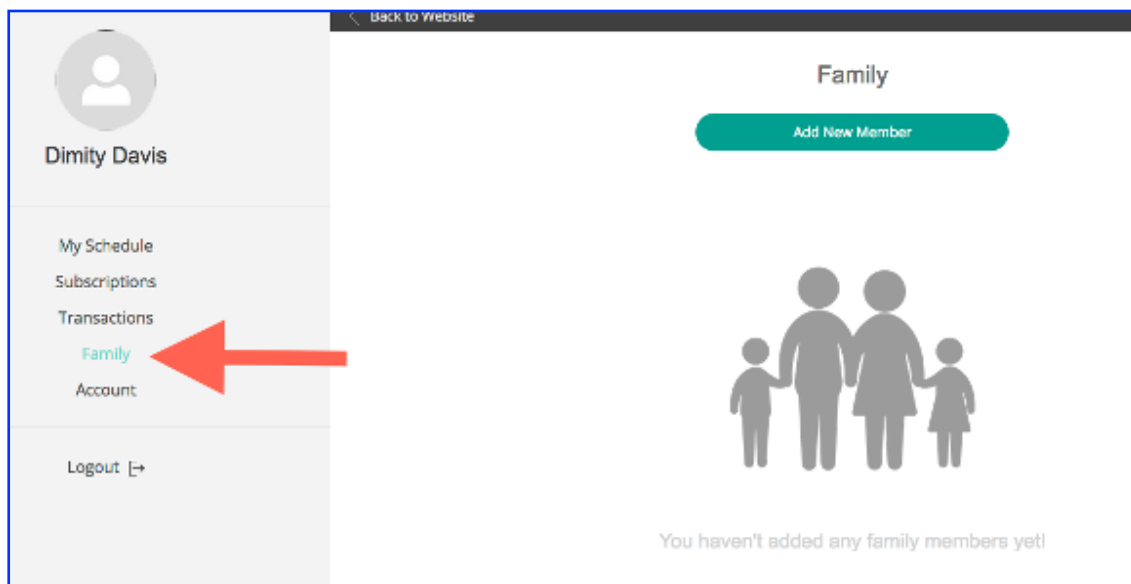
ONE NOTE: This software was originally designed for fitness classes and gyms, and often has charges attached to the descriptions. There is no charge for any swim session at Eastmoor for members.

HOW TO SET UP YOUR ACCOUNT

Go to the reservation website: <https://eastmoor.getomnify.com>

Click LOG IN in the upper right corner. On the next screen, enter your email and password (provided in invitation email) and hit LOG IN. Your name should appear in the upper right corner.

Click on VIEW PROFILE, which is where you will add family members, change your password (under ACCOUNT), see the reservations for all family members (under MY SCHEDULE), and cancel reservations (also MY SCHEDULE).



In VIEW PROFILE, click on FAMILY to add family members.

Add each member of your household.

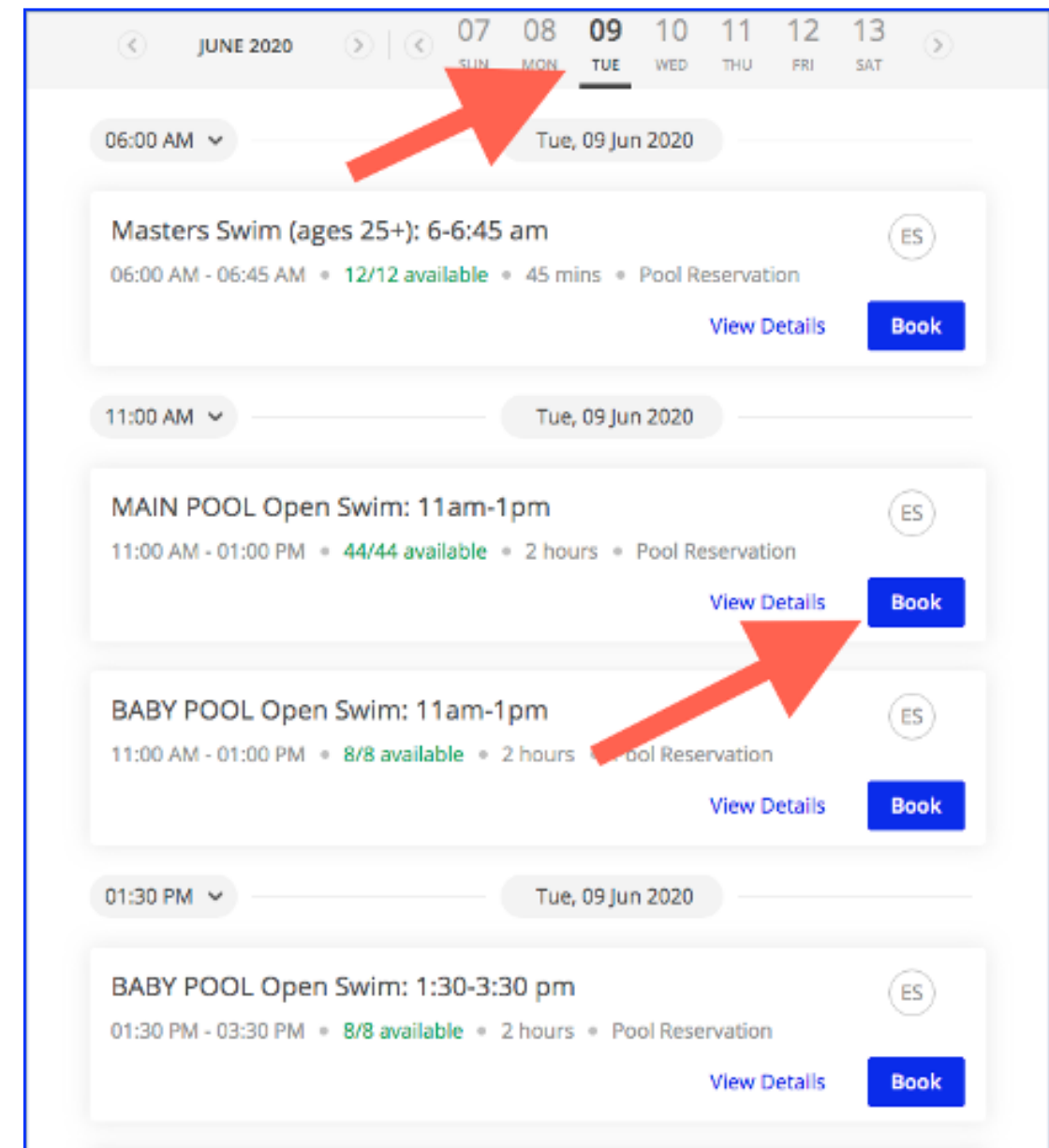
You do NOT need to include an email or phone number for each member.

Your family email is the only one needed for reservations.

If you have a summer caregiver, include his/her name to FAMILY as well.

HOW TO MAKE A RESERVATION

To make a RESERVATION, click on the date at the top of the home page. You'll see all the options available, including how many spaces are left per session. Click BOOK on the session you'd like to attend.



On the next screen, you'll confirm the date and time. (Top red arrow.)

At the bottom select WHO you want to make a reservation for: yourself or yourself + others. (Bottom red arrow.)

The screenshot shows a mobile app interface for pool reservations. At the top, it says "MAIN POOL Open Swim: 1:30-3:30 pm" and "Mon Tue Wed Thu Fri". Below this is a table with columns for date, day, time, and spots left. The table shows three dates: 08 Jun 2020 (Mon), 09 Jun 2020 (Tue), and 10 Jun 2020 (Wed), all at 01:30 pm with 44 spots left. A red arrow points to the green checkmark in the checkbox for 09 Jun 2020. At the bottom, there is a dropdown menu labeled "Booking for" with two options: "Me and Others" (selected) and "Only Myself". A red arrow points to the "Me and Others" option. Below the dropdown, it says "1 Selected" and "Next >".

If you are making a reservation for family members but are not attending yourself, select yourself and others. Remember: EACH family member must have their own reservation in a swim session.

On the next page, select who will attend the session. Please remember: no guests allowed, so please do not "ADD NEW."

Your booking will be confirmed; you will receive an email. You can also add it to a digital calendar.

If a booking is full, you will have the option to be added to the waitlist. If a space opens up, you will receive an email and have the opportunity to reserve it.

HOW TO CANCEL A RESERVATION

To CANCEL a reservation, go to VIEW PROFILE, then MY SCHEDULE. Click on the arrow on the right side of the page. A drop-down menu appears with all family members.

The screenshot shows a user profile page for "Dimity Davis". On the left is a sidebar with links: "My Schedule", "Subscriptions", "Transactions", "Family", and "Account". The main area is titled "Schedule" and shows a list of family members: "Dimity Davis", "Grant Davis", "Amelia Davis", and "Ben Davis". A red arrow labeled "#1" points to the dropdown arrow next to "Dimity Davis". Below this, there is a section for "Thu, Jun 11, 2020 06:00 am" showing a reservation for "Masters Swim (ages 25+): 6:00am-6:45am" at "Eastmoor Swim & Tennis Club". A red arrow labeled "#2" points to the "Details" button next to this reservation.

Click on one family member (#1), then hit Details (#2).

The screenshot shows a modal window titled "Masters Swim (ages 25+): 6:00am-6:45am". It contains the following information: "Description:", "Start Date: Thu, Jun 11, 2020", "Start Time: 06:00 am (America/Denver)", "End Time: 06:45 am (America/Denver)", "Trainer: Eastmoor Swim", and "Location: 6865 East Princeton Avenue, Denver, CO, USA". At the bottom right, there is a red button labeled "Cancel Booking". A red arrow labeled "#3" points to this button.

Then hit Cancel Booking (#3).

Repeat steps #1, #2, and #3 for all family members who need to be canceled. You will NOT cancel your whole reservation by canceling one person; each person needs to be canceled individually.

PLEASE cancel your reservation as soon as you know you are not going to use it. Reservations that are not canceled count towards your weekly allotment.

Questions? Please email swim.eastmoor@gmail.com.