ONLINE RESERVATIONS

OSHKOSH COMMUNITY YMCA



RESERVATIONS 12

Convenient Online Reservation System for Y Members

Due to equipment needs, some classes require a reservation. For those classes, you can reserve your spot daily up to 24 hours prior to the time slot you wish to select.

- **Step 1:** Go to the Oshkosh Y website at <u>www.oshkoshymca.org</u> and click on the **RESERVATIONS** on the left hand side of the page.
- **Step 2:** Click on the area (Group Exercise or AOA) that you want to reserve in. Next, find the activity you want to attend.
- Step 3: Select Sign Up.(Z)
- Step 4: Choose Log In, Create a Login, or Forgot Password and follow the prompts.
- **Step 5:** This page will show you how many spots are available. To reserve your spot, select **Reserve a Spot**. You will receive an email confirmation.
- Step 6: Always Log Out, especially if on a public device.

NOTE: If you are placed on the wait-list, you will receive an email if you receive a spot in the activity. If you can no longer attend the activity, please be respectful of other participants and remove yourself from the roster by logging back in and selecting **Cancel Reservation**. If you reserve your spot and are more than 5 minutes late for the activity, you will forfeit your spot.

If you need assistance reserving your spot in an activity, please call the location of your reservation or stop by the Front Desk.