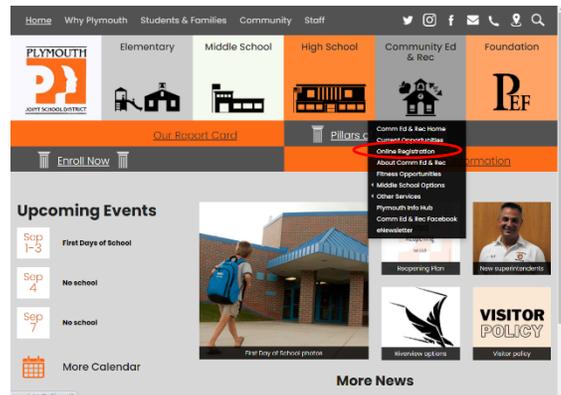


How to reserve a Fitness Center time

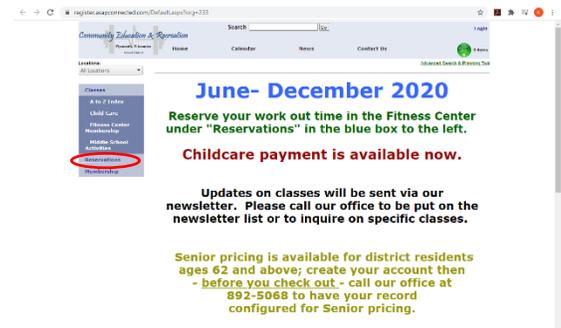
The Fitness Center has reopened to members of the community, with many safeguards in place to help reduce the spread of the coronavirus Covid-19. **Participants must reserve a workout time in advance**; no drop-ins are allowed. Same-day reservations made after 4pm may not be honored, due to staffing adjustments.

NOTE: You can only make the reservation using a computer. Phones and tablets will not work.

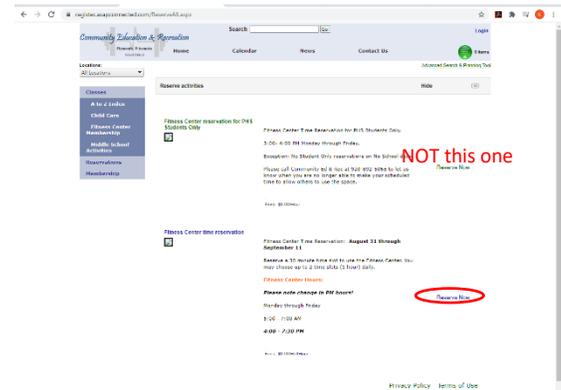
1. To access the reservations system, go to the district web site, <http://www.plymouth.k12.wi.us>. From the Community Ed & Rec drop-down menu, select Online Registration (third option, see at right).



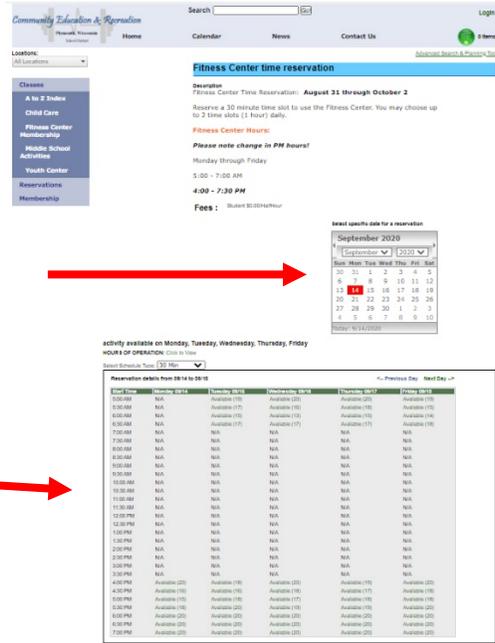
2. This brings you to the Online Reservation and Registration page. Select "Reservations" in the blue box on the left.



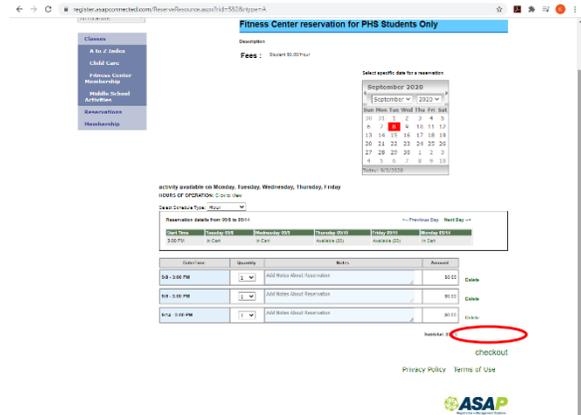
3. The next screen is the reservation page. Look for the "Fitness Center time reservation" section and select "Reserve Now."



4. Select the desired day on the Calendar, then select the desired time(s) in the Reservation Details box toward the bottom of the page. You can select up to 2 times per day (i.e. to build a 1-hour workout).

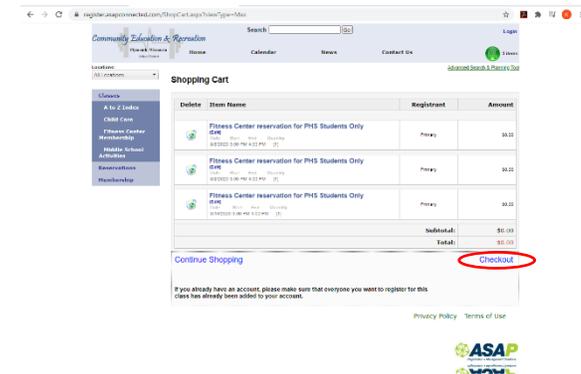


5. When done choosing dates & times, click “checkout.”



But you aren't done just yet! We need to know who you are and your phone number in following county guidelines for health and safety.

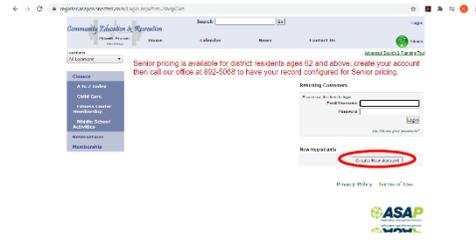
6. The review of your shopping cart will come up and you will need to click “checkout” again.



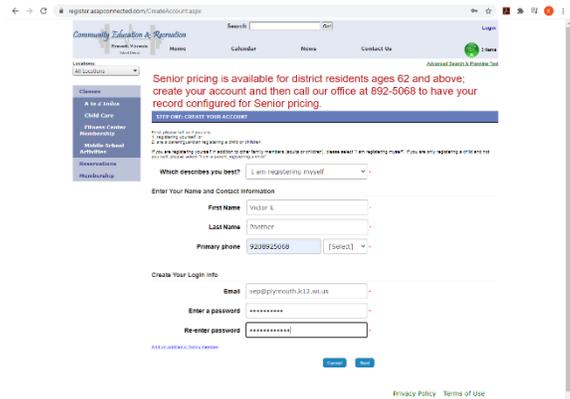
The next step is crucial and cannot be skipped, as you will not be registered.

7. At this screen you need to create an account the first time you use the system. First-time users, select “New Registrants – Create New Account.”

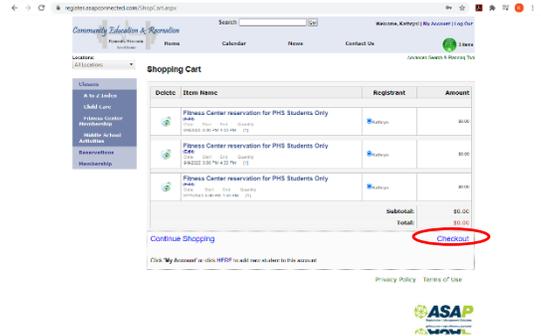
In the future, you will simply fill in your email and password and skip to Step 9.



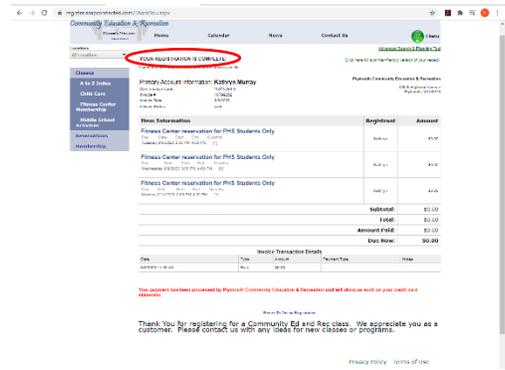
8. Follow the prompts and complete the information. Remember your password!



9. Once you are registered it will bring the shopping cart up again. Yes, you have to select “checkout” 3 times. You can do it!



10. This is the final screen and your registration is not complete until you see this screen. It will note that YOUR REGISTRATION IS COMPLETE at the top of the screen.



Points to remember:

- **Walk-ins are not allowed.** You must reserve a time in advance.
- Space is limited. **Only sign up for a time when you know you will definitely use it.**