

## Make an Online Booking

Log in as normal at the usual website:

<https://ymcaywca.legendonlineservices.ca/enterprise/account/login>

The screenshot shows a web browser window with the URL [ymcaywca.legendonlineservices.ca/enterprise/account/login](https://ymcaywca.legendonlineservices.ca/enterprise/account/login). The page header includes the YMCA-YWCA logo for the National Capital Region and the French equivalent, along with a shopping cart icon and a language selector set to 'us\_english'. A left sidebar contains 'Login' and 'Camps and Courses Search'. The main content area is titled 'Account login' and features a login form with fields for 'Email address\*' and 'Password \*', a 'Reset Password' button, and a 'Login' button. To the right, there are two sections: 'Register' with a 'Register' button and a note about email validation, and 'Create a New Account' with a 'Create a New Account' button.

Once logged in:

Click on the “Book a Workout of Class” button.

The screenshot shows the user's account home page. The header is identical to the login page. The left sidebar now includes 'My Account', 'Memberships', 'Camps and Courses Search', 'My Bookings and Groups', and 'Log Off'. The main content area is titled 'Home' and contains several sections: 'Notifications' with a message about account access, a green success message 'You have successfully set up your online profile.', 'Account details' showing 'Name', 'Email address', 'Account status' (Active), 'Membership Type' (Family - Y Member), and 'Account number'; and 'Family member' with a note about connecting family members. On the right, a 'Make a booking' section contains two buttons: 'Book a Workout or Class' (highlighted with a yellow circle) and 'Programs'.

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Then:

- Choose the Facility you would like book at,
- Choose the Category of what you are booking.
- Choose the Activity (s) you would like to book open.
- Click "View Timetable"

The screenshot shows the 'Online booking' page. At the top left is the YMCA logo and text: 'YMCA-YWCA of the National Capital Region' and 'YMCA-YWCA de la région de la capitale nationale'. On the top right are icons for a shopping cart and 'us\_english'. A left sidebar contains navigation links: 'My Account', 'Memberships', 'Camps and Courses Search', 'My Bookings and Groups', and 'Log Off'. The main content area is titled 'Online booking' and has two sections: 'Facilities' and 'Category'. In the 'Facilities' section, a search box contains 'Y' and a dropdown menu shows 'Taggart Family Y' highlighted with a yellow circle. In the 'Category' section, there are two radio buttons: 'Classes' and 'Workouts', with 'Workouts' selected and highlighted with a yellow circle. To the right of these sections is an 'Activities' section with a single item 'Workout' and a checked checkbox, also highlighted with a yellow circle. At the bottom right of the main content area is a green button labeled 'View Timetable', highlighted with a yellow circle.

The screenshot shows the 'Online booking' page with the same header and sidebar as the first screenshot. In the 'Facilities' section, the search box contains 'Y' and the dropdown menu shows 'Taggart Family Y' highlighted with a yellow circle. In the 'Category' section, the 'Classes' radio button is selected and highlighted with a yellow circle, while 'Workouts' is unselected. The 'Activities' section on the right lists several activities with checkboxes: 'Boot Camp' (checked and highlighted with a yellow circle), 'Core Fit', 'Group Strength Training', 'Hatha Yoga', 'High Intensity Intervals' (checked), 'Step', 'Young at Heart Group Strength', and 'Zumba'. At the bottom right of the main content area is a green button labeled 'View Timetable', highlighted with a yellow circle.

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On the next page you will see the availability of all those activities. You can chose “today”, “tomorrow” or “select” a specific date. Please note you can only book up to seven days in advance.

### Online booking

| SEP 06, 2020 | SEP 07, 2020 | SEP 08, 2020  | SEP 09, 2020   | SEP 10, 2020   | Sep 07, 2020 |
|--------------|--------------|---|--|--|--------------|
|              |              | <b>8:45 AM</b> CORE FIT \ RENFORCEMENT DU TRONC<br>TAGGART FAMILY Y<br>7 Spaces | <b>10:00 AM</b> HATHA YOGA<br>TAGGART FAMILY Y<br>8 Spaces | <b>6:00 PM</b> ZUMBA<br>TAGGART FAMILY Y<br>8 Spaces |              |

Previous

### Online booking

| SEP 06, 2020 | SEP 07, 2020 | SEP 08, 2020   | SEP 09, 2020   | SEP 10, 2020  | Sep 05, 2020 |
|--------------|--------------|--|--|---|--------------|
|              |              | <b>7:00 AM</b> WORKOUT SESSION<br>TAGGART FAMILY Y<br>25 Spaces  | <b>8:25 AM</b> WORKOUT SESSION<br>TAGGART FAMILY Y<br>30 Spaces  | <b>9:50 AM</b> WORKOUT SESSION<br>TAGGART FAMILY Y<br>30 Spaces |              |
|              |              | <b>11:15 AM</b> WORKOUT SESSION<br>TAGGART FAMILY Y<br>27 Spaces | <b>12:40 PM</b> WORKOUT SESSION<br>TAGGART FAMILY Y<br>32 Spaces | <b>2:55 PM</b> WORKOUT SESSION<br>TAGGART FAMILY Y<br>27 Spaces |              |
|              |              | <b>4:20 PM</b> WORKOUT SESSION<br>TAGGART FAMILY Y<br>29 Spaces  | <b>5:45 PM</b> WORKOUT SESSION<br>TAGGART FAMILY Y<br>25 Spaces  |   |              |

Click on the booking you wish (green arrow) and then follow the screens to confirm your booking. At the end you can click “Subscribe” and this can add it to your own Calendar (e.g. Outlook, Google).

Please note that all these bookings are included in your membership so no payment is required.

You will receive a booking confirmation email. Please check your spam folder – just in case.

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You can now view all your bookings by going to the following location.

Click on “My Bookings and Groups”. From the expanded menu, select “View My Bookings”:

The screenshot shows the user interface for the YMCA-YWCA online booking system. At the top, the logo for YMCA-YWCA of the National Capital Region and YMCA-YWCA de la région de la capitale nationale is displayed. Below the logo is a navigation menu with the following items: My Account, Memberships, Camps and Courses Search, My Bookings and Groups (highlighted in yellow), View My Bookings (highlighted in red), View Family Bookings, View My Groups, View Achievements, and Log Off. The main content area is titled "View bookings" and contains the following sections: Programs (0), Drop in Bookings (1), and Waiting List (0). The Drop in Bookings section shows a booking for a "Workout Session" with the following details: Location: Individual Conditioning Area (Taggart Family Y), Date: Sep 08, 2020 12:40 PM - 1:55 PM, and a status of "Enrolled". A yellow circle with a red 'X' is overlaid on the booking details, indicating a cancellation or error. Below the Drop in Bookings section is a "Waiting List (0)" section with a link to "Click here to view waiting list". At the bottom of the page is a "Add bookings to your calendar" section with a "Subscribe" button.

If you wish to cancel a booking – please click the red circle with the ‘X’ inside and follow the instructions. Please give us as much notice as possible so that we can offer the space to other members. You can also call 343-804-0720.