

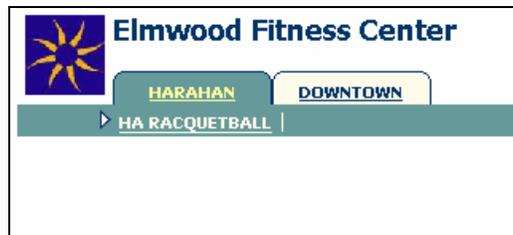
Book it Online!

Elmwood Fitness Center's Online Booking Service

Starter's Guide

Welcome to Elmwood's Book it Online service. This new feature allows members to view book our services.

1. To access Book it Online, you must first log into ElmwoodFitness.com. Next, click on the Book it Online link, and you will be automatically logged into the booking website.



2. Next, click on the location tab to find the service you are booking. Once a service is selected, a graphical calendar view will display available bookings. To look at other dates, use the forward or back arrow above the calendar.

Elmwood Fitness Center		HARAHAN		DOWNTOWN			
HA RACQUETBALL		HA RACQUETBALL		HA RACQUETBALL			
HA Racquetball : Sun 07/23		1-5		Bookable	Pending	Booked	Unbookable
Menu	HA Racquetball Court 01	HA Racquetball Court 02	HA Racquetball Court 03	HA Racquetball Court 04	HA Racquetball Court 05		
5:00am	5:00am Club closed 2h						
6:00am							
7:00am	7:00am 1h						
8:00am	8:00am 1h HA Racquetball Court 01	8:00am 1h HA Racquetball Court 02	8:00am 1h HA Racquetball Court 03	8:00am 1h HA Racquetball Court 04	8:00am 1h HA Racquetball Court 05		
9:00am	9:00am 1h HA Racquetball Court 01	9:00am 1h HA Racquetball Court 02	9:00am 1h HA Racquetball Court 03	9:00am 1h Booked	9:00am 1h Booked		

- Click on the requested time that corresponds to the room you are looking to book. Note that timeslots will not be available if already marked 'booked.' Click OK to confirm the booking.

Confirm this booking

Booking Number	Location	Date
5679764	<div style="border: 1px solid gray; padding: 2px;"> HA Racquetball Court 01 HA Racquetball Court 02 HA Racquetball Court 03 HA Racquetball Court 04 HA Racquetball Court 05 </div>	Monday July 24 2006
Service	Start Time	Duration
HA Racquetball Bookings	7:00 am <input type="button" value="v"/>	1 hr

Primary Member: Tester Member Pending

OK - Save Changes

[Close this window](#)

- In the screen below, you will see that the necessary changes have been marked in the booking calendar. To edit or cancel your booking, click on the magnifying glass.

Elmwood Fitness Center

HARAHAN
DOWNTOWN

▶ HA RACQUETBALL |

📅 HA Racquetball : Mon 07/24 1-5 Bookable Pending Booked Unbookable

Menu	HA Racquetball Court 01	HA Racquetball Court 02	HA Racquetball Court 03	HA Racquetball Court 04	HA Racquetball Court 05
5:00am	5:00am 1h HA Racquetball Court 01	5:00am 1h HA Racquetball Court 02	5:00am 1h HA Racquetball Court 03	5:00am 1h HA Racquetball Court 04	5:00am 1h HA Racquetball Court 05
6:00am	6:00am 1h HA Racquetball Court 01	6:00am 1h HA Racquetball Court 02	6:00am 1h HA Racquetball Court 03	6:00am 1h HA Racquetball Court 04	6:00am 1h HA Racquetball Court 05
7:00am	7:00am 1h HA Racquetball Court 01	7:00am 1h HA Racquetball Court 02	7:00am 1h <div style="border: 1px solid gray; padding: 2px; display: inline-block;"> 🔍 Tester Member HA Racquetball Bookings </div>	7:00am 1h HA Racquetball Court 04	7:00am 1h HA Racquetball Court 05

5. To cancel the booking, click Delete

Modify this booking		
Booking Number	Location	Date
5679772	HA Racquetball Court 01 HA Racquetball Court 02 HA Racquetball Court 03 HA Racquetball Court 04 HA Racquetball Court 05	Monday July 24 2006
Service	Start Time	Duration
HA Racquetball Bookings	7:00 am	1 hr
Repeating: no. 1 out of 1		
Primary Member:	Tester Member	Booked
OK	- Save Changes	<input type="checkbox"/> - Apply to this and all future bookings
Delete	- Cancel Booking	
Close this window		

6. Confirm the booking deletion by selecting yes.

Delete Booking					
Service	Location	Starting	Duration	Status	Date
HA Racquetball Bookings	HA Racquetball Court 03	7:00am	1h	Booked	Monday July 24 2006
Member: Tester Member:					
Yes - Delete this Booking					
No - Do not delete this Booking					

The personal settings page can be accessed any time at the top right-hand corner of the screen. You are able to perform functions such as:

- View current bookings
- Change viewing preferences (color scheme, calendar views, etc)
- Set email address

My Personal Settings

▷ **My Bookings**
View my current bookings

▷ **My Vouchers**
View my current vouchers

▷ **My Record**
See my personal data

▷ **Preferences**
Change preferences such as color schemes, time ranges etc

▷ **Password**
Change the password you use to log in

▷ **Set Email**
Change your email address