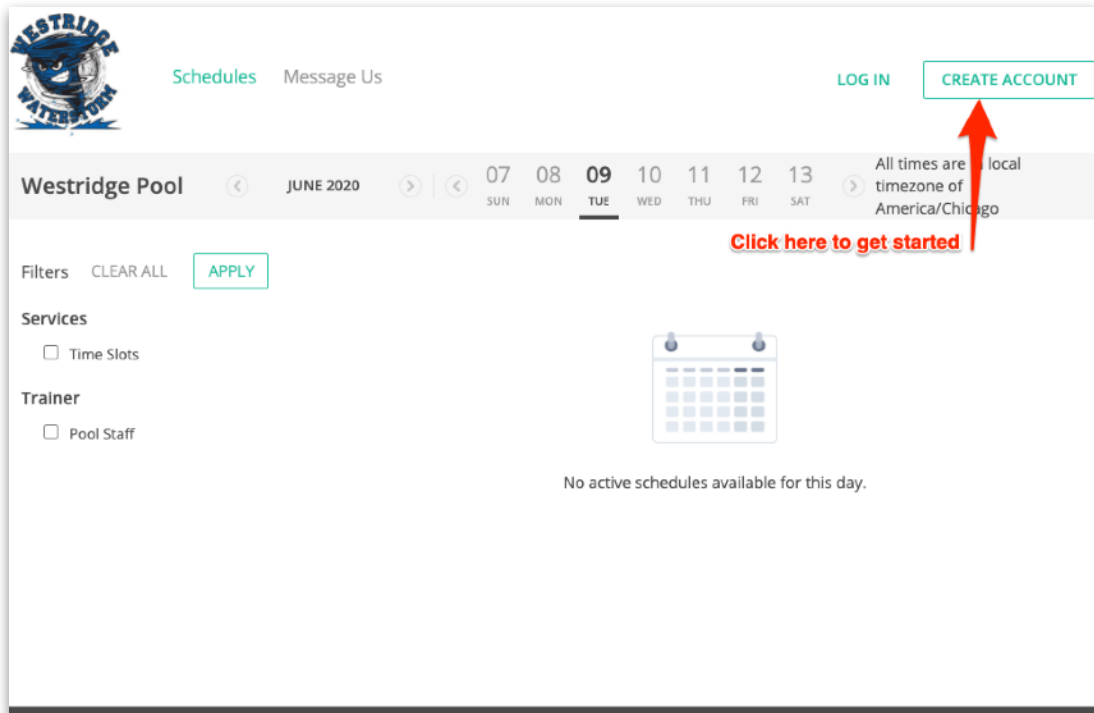


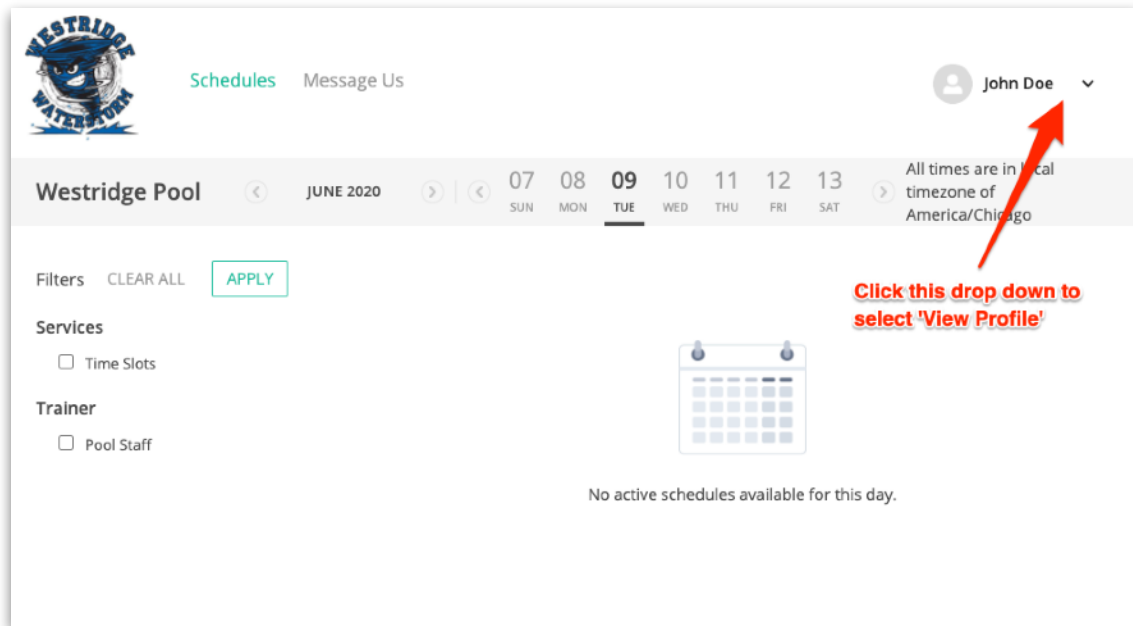
USING THE WESTRIDGE POOL RESERVATION SYSTEM

This system will work on any mobile device - however the images shown in this guide may look different on a mobile device

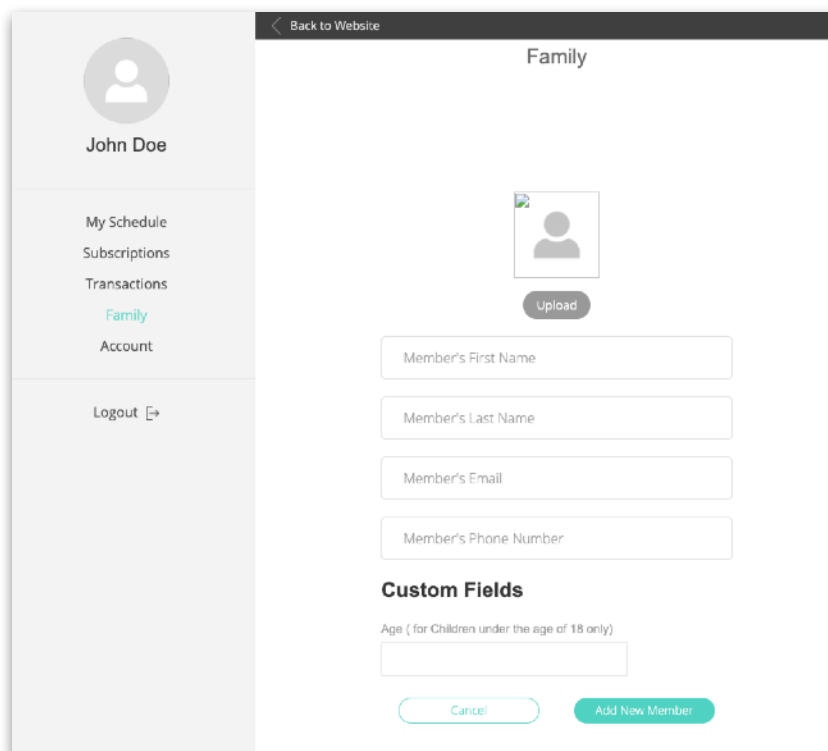


Setting up your Membership Profile

- Start by going to <https://westridgepool.getomnify.com/>
- Click Create Account to get started setting up your membership profile
- Enter the email address of the primary contact for your membership in the pop-up window and click 'Get Started'
- Enter in the required details and create a password. Password must be 8 characters
- If you have additional Family members they must be added to your membership profile



- To view your membership profile and add additional members (spouse, children, nanny) Click on your name in the upper right corner of your screen and select **'View Profile'**
- In the Membership profile screen select **'Family'** from the side bar to add the additional members of your membership.
- Click the **'Add New Member'** button to add your first person



- No photo is needed, email and phone are optional for additional members. We recommend entering an email for anyone who may be reserving time slots as confirmations and communications about that time slot may be directed to that email.
- We are asking for an age for children only. As a reminder no kids under that age of 12 can swim without a parent or guardian.
- Continue to add all family members and if you will have a Nanny that will be bringing the kids to the pool on a regular basis please add them as well.
- You can always go to your membership profile page to view/manage your reservations or update your membership info.

Reserving Time at the Pool

- **Start** at this website: <https://westridgepool.getomnify.com/> I recommend bookmarking this site as it will be the place to start all your reservations for the summer
- **Choose a date** currently we are only taking reservation up to two weeks in advance

The screenshot shows the Westridge Pool reservation interface. At the top left is the Westridge Water Club logo. Navigation links for 'Schedules' and 'Message Us' are visible. The user is logged in as 'John Doe'. The main header shows 'Westridge Pool' and a calendar for 'JUNE 2020' with the date '12' (Friday) selected. A note states 'All times are in local timezone of America/Chicago'. On the left, there are filter options for 'Services' (Time Slots) and 'Trainer' (Pool Staff). The main content area displays three reservation slots for Friday, June 12, 2020:

- Adult Only Swim 11:15 am - 12:30 pm**: 11:15 AM - 12:30 PM • 60/60 available • 1 hour 15 mins • Time Slot. Includes 'View Details' and 'Reserve' buttons.
- Main Pool 1:00 pm - 3:00 pm**: 01:00 PM - 03:00 PM • 50/50 available • 2 hours • Time Slot. Includes 'View Details' and 'Reserve' buttons.
- Main Pool 3:30 pm - 5:30 pm**: 03:30 PM - 05:30 PM • 50/50 available • 2 hours • Time Slot. Includes 'View Details' and 'Reserve' buttons.

At the bottom, a partial slot for '06:00 PM' is visible.

- **Select a block of time.** Each block of time will show you how many space are still open. Currently we have it set to 50 spaces for main pool and 10 for the baby pool. We want to allow families with small children the option to reserve the baby pool. If the baby pool is the only spaces left for a block of time anyone can reserve it.
- **Click ‘Reserve’** Currently to allow for all members a chance to swim we are only allowing 1 reservation per day, per person. *Example: If you like to swim after work and but the rest of your family wants to swim earlier in the day, no problem. It is allowed to have a separate reservation for a different block time for everyone else earlier in the day and to reserve a block of time for yourself later in the day.*

Times are in: America/Chicago

Main Pool 1:00 pm - 3:00 pm
Sun Mon Tue Wed Thu Fri Sat

01:00 pm ▾
2 hours

12 Jun 2020	Fri	01:00 pm	50 spot(s) left	<input checked="" type="checkbox"/>
13 Jun 2020	Sat	01:00 pm	50 spot(s) left	<input type="checkbox"/>
14 Jun 2020	Sun	01:00 pm	50 spot(s) left	<input checked="" type="checkbox"/>
15 Jun 2020	Mon	01:00 pm	50 spot(s) left	<input type="checkbox"/>
16 Jun 2020	Tue	01:00 pm	50 spot(s) left	<input checked="" type="checkbox"/>
17 Jun 2020	Wed	01:00 pm	50 spot(s) left	<input type="checkbox"/>
18 Jun 2020	Thu	01:00 pm	50 spot(s) left	<input type="checkbox"/>
19 Jun 2020	Fri	01:00 pm	50 spot(s) left	<input type="checkbox"/>
20 Jun 2020	Sat	01:00 pm	50 spot(s) left	<input type="checkbox"/>
21 Jun 2020	Sun	01:00 pm	50 spot(s) left	<input type="checkbox"/>
22 Jun 2020	Mon	01:00 pm	50 spot(s) left	<input type="checkbox"/>
23 Jun 2020	Tue	01:00 pm	50 spot(s) left	<input type="checkbox"/>

Booking for Me and Other Family ▾

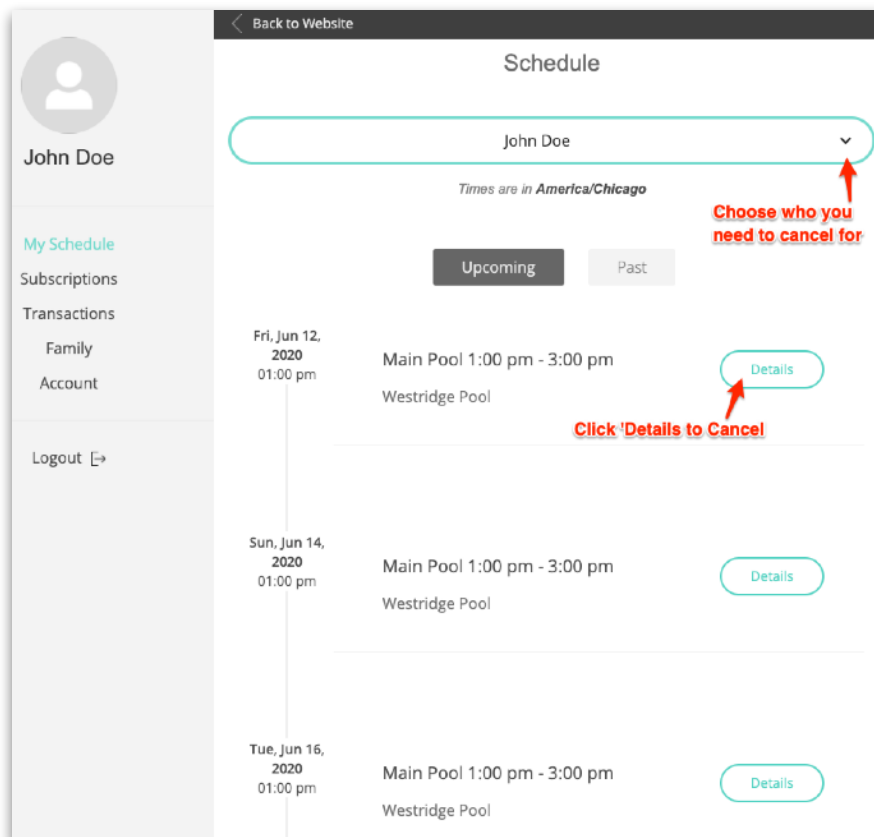
3 Selected Next >

- **Select additional dates** Currently members are allowed to reserve up to 4 time slots per week. A week is Sun - Sat
- **Booking For:** If you are reserving time for only yourself you will need to change the drop down at the bottom to ‘Only Myself’ then click ‘NEXT’

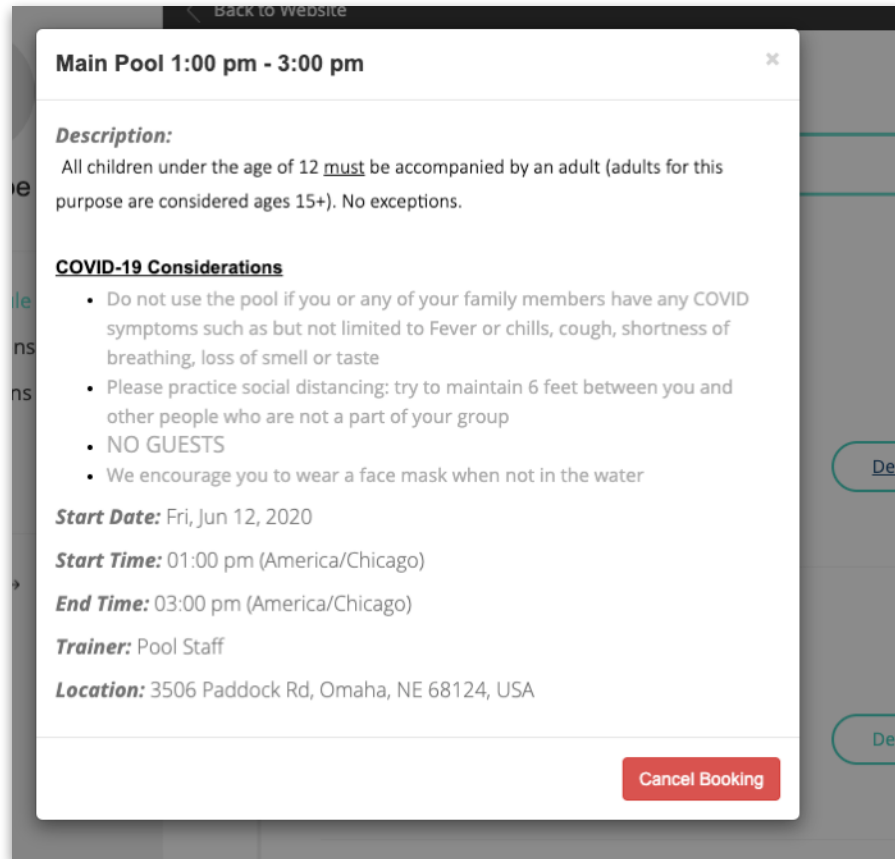
- **Select Attendees:** select who is attending this reservation. It is important that you only select who is going to attend so that other members have a chance to use the any open spaces.
- **Review and Accept the Waiver:** review the details of your reservation. If you need to make a change just click the arrow at the top left of the screen. You will have to click to accept the COVID-19 waiver before you finalize your reservation. You may click on the 'COVID-19 Liability Waiver' to read the waiver. Click 'Confirm Booking'
- **Your reservation is complete!** You will have the option to add that reservation to your personal calendar or make another reservation. Additionally you should receive a confirmation email.
- **Same Day or Day Of Reservations:** Members are allowed to book more than 1 reservation in a day. However the restriction to reserve additional time is lifted on the day of the existing reservation. *Example: You have reserved the 1 -3pm time slot for 6/30/2020. On the day of your reserved time slot on you think you would like to come back in the evening swim at in the 6-8pm time slot. If there are open spaces you may reserve the space.*

Cancelling a Reservation

- **Start** by going to your membership profile.



- **My Schedule** is where you can view reservations for everyone on your membership
- **Choose Person:** You will need to choose which person on that reservation you are cancelling for. At the top of the screen click to see a drop down of all the names on a reservation
- Click '**Details**' to see all details about that reservation and to **Cancel** the reservation



- You should receive a confirmation email.
- If you need to Cancel for an additional person for the same reservation you will have to select and cancel for each person separately.