

EXPLORE, CONNECT, GROW!



MAKE A RESERVATION FOR YOURSELF (APP)

1 Open and sign in to your Treasure Valley Family YMCA Reservation App.

2 Go to the **Book** tab and select the **Reservation Type** from the tabs at the top of the screen. Tap the **Location** icon (in the top left corner) and the **Calendar** icon (in the top right corner) to find your desired reservation branch and date.

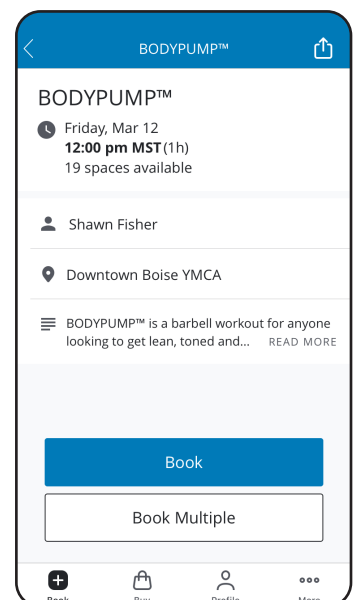
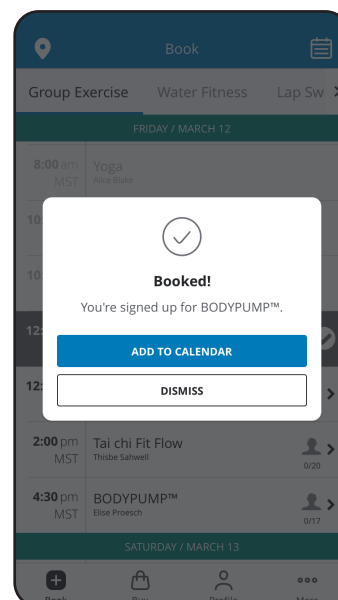
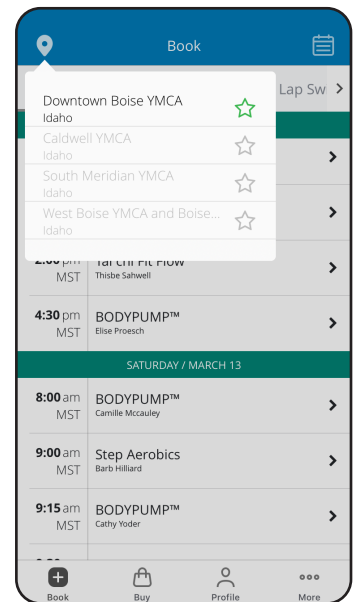
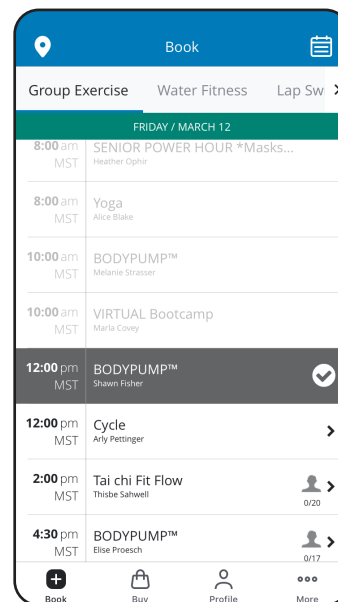
3 Navigate the **Class Schedule** by scrolling through the dates to find your desired. Choose the program/appointment you'd like to reserve.

4 On the following page, select **Book** to reserve your spot, **Add to Calendar** to easily import a reminder into your mobile calendar, or select the **Share** icon in the top right corner of the screen to share the program/appointment information with a friend!

5 On the following screen, you will receive a notification detailing your reservation information and you will also receive a reservation confirmation email. To check your reservation is listed, go to your **Profile** page.

6 If you are making a reservation for a Virtual Live Class, you will receive a link to join 30 minutes in advance of the class start time via email.

Please be advised: If you make your reservation for the Virtual Live Class within the 30-minute window in advance of the start time, you will receive the link up to 10 minutes later. If you register for a class after the start time, you will not receive a link or access to that virtual class.



MAKE A RESERVATION FOR YOURSELF (WEB)

1 Sign in to your Treasure Valley Family YMCA Reservation Platform account from the web at ymcatvidaho.org/reservations.

2 Select the **Reservation Type** from the tabs at the top of the screen.

3 Use the **Location**, **Class Type**, **Service Category**, and **Instructor** filters to find your intended program/appointment from the dropdown menus directly below the **Reservation Type** tabs. Please be aware, **Virtual Offerings** are accessible via the **Service Category** dropdown menu.

4 Navigate the **Class Schedule** using the **Day**, **Week**, and **Month** views to find and select **Sign Up Now** for your desired program. Please be aware, you can make reservations one day in advance. That means you can register for everything today, and everything for tomorrow. Registrations open the day before the class.

1. If **Sign Up Now** is not available, the slot has either already reached capacity or is not available to be reserved at this time.

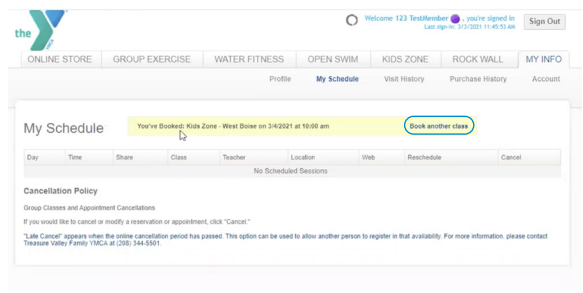
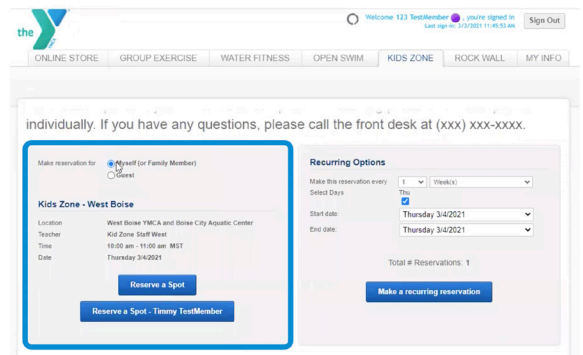
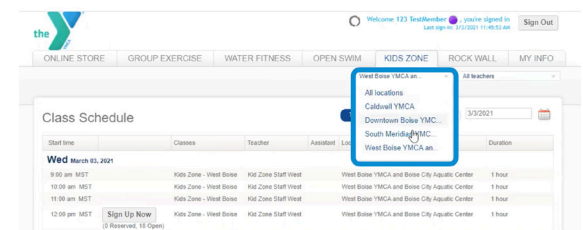
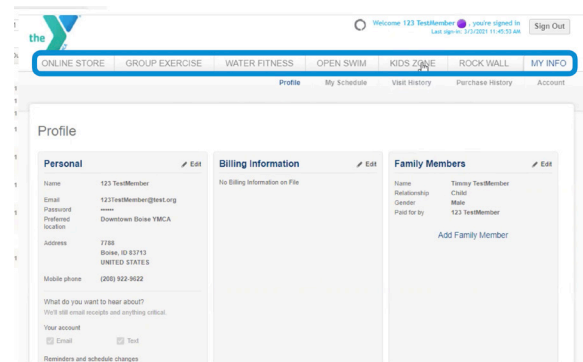
5 In the **Make a reservation for** prompt, select the bubble that best applies:

1. Myself (or Family Member)
2. Guest

6 If you are making a reservation for yourself, select **Reserve a Spot**. If you are reserving for a family member, select **Reserve a Spot - [The family member's name will appear here]**.

7 On the following screen, you will receive a notification detailing your reservation information and you will also receive a reservation confirmation email. To make another reservation, click the **Book Another Class** link.

8 If you are making a reservation for a Virtual Live Class, you will receive a link to join 30 minutes in advance of the class start time via email.



Please be advised: If you make your reservation for the Virtual Live Class within the 30-minute window in advance of the start time, you will receive the link up to 10 minutes later. If you register for a class after the start time, you will not receive a link or access to that virtual class.

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