



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

USING THE YMCA OF VIRGINIA'S BLUE RIDGE RESERVATION SYSTEM

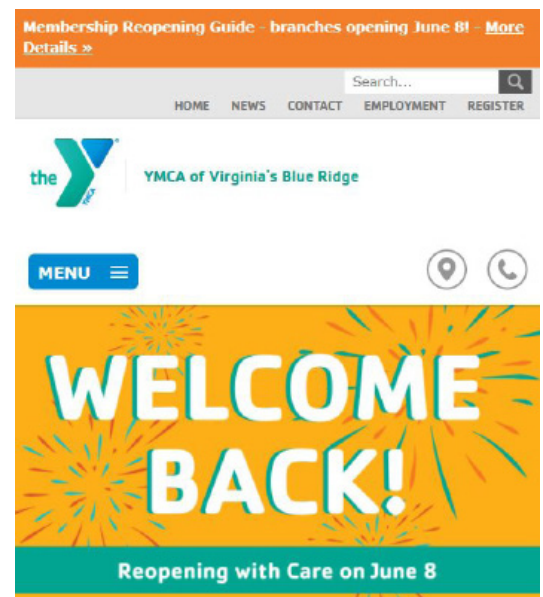
Under the Reopening Guidelines, the YMCA capacity will be restricted to ensure proper physical distancing – thus ensuring the safety of our members and staff. At this time, we have introduced a calendar reservation system for Stay & Play. Please follow the steps below to access this system.

- Reservations for **Stay & Play** are available **two hours in advance** of care.
- Members will have the ability to cancel their reservation if they can no longer attend – and we ask that you are diligent with this to ensure as many people as possible have access to the YMCA.
- If you have questions about making your reservation online, please contact your home branch for assistance.

A Step-By-Step Guide for Accessing Calendar Reservations

STEP 1

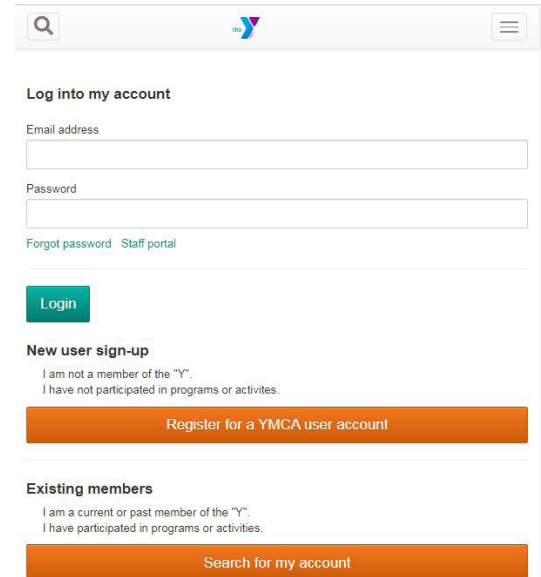
On your smart phone, using your web browser, visit www.ymcavbr.org



STEP 2

Click REGISTER.

You will be redirected to a login screen.



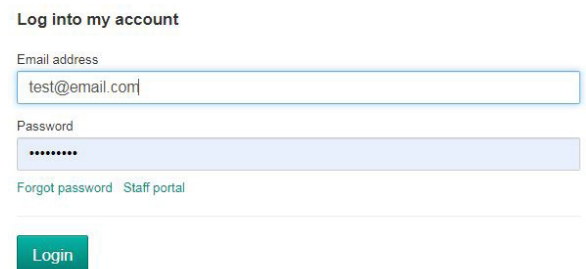
The screenshot shows the YMCA website's login and registration interface. At the top, there is a search icon, the YMCA logo, and a menu icon. Below this is the "Log into my account" section, which includes input fields for "Email address" and "Password", and links for "Forgot password" and "Staff portal". A green "Login" button is positioned below these fields. Underneath is the "New user sign-up" section, which includes the text "I am not a member of the 'Y'. I have not participated in programs or activities." and an orange button labeled "Register for a YMCA user account". At the bottom is the "Existing members" section, which includes the text "I am a current or past member of the 'Y'. I have participated in programs or activities." and an orange button labeled "Search for my account".

STEP 3

Log into your account using the EMAIL address of the Primary member on the account and your Password.

- Should you need to reset your password, just click "FORGOT PASSWORD" and a temporary password will be sent to your email.
- Please check your JUNK/SPAM folder for the password reset email.

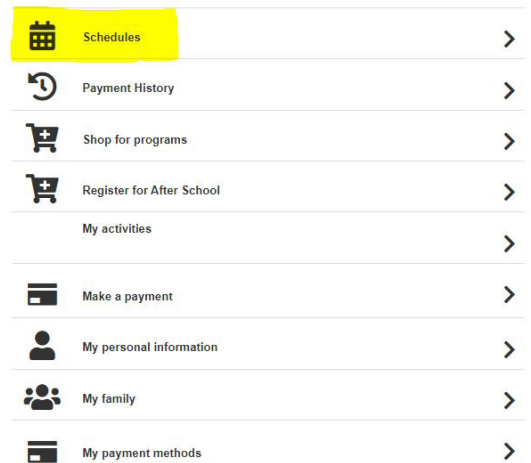
You can also "Search for my account" using your Member ID number on your scan card if you are unsure which email address was used with your member profile.



This screenshot shows the same "Log into my account" section as the previous image, but with the input fields filled. The "Email address" field contains "test@email.com" and the "Password" field contains a series of dots. The "Forgot password" and "Staff portal" links are still visible below the fields. The green "Login" button is also present.

STEP 4

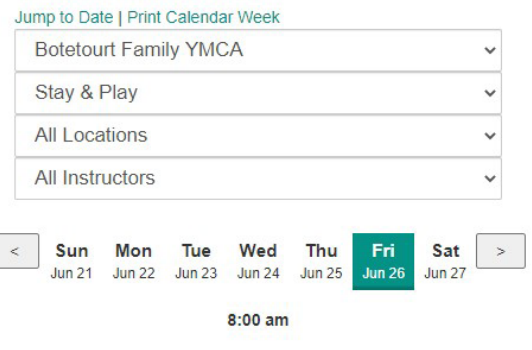
Once you are logged into your account, it will take you to your home screen menu.



STEP 5

Click "Schedules" and utilize the menu filter at the top to identify your:

- YMCA Branch
- The type of program you are looking for: **Stay & Play** (this should automatically be selected)
- You will not need to change the location or instructor fields
- Day of the week
Remember – while you can view calendar events several days out, you can only reserve a space two hours in advance



Stay & Play Reservation - 1 per Child - Stay & Play

8:00 am - 9:00 am (1 hour)

Fri in Stay & Play

Total Openings: 8

Ages 2 to 11

Reservations Begin: 6/26/2020 at 6:00 AM

Reservations End: 6/26/2020 at 8:00 AM

There are 8 openings available.

STEP 6

Scroll to locate your time-slot of choice. From here you will be able to see how many total spots are offered, how many spots are still available, how much time is left to register and everyone on your account who is an active member. This way, if you wish to share with a friend, you know how much time (and space) is left!

Once you've selected your family member to reserve the spot for, the name will change to RED, and indicate that you can now cancel the reservation. This confirms your spot has been reserved.

Stay & Play Reservation - 1 per Child - Stay & Play

5:00 pm - 6:00 pm (1 hour)

Fri in Stay & Play

Total Openings: 8

Ages 2 to 11

Reservations Begin: 6/26/2020 at 3:00 PM

Reservations End: 6/26/2020 at 5:00 PM

There are 8 openings available.

Time until reservations begin: 02:26:53

[Make a reservation for Chase](#)

[Make a reservation for Lola I](#)

Max of 1 sixty minute reservation per child per day.

TO CANCEL YOUR RESERVATION

Should you find that you can no longer attend, and you need to cancel your reservation you will be able to do so through this system. Just click on "Cancel Reservation for Member Name" and the space will be reopened for the next member to use.

If you need assistance canceling your reservation, please call your home branch so they can manually remove you from the reservation. Failure to communicate your cancellation can result in you not being allowed to reserve a spot in the future.