# How to Locate the Reservation System on the Website

1) Go to carmelclayparks.com.
2) Hover over "explore" tab and click on "Monon Community Center" from drop down.
3) Scroll down so you can see the "resources" box on the right side and click on "group fitness schedule".
4) You will then be at the reservation website.

# How to Create an Account on the Reservation System

1) Go to the reservation system.
2) Click on the class you would like to attend.
3) Click on "sign in".
4) Click on "Create a New User Account".
5) You will then create a username and password. We suggest using an email address as your username.
6) Then click "create".
7) Your account is now created. Follow the prompts to enroll in the class. Please check your email to confirm you are enrolled or put on the waitlist for a class.

# How to Enroll in a Class if this is not your first time on the account

1) Login to your account (top right)
2) Click on the class you would like to enroll in.
3) Click on "New Participation".
4) Click on "Create Participation".
5) Make sure you get a confirmation email stating if you are enrolled or on the waist list.

# How to Cancel a Reservation

**How do I cancel my SAAS Reservation from a phone?**

1) Click on "your participations".
2) Click on the class you want to delete.
3) Click on it again.
4) At bottom you will see "delete participation" click on that.
5) You will receive an email confirmation that you deleted a class.

**How do I cancel my SAAS Reservation from a computer?**

1) Click on agenda (this the tab next to month, week, day).
2) Click the edit symbol on the far right next to the class you want to delete. The edit symbol looks like a pencil and paper.
3) Click the edit symbol again when the class pops up.
4) Click on the garbage can symbol.
5) You will get an email confirmation that this is done.