

How to Reserve a Group Fitness Class at the Monon Community Center

1. Go to carmelclayparks.com.
2. Hover over the “**explore**” tab and click on “**Monon Community Center**” from the drop down.
3. Scroll down to the “**resources**” box on the right side and click “**group fitness schedule.**”
4. You will then be redirected to the reservation website.

HOW TO CREATE AN ACCOUNT ON THE RESERVATION SYSTEM

1. Follow the steps above to access the reservation system.
2. Click on the class you would like to attend.
3. Click “**sign in.**”
4. Click “**create a new user account.**”
5. You will then create a username and password. We suggest using an email address as your username.
6. 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

1. Sign in to your account (located in the top right corner of the screen).
2. Login to your account (top right).
3. Click on the class you would like to enroll in.
4. Click “**create new participation.**”
5. Click “**create participation.**”
6. **Make sure you get a confirmation email stating if you are enrolled or on the waitlist.**

HOW TO CANCEL A RESERVATION

CANCEL RESERVATION FROM A PHONE

1. Sign in to your account (located in the top right corner of the screen).
2. Click “**your participations.**”
3. Click on the class you want to delete.
4. Click on it again.
5. Click “**delete participation**” located at the bottom.
6. **You will receive an email confirmation that you deleted a class.**

CANCEL RESERVATION FROM A COMPUTER

1. Click “**agenda**” (this is 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 the garbage can symbol.
5. **You will receive an email confirmation that you deleted a class.**