

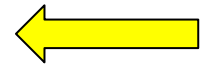
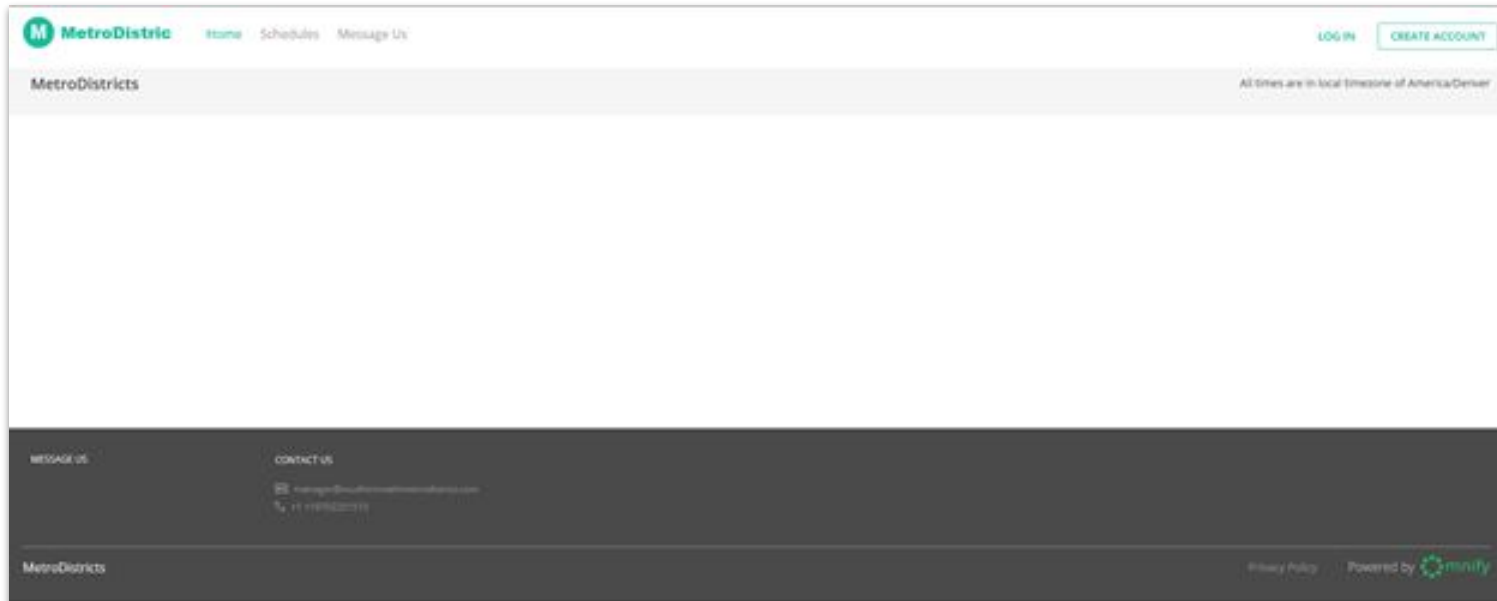
# How to Reserve Slots at the Community Pool

Please follow the steps to make an account and schedule pool reservations.

Summer 2020

1. Use your Metro District specific URL, and go to the reservation website:

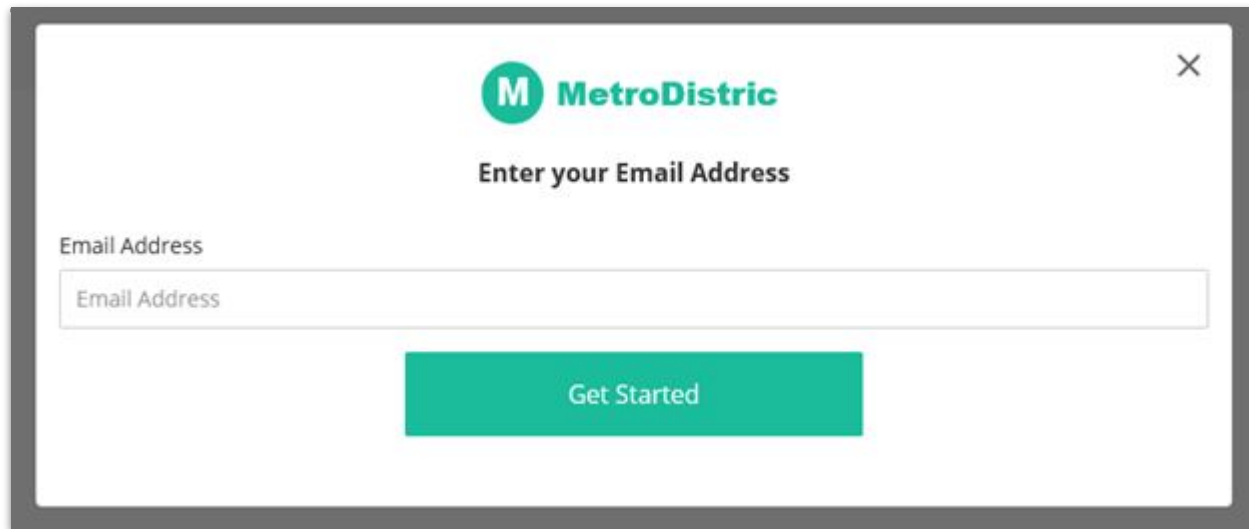
<https://metrodistricts.getomnify.com>



The homepage looks like this. You will see your Metro District logo, here.



### 3. Enter your email address in the box



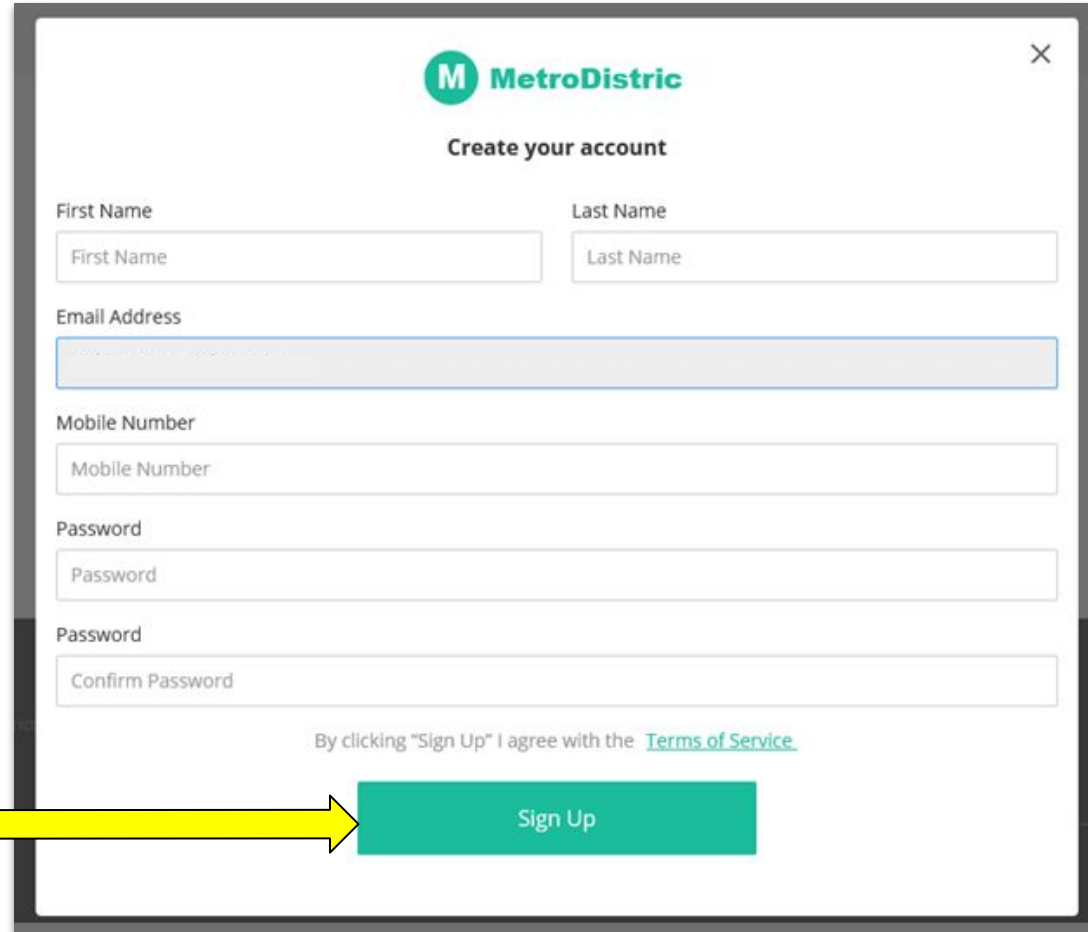
The screenshot shows a web form titled "MetroDistric" with a close button (X) in the top right corner. Below the title is the instruction "Enter your Email Address". There is a text input field labeled "Email Address" with a placeholder "Email Address". Below the input field is a green button labeled "Get Started". A yellow arrow points to the right side of the input field.

Please use an email address that is current and that you check often.

Reservation confirmations will be sent to the email that you provided.

4. After entering an email address, you will be prompted to fill out information for the account holder.

5. When finished, click “Sign Up”

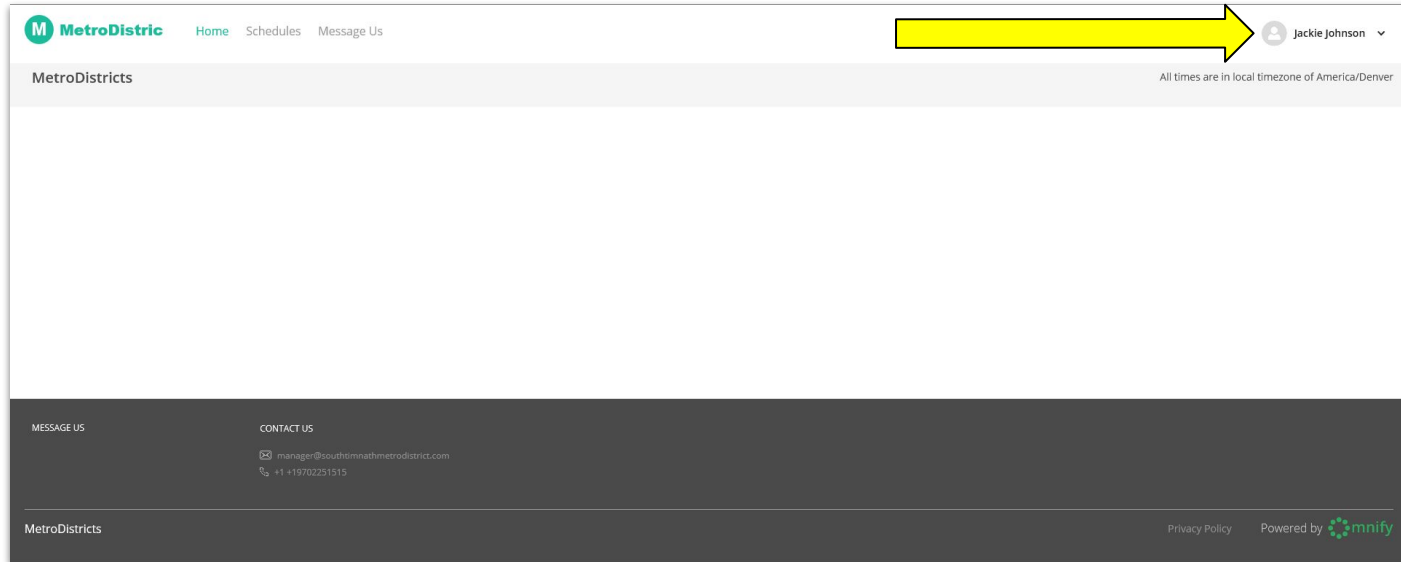


The screenshot shows a web form titled "Create your account" for MetroDistric. The form includes the following fields: "First Name" and "Last Name" (two separate input boxes), "Email Address" (a single wide input box), "Mobile Number" (a single wide input box), "Password" (a single wide input box), and "Confirm Password" (a single wide input box). Below the fields is a line of text: "By clicking 'Sign Up' I agree with the [Terms of Service](#)." At the bottom right is a teal "Sign Up" button. A yellow arrow points from the text "click 'Sign Up'" to this button.

**TIP** Make the password something easy to remember for future use!

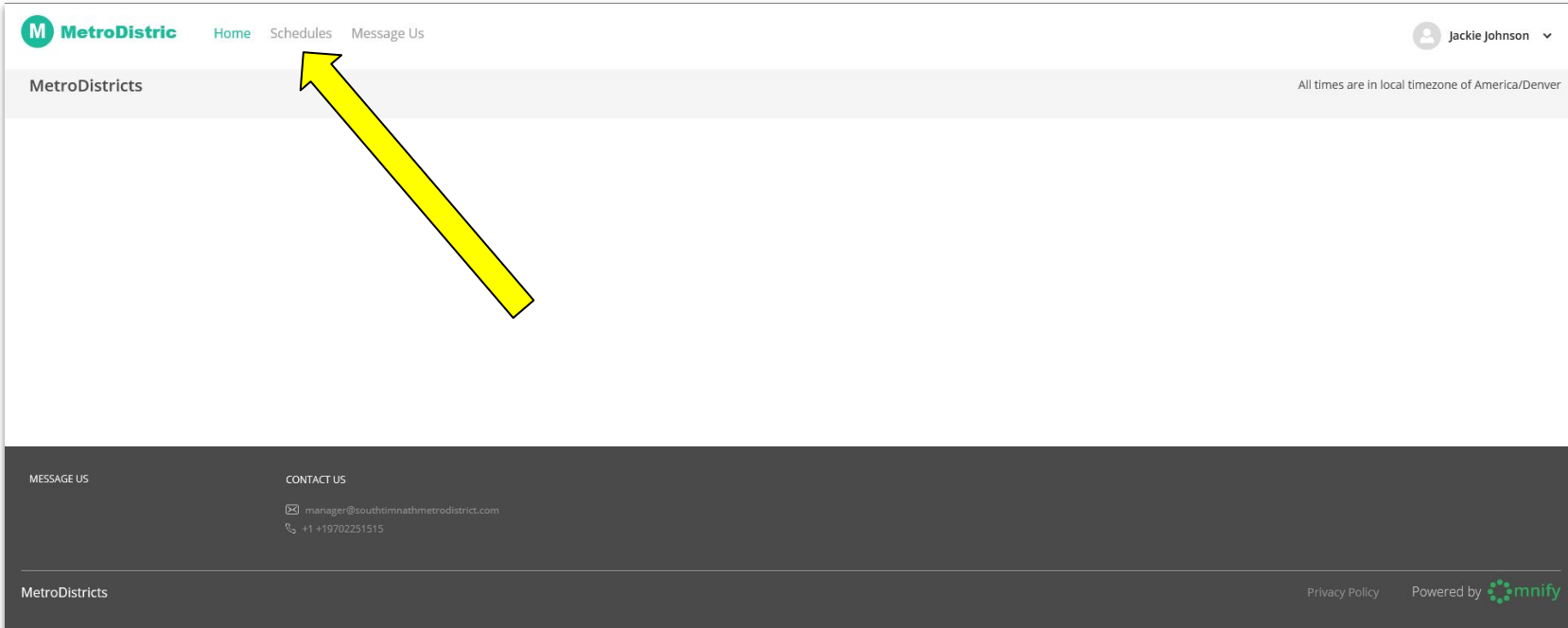
After creating your account, you will be logged in and will be able to see your “homepage.”

You will know that is is your account because the name of the account holder will appear at the top right corner.



**TIP** This would be a great page to bookmark, so it is easy to access in the future!

6. To schedule a pool reservation, you will want to click on the “schedule” button in the top left menu.



The screenshot displays the MetroDistrict website interface. At the top left, the logo 'MetroDistrict' is visible, followed by navigation links for 'Home', 'Schedules', and 'Message Us'. A yellow arrow points to the 'Schedules' link. On the top right, there is a user profile for 'Jackie Johnson' with a dropdown arrow. Below the navigation bar, the text 'MetroDistricts' is on the left, and 'All times are in local timezone of America/Denver' is on the right. The footer contains contact information: 'MESSAGE US', 'CONTACT US', an email address 'manager@southtminathmetrodistrict.com', and a phone number '+1 419702251515'. At the bottom right, it says 'Powered by mnify'.

# Pool Use Rules During This Time

- Only one time slot a day can be booked for the same address
- Only 2 reservations allowed per address per traditional week (Monday – Sunday)
- You **must** make your reservation for **ANY AND ALL** persons from your residence wishing to attend the reserved time slot
- NO GUESTS ARE PERMITTED AT THIS TIME!



# 7. Pick a date that you wish to reserve a slot

The screenshot displays the MetroDistricts reservation system interface. At the top, the MetroDistricts logo is on the left, and navigation links for Home, Schedules, and Message Us are in the center. On the right, a user profile for Jackie Johnson is shown. Below the navigation, the page title 'MetroDistricts' is displayed. A calendar header shows 'JUNE 2020' with days of the week and dates from 31 to 06. The date '04' (Thursday) is highlighted. A yellow arrow points to this date with the text 'You can change the date here!'. Below the calendar, there are filters for 'CLEAR ALL' and 'APPLY'. The main content area shows a list of reservation blocks for 'Thu, 04 Jun 2020'. Each block includes a time slot, a title, a duration, and a 'Book' button. The blocks are:

- 10:30 AM - 12:00 PM • 48/50 available • 1 hour 30 mins • Class
- 12:30 PM - 02:00 PM • 50/50 available • 1 hour 30 mins • Class
- 02:30 PM - 04:00 PM • 50/50 available • 1 hour 30 mins • Class
- 04:30 PM - 06:00 PM • 50/50 available • 1 hour 30 mins • Class

Each block also includes a 'View Details' link and a 'Book' button. The user profile 'Jackie Johnson' is visible in the top right corner.

8. Pick the time slot, for that day, that you wish to reserve at the pool

MetroDistricts Home Schedules Message Us Jackie Johnson

MetroDistricts JUNE 2020 31 01 02 03 04 05 06 All times are in local timezone of America/Denver

CLEAR ALL APPLY

10:30 AM Thu, 04 Jun 2020

10:30 Reservation Block  
10:30 AM - 12:00 PM • 48/50 available • 1 hour 30 mins • Class  
View Details Book

12:30 PM Thu, 04 Jun 2020

12:30 Reservation Block  
12:30 PM - 02:00 PM • 50/50 available • 1 hour 30 mins • Class  
View Details Book

02:30 PM Thu, 04 Jun 2020

2:30 Reservation Block  
02:30 PM - 04:00 PM • 50/50 available • 1 hour 30 mins • Class  
View Details Book

04:30 PM Thu, 04 Jun 2020

4:30 Reservation Block  
04:30 PM - 06:00 PM • 50/50 available • 1 hour 30 mins • Class  
View Details Book

9. Click "BOOK"

10. You (might) have to confirm the date and time again, by clicking a box next to the date and time slot you wish to reserve.

← Times are in: America/Denver

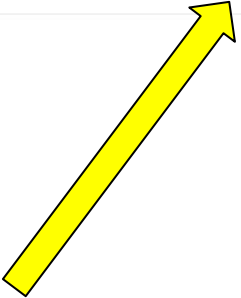
12:30 Reservation Block 12:30 pm ▾  
Sun Mon Tue Wed Thu Fri Sat 1 hours 30 minutes

05 Jun 2020	Fri	12:30 pm	50 spot(s) left	<input type="checkbox"/>
06 Jun 2020	Sat	12:30 pm	50 spot(s) left	<input type="checkbox"/>
07 Jun 2020	Sun	12:30 pm	50 spot(s) left	<input type="checkbox"/>
08 Jun 2020	Mon	12:30 pm	50 spot(s) left	<input type="checkbox"/>
09 Jun 2020	Tue	12:30 pm	50 spot(s) left	<input type="checkbox"/>
10 Jun 2020	Wed	12:30 pm	50 spot(s) left	<input type="checkbox"/>
11 Jun 2020	Thu	12:30 pm	50 spot(s) left	<input type="checkbox"/>

Click the box that corresponds with the date and time that you want to reserve at the pool

Booking for [Only Myself](#) ▾

0 Selected Next >



A green checkmark will appear to confirm the date and time that you want to reserve.

## 11. (IMPORTANT STEP)

After checking the time and date you would like, you need to specify who is coming with you to the reservation. If it is only you, leave it as is, if not...

Times are in: America/Denver

12:30 Reservation Block  
Sun Mon Tue Wed Thu Fri Sat

12:30 pm  
1 hours 30 minutes

05 Jun 2020	Fri	12:30 pm	50 spot(s) left	<input type="checkbox"/>
06 Jun 2020	Sat	12:30 pm	50 spot(s) left	<input type="checkbox"/>
07 Jun 2020	Sun	12:30 pm	50 spot(s) left	<input type="checkbox"/>
08 Jun 2020	Mon	12:30 pm	50 spot(s) left	<input type="checkbox"/>
09 Jun 2020	Tue	12:30 pm	50 spot(s) left	<input checked="" type="checkbox"/>
10 Jun 2020	Wed	12:30 pm	50 spot(s) left	<input type="checkbox"/>
11 Jun 2020	Thu	12:30 pm	50 spot(s) left	<input type="checkbox"/>

Booking for [Only Myself](#)

1 Selected Next >

If you are bringing your children and/or spouse, you need to click the drop down menu to “me and others”

← Times are in: America/Denver

12:30 Reservation Block 12:30 pm ▾  
Sun Mon Tue Wed Thu Fri Sat 1 hours 30 minutes

05 Jun 2020	Fri	12:30 pm	50 spot(s) left	<input type="checkbox"/>
06 Jun 2020	Sat	12:30 pm	50 spot(s) left	<input type="checkbox"/>
07 Jun 2020	Sun	12:30 pm	50 spot(s) left	<input type="checkbox"/>
08 Jun 2020	Mon	12:30 pm	50 spot(s) left	<input type="checkbox"/>
09 Jun 2020	Tue	12:30 pm	50 spot(s) left	<input checked="" type="checkbox"/>
10 Jun 2020	Wed	12:30 pm	50 spot(s) left	<input type="checkbox"/>
11 Jun 2020	Thu	12:30 pm	50 spot(s) left	<input type="checkbox"/>

Drop down menu to change who is coming to the reservation.  
**The default should be “me and others”**

Booking for [Only Myself](#)

1 Selected Next >

12. “Me and others” should be displayed on your reservation form if more than yourself is coming to the pool on that date and time slot

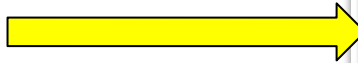
The screenshot shows a mobile application interface for a pool reservation. At the top, it says "Times are in: America/Denver". Below that, the reservation details are "12:30 Reservation Block" with a dropdown menu set to "12:30 pm" and "1 hours 30 minutes". A row of days "Sun Mon Tue Wed Thu Fri Sat" is visible. The main content is a list of dates from 05 Jun 2020 to 11 Jun 2020, each with a day of the week, the time "12:30 pm", and "50 spot(s) left". A green checkmark is next to the entry for 09 Jun 2020 (Tue). At the bottom, there is a "Booking for" dropdown menu set to "Me and Others" and a green bar with "1 Selected" and a "Next >" button. A yellow arrow points from the text "Click 'next'" to the "Next" button.

Date	Day	Time	Spots Left	Selected
05 Jun 2020	Fri	12:30 pm	50 spot(s) left	<input type="checkbox"/>
06 Jun 2020	Sat	12:30 pm	50 spot(s) left	<input type="checkbox"/>
07 Jun 2020	Sun	12:30 pm	50 spot(s) left	<input type="checkbox"/>
08 Jun 2020	Mon	12:30 pm	50 spot(s) left	<input type="checkbox"/>
09 Jun 2020	Tue	12:30 pm	50 spot(s) left	<input checked="" type="checkbox"/>
10 Jun 2020	Wed	12:30 pm	50 spot(s) left	<input type="checkbox"/>
11 Jun 2020	Thu	12:30 pm	50 spot(s) left	<input type="checkbox"/>

Booking for: Me and Others

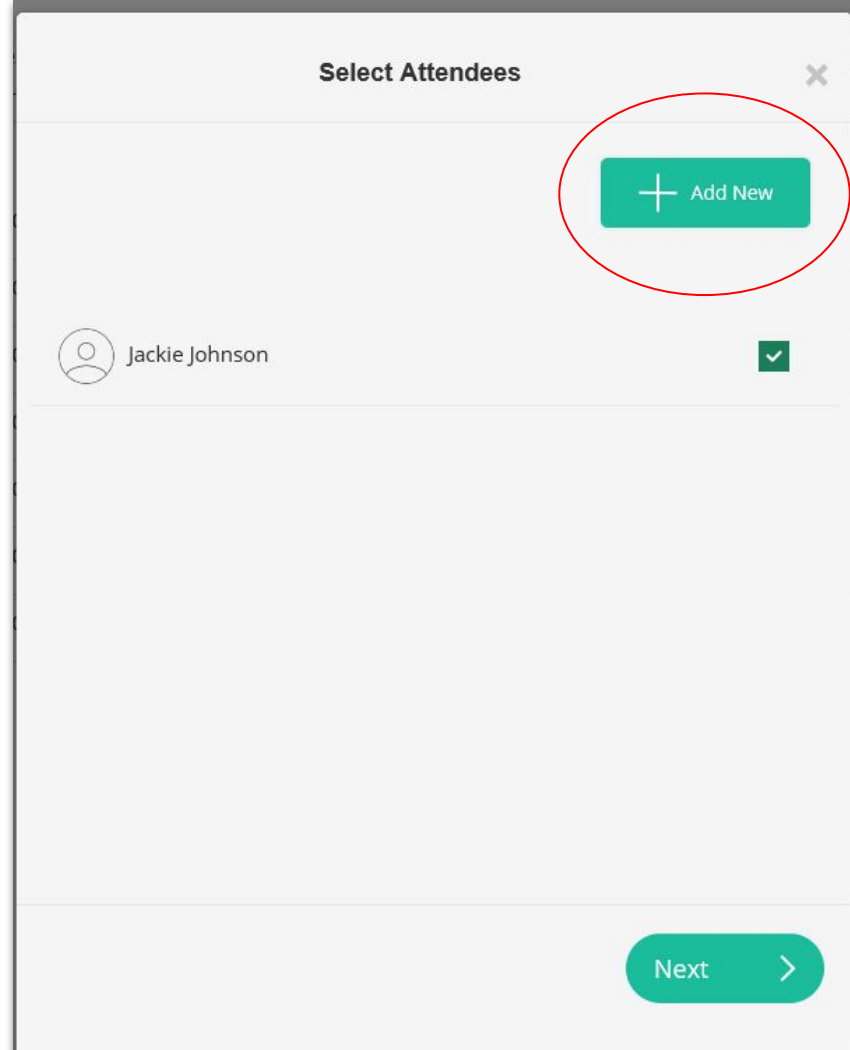
1 Selected Next >

Click “next”



13. Click “add new” for ALL the residents from one address who will be attending the pool reservation(s)

**TIP** You will only have to add the additional residents of the address ONCE after you have created the account.



14. Using the boxes, click the people from your family list that will be attending that reservation

When all the people that are coming to that reservation are checked, click “next”

The screenshot shows a 'Select Attendees' dialog box with a list of people and their selection status:

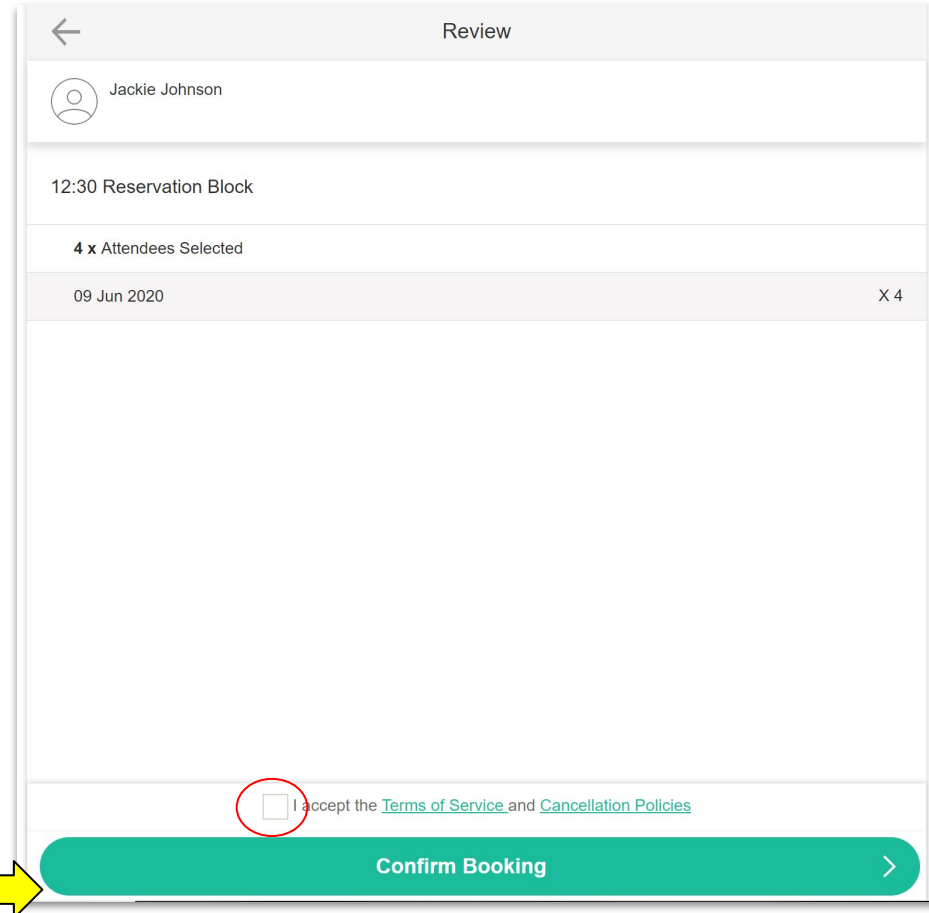
Name	Selected
Jackie Johnson	<input checked="" type="checkbox"/>
Spouse Doe	<input checked="" type="checkbox"/>
Child 1	<input checked="" type="checkbox"/>
Child 2	<input checked="" type="checkbox"/>
Nanny/ Caregiver	<input type="checkbox"/>

A yellow arrow points from the text 'click “next”' to the 'Next' button at the bottom right of the dialog box.



15. You will get a chance to confirm that everything on the reservation is correct.

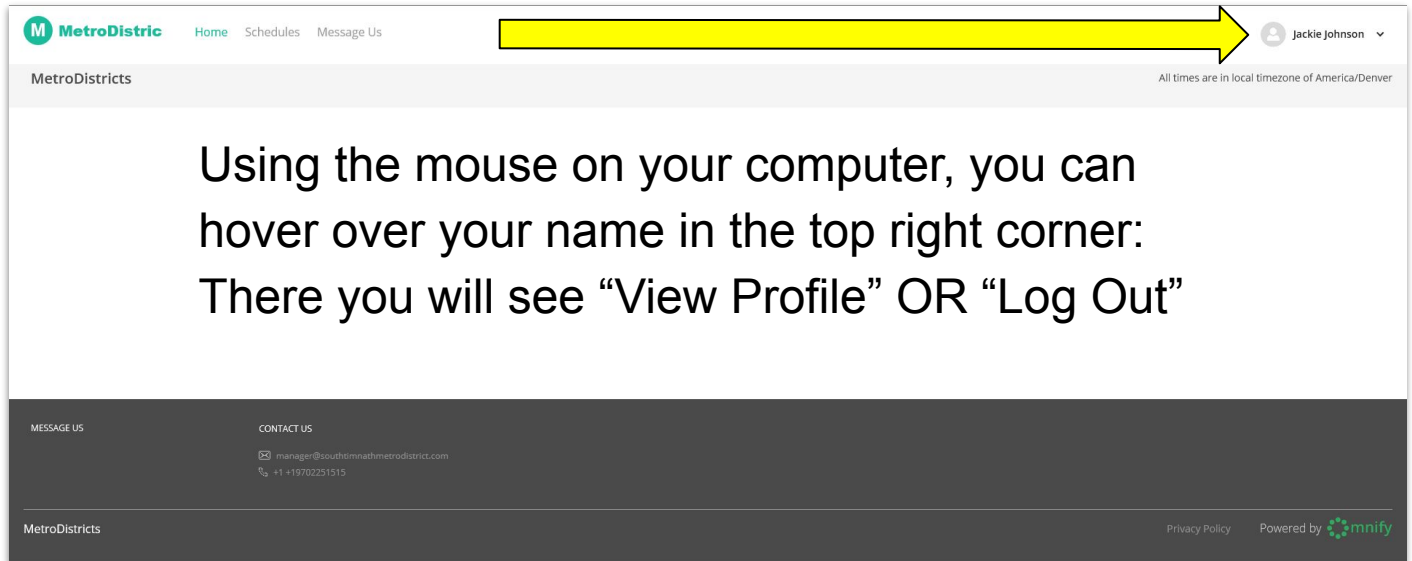
If it is, check the box that agrees to the Terms and Services, and click “Confirm Booking”



# Please Remember Pool Use Rules

- Only one time slot a day can be booked for the same address
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- NO GUESTS ARE PERMITTED AT THIS TIME!

# More **TIPS** to help you navigate Omnify.com!



The screenshot shows the MetroDistricts website interface. At the top left, there is a logo for MetroDistrict and navigation links for Home, Schedules, and Message Us. In the top right corner, a yellow arrow points to a user profile dropdown menu labeled "Jackie Johnson". Below the navigation bar, the text "MetroDistricts" is displayed on the left, and "All times are in local timezone of America/Denver" is on the right. The main content area contains the text: "Using the mouse on your computer, you can hover over your name in the top right corner: There you will see 'View Profile' OR 'Log Out'". At the bottom, there is a dark grey footer with "MESSAGE US" and "CONTACT US" links, along with contact information: "manager@southtrimmhametrometrodistrict.com" and "+1-19702251515". The footer also includes "MetroDistricts", "Privacy Policy", and "Powered by omnify".

MetroDistricts

Home Schedules Message Us

Jackie Johnson

All times are in local timezone of America/Denver

Using the mouse on your computer, you can hover over your name in the top right corner: There you will see "View Profile" OR "Log Out"

MESSAGE US

CONTACT US

manager@southtrimmhametrometrodistrict.com

+1-19702251515

MetroDistricts

Privacy Policy Powered by omnify

# More **TIPS** to help you navigate Omnify.com!

The screenshot shows the user profile page for Jackie Johnson. The left sidebar contains navigation options: My Schedule, Subscriptions, Transactions, Family, Account, and Logout. The main content area displays the user's name, a 'Back to Website' link, and a 'Schedule' section. The schedule is filtered to 'Upcoming' reservations. A reservation is shown for Tuesday, June 9, 2020, at 12:30 pm, titled '12:30 Reservation Block' for 'MetroDistricts'. A 'Details' button is visible next to the reservation. A yellow arrow points from the 'Family' link in the sidebar to the reservation details, and another yellow arrow points from the 'Upcoming' tab to the reservation details.

Jackie Johnson

My Schedule

Subscriptions

Transactions

Family

Account

Logout [→]

Back to Website

Schedule

Jackie Johnson

Times are in *America/Denver*

Upcoming Past

Tue, Jun 09, 2020  
12:30 pm

12:30 Reservation Block

MetroDistricts

Details

Inside the “View Profile” option, you can see your current reservations, and make any changes to the members on your family list.

The Metro District appreciates your patience and grace during this learning curve.

We look forward to being able to have some summer fun at the community center pool!