

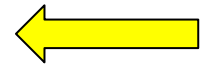
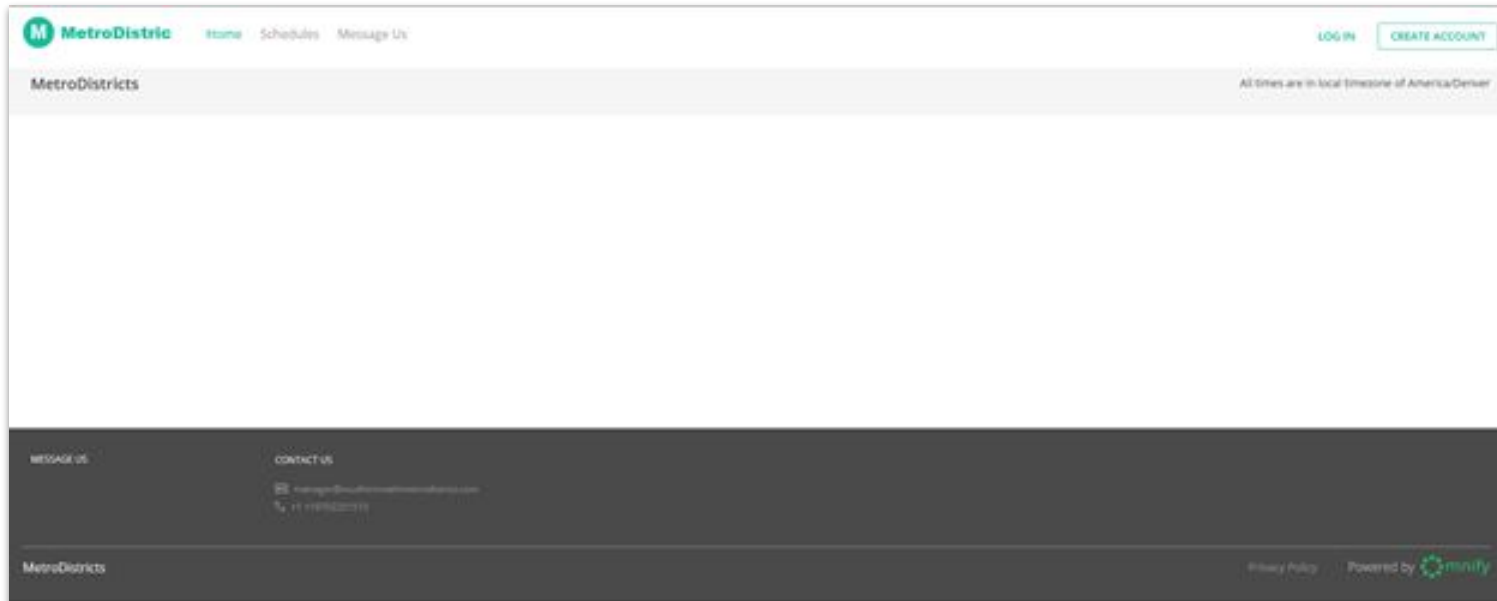
How to Reserve Slots at the Community Pool

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

Summer 2020

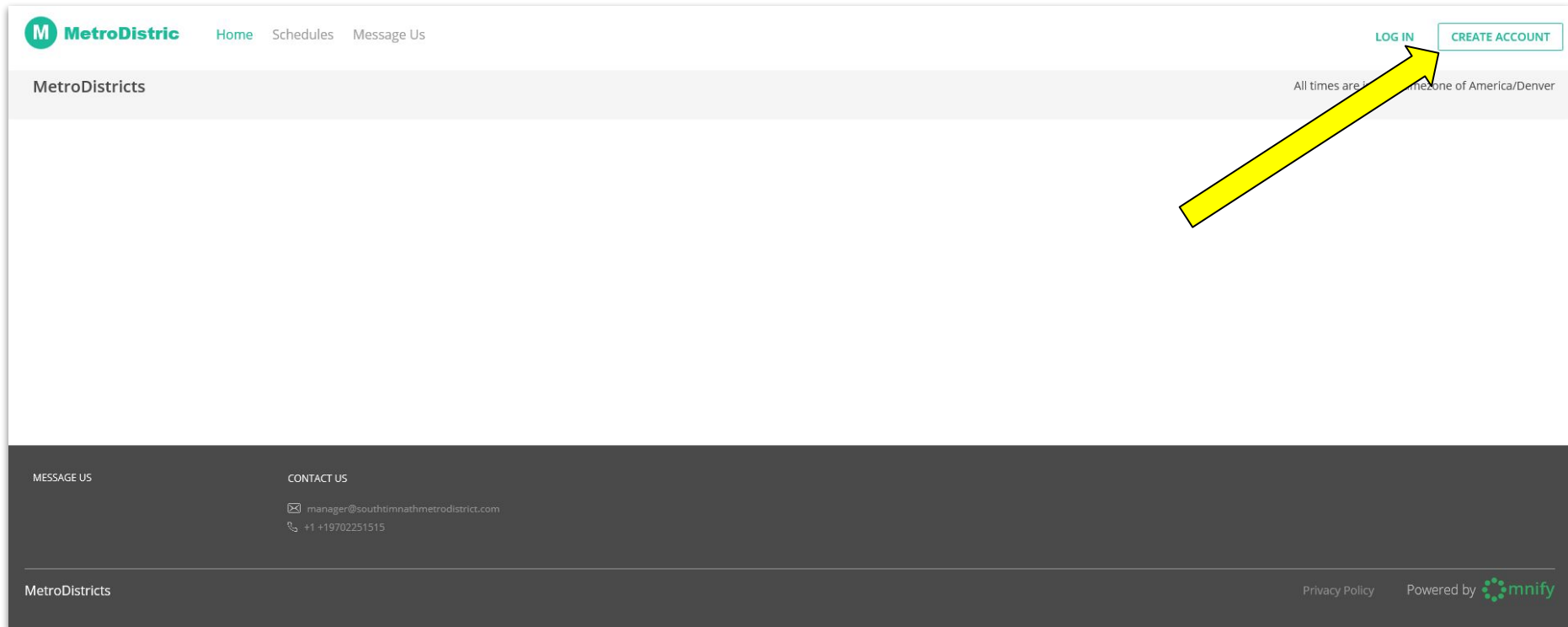
1. Use your Metro District specific URL, and go to the reservation website:

<https://metrodistricts.getomnify.com>



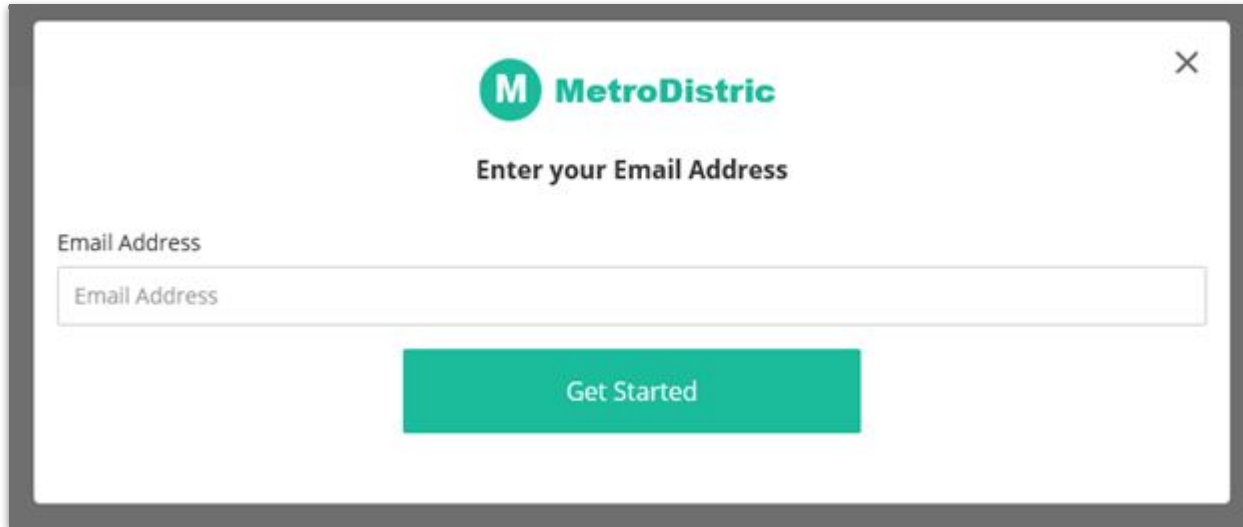
The homepage looks like this. You will see your Metro District logo, here.

2. Once on the homepage, click “create account” on the top right corner.

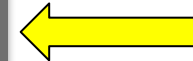


The image shows a screenshot of the MetroDistricts website homepage. The top navigation bar includes the MetroDistrict logo on the left and links for Home, Schedules, and Message Us. On the right side of the navigation bar, there are two buttons: LOG IN and CREATE ACCOUNT. A large yellow arrow points from the bottom right towards the CREATE ACCOUNT button. Below the navigation bar, the text "MetroDistricts" is visible on the left, and "All times are in Mountain Time (MST) - Mountain Standard Time (MST) - Mountain Standard Time of America/Denver" is visible on the right. The footer contains contact information under the heading "MESSAGE US" and "CONTACT US", including an email address (manager@southtimnathmetrodistrict.com) and a phone number (+1 19702251515). The MetroDistricts logo is also present in the bottom left corner, and the text "Powered by mnify" is in the bottom right corner.

3. Enter your email address in the box



The screenshot shows a web form for MetroDistric. At the top left is the MetroDistric logo, consisting of a green circle with a white 'M' and the text 'MetroDistric' in green. To the right of the logo is a close button (an 'X' in a square). Below the logo is the text 'Enter your Email Address'. Underneath is a text input field with the placeholder text 'Email Address'. Below the input field is a green button with the text 'Get Started'.

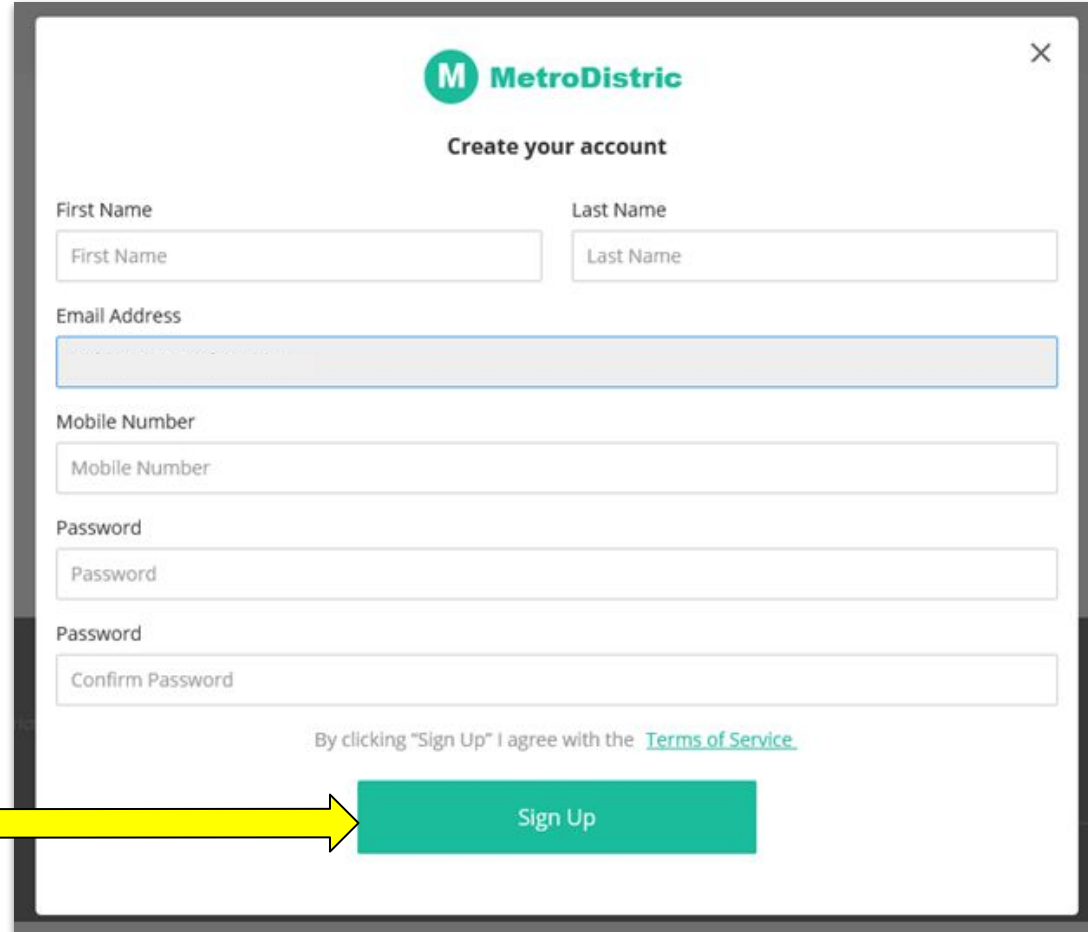


Please use an email address that is current and that you check often.

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”

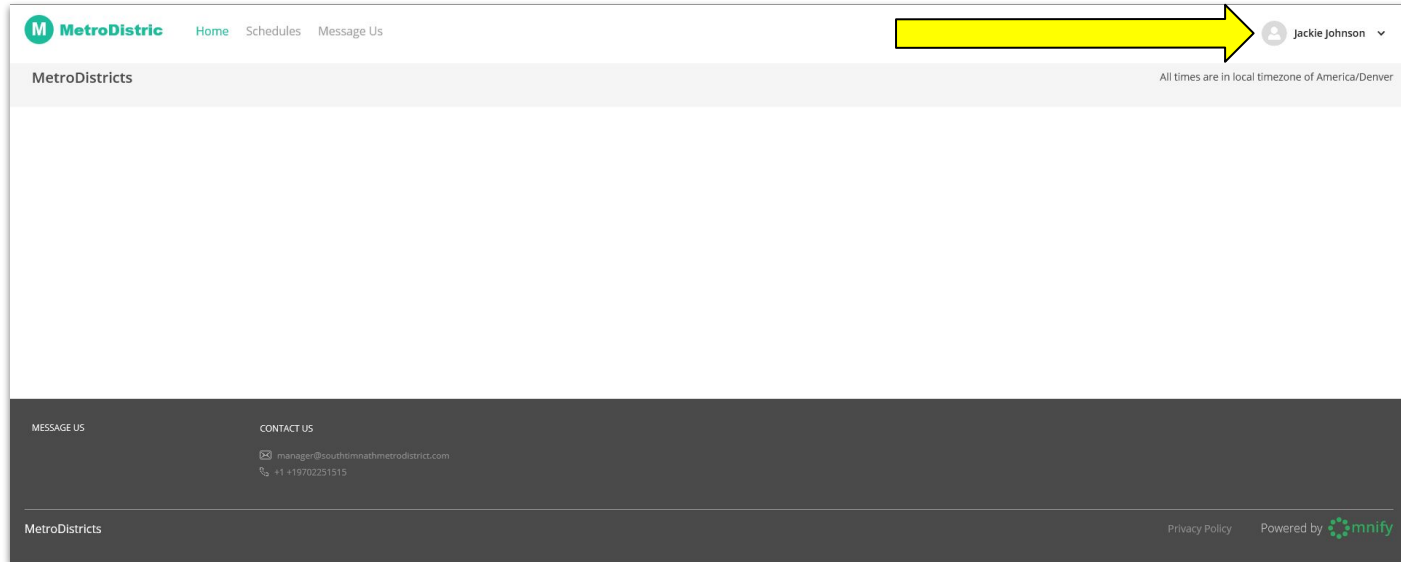


The screenshot shows a web form titled "Create your account" for MetroDistric. The form includes the following fields: "First Name" and "Last Name" (two separate input boxes), "Email Address" (a single wide input box), "Mobile Number" (an input box), "Password" (an input box), and "Confirm Password" (an 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 of the form is a teal "Sign Up" button. A yellow arrow points from the text "click 'Sign Up'" in the previous block 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.”

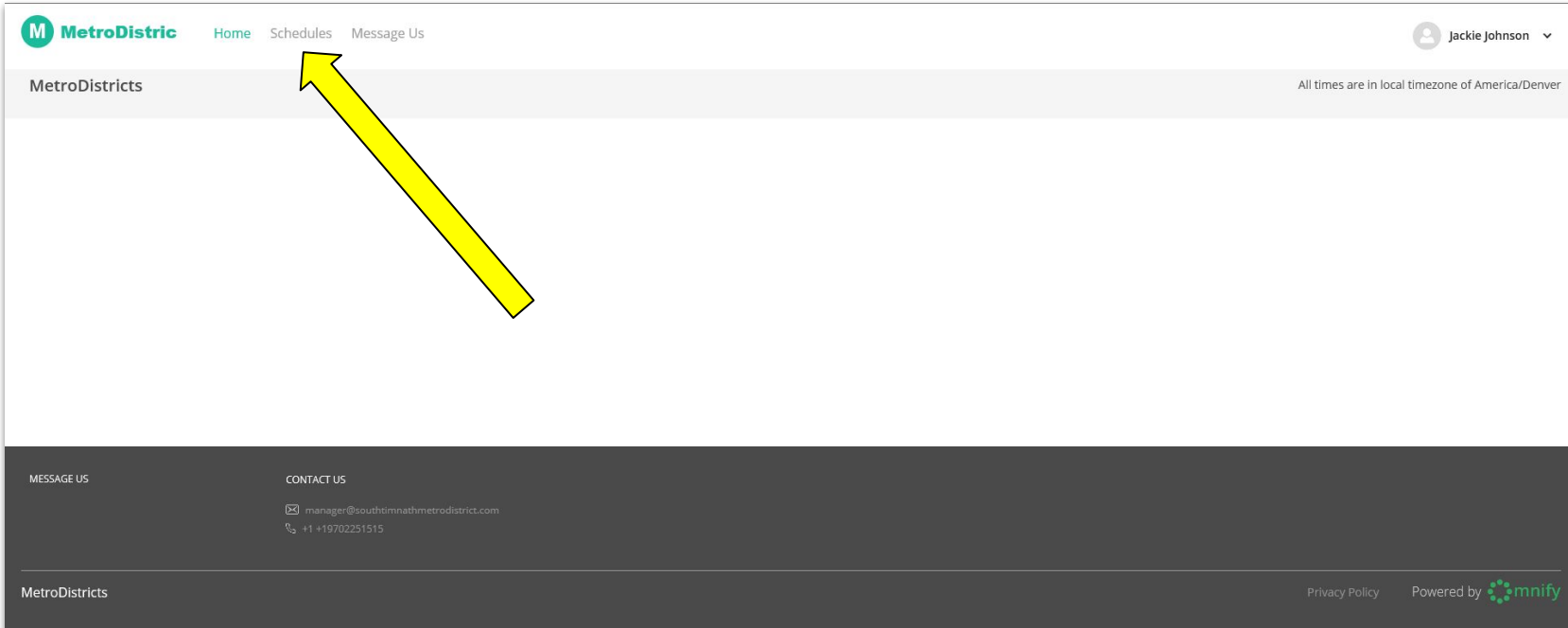
You will know that is is your account because the name of the account holder will appear at the top right corner.



The screenshot shows the MetroDistricts website interface. At the top left, there is a logo with a green 'M' and the text 'MetroDistrict'. To its right are navigation links: 'Home', 'Schedules', and 'Message Us'. In the top right corner, a yellow arrow points to a user profile dropdown menu that displays 'Jackie Johnson' with a small downward arrow. Below the navigation bar, the main content area is titled 'MetroDistricts' and includes the text 'All times are in local timezone of America/Denver'. The footer contains contact information: 'MESSAGE US', 'CONTACT US', an email address 'manager@southmetrometrodistrict.com', and a phone number '+1-19702251515'. The bottom right corner features a 'Privacy Policy' link and the text 'Powered by' followed by the 'mnify' logo.

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.



Pool Use Rules During This Time

- Only one time slot a day can be booked for the same address
- Only 3 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 is "MetroDistricts". 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 the "04" 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 reservation block title, the time range, availability (e.g., "48/50 available"), duration, and class type. Each block also has "View Details" and "Book" buttons.

Time Slot	Reservation Block Title	Time Range	Availability	Duration	Class	Action
10:30 AM	10:30 Reservation Block	10:30 AM - 12:00 PM	48/50 available	1 hour 30 mins	Class	View Details / Book
12:30 PM	12:30 Reservation Block	12:30 PM - 02:00 PM	50/50 available	1 hour 30 mins	Class	View Details / Book
02:30 PM	2:30 Reservation Block	02:30 PM - 04:00 PM	50/50 available	1 hour 30 mins	Class	View Details / Book
04:30 PM	4:30 Reservation Block	04:30 PM - 06:00 PM	50/50 available	1 hour 30 mins	Class	View Details / Book

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

The screenshot shows the MetroDistricts website interface for pool reservations. At the top, there is a navigation bar with the MetroDistricts logo, 'Home', 'Schedules', and 'Message Us' links. A user profile for 'Jackie Johnson' is visible in the top right. Below the navigation, the page title is 'MetroDistricts'. A calendar navigation bar shows 'JUNE 2020' with days 31, 01, 02, 03, 04 (highlighted as 'THU'), 05, and 06. A note states 'All times are in local timezone of America/Denver'. The main content area displays a list of reservation blocks for 'Thu, 04 Jun 2020'. Each block includes a time slot, a 'View Details' link, and a 'Book' button. A yellow arrow points to the 'Book' button for the 12:30 PM reservation block.

Time Slot	Availability	Duration	Class	Action
10:30 AM - 12:00 PM	48/50 available	1 hour 30 mins	Class	Book
12:30 PM - 02:00 PM	50/50 available	1 hour 30 mins	Class	Book
02:30 PM - 04:00 PM	50/50 available	1 hour 30 mins	Class	Book
04:30 PM - 06:00 PM	50/50 available	1 hour 30 mins	Class	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

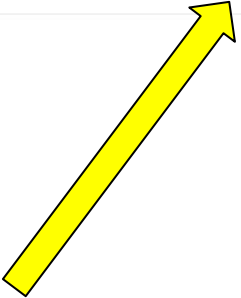
12:30 Reservation Block 12:30 pm ▾
Sun Mon Tue Wed Thu Fri Sat 1 hours 30 minutes

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 reservation interface for a 12:30 Reservation Block. The time is set to 12:30 pm, and the duration is 1 hour 30 minutes. The reservation is for 12:30 pm on 09 Jun 2020. The interface includes a date and time selection grid, a dropdown menu for 'Me and Others', and a '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"/>

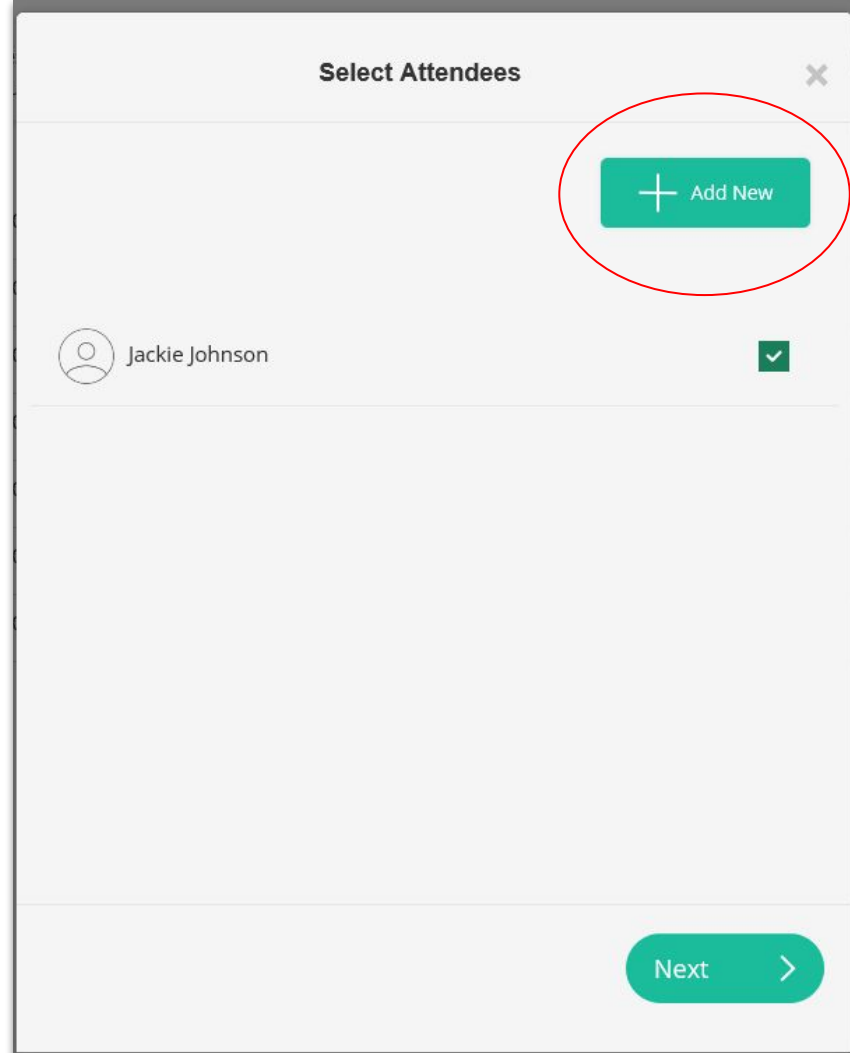
Booking for **Me and Others** (dropdown menu)

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 checkboxes. A yellow arrow points from the text 'click next' to the 'Next' button.

Name	Checked
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"/>

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

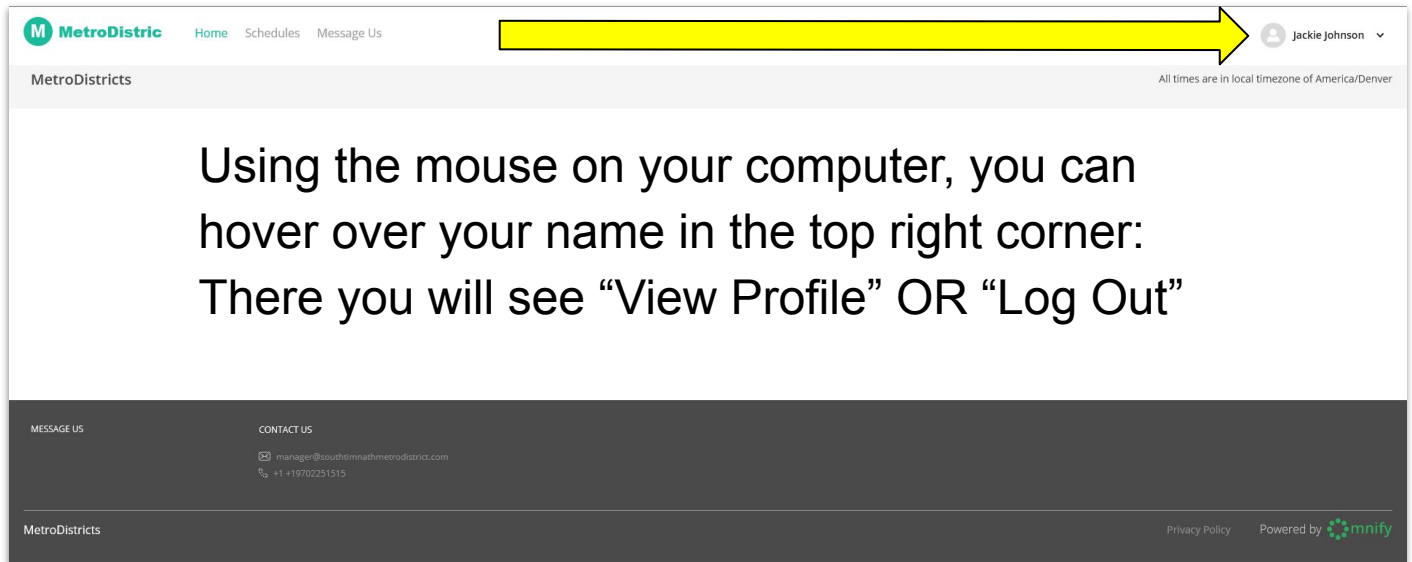
If it is, check the box that agrees to the Terms and Services, and click “Confirm Booking”

The screenshot shows a mobile application interface for reviewing a reservation. At the top, there is a back arrow and the word "Review". Below this, the user's name "Jackie Johnson" is displayed next to a profile icon. The reservation details are listed in a series of rows: "12:30 Reservation Block", "4 x Attendees Selected", and "09 Jun 2020" with a multiplier "X 4" on the right. At the bottom of the screen, there is a checkbox that is currently unchecked, followed by the text "I accept the [Terms of Service](#) and [Cancellation Policies](#)". Below this checkbox is a large green button with the text "Confirm Booking" and a right-pointing arrow. A red circle highlights the checkbox, and a yellow arrow points from the text "Confirm Booking" in the adjacent text block to this button.

Please Remember Pool Use Rules

- Only one time slot a day can be booked for the same address
- Only 3 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!

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' with a green 'M' icon. To its right are navigation links: 'Home', 'Schedules', and 'Message Us'. In the top right corner, the user's name 'Jackie Johnson' is displayed next to a dropdown arrow. A large yellow arrow points from the left towards the user name. 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 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. A dropdown menu shows 'Jackie Johnson'. Below this, it indicates 'Times are in America/Denver' and shows two tabs: 'Upcoming' (selected) and 'Past'. A reservation is listed for 'Tue, Jun 09, 2020' at '12:30 pm' for a '12:30 Reservation Block' at '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!