

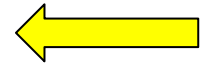
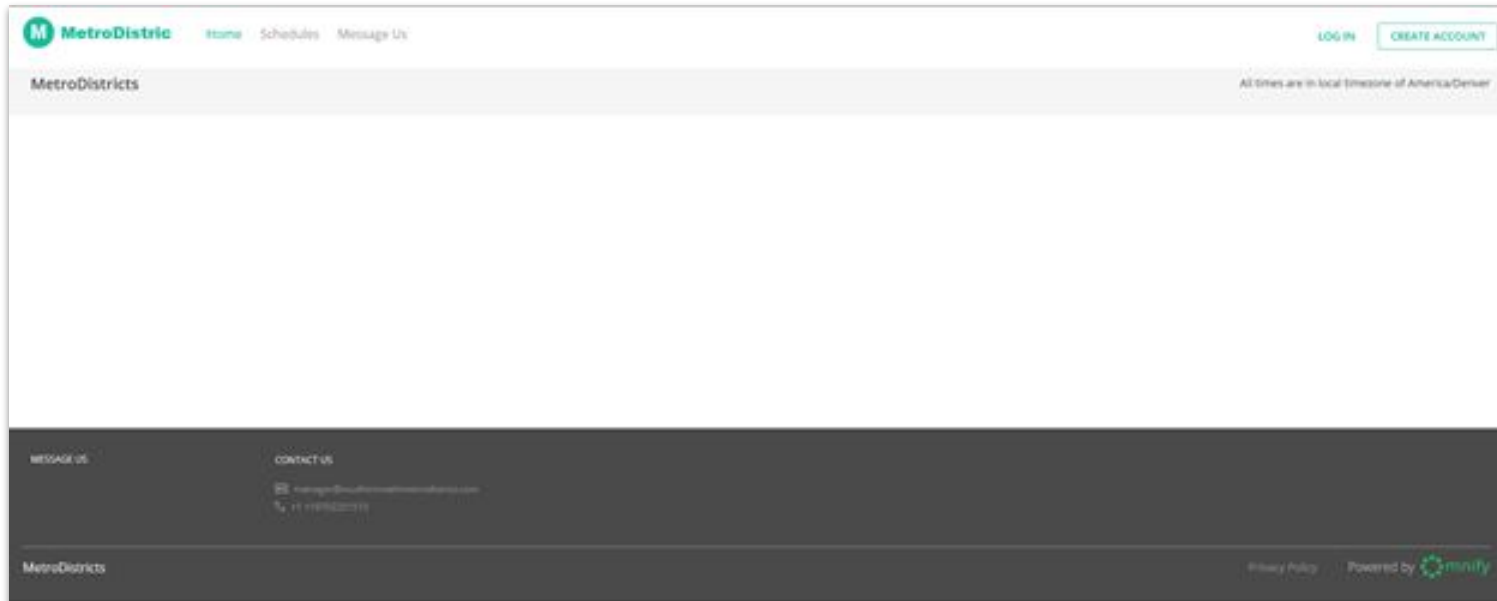
How to Cancel Slots the Community Pool

Please follow these steps to if you need to
cancel a current reservation

Summer 2020

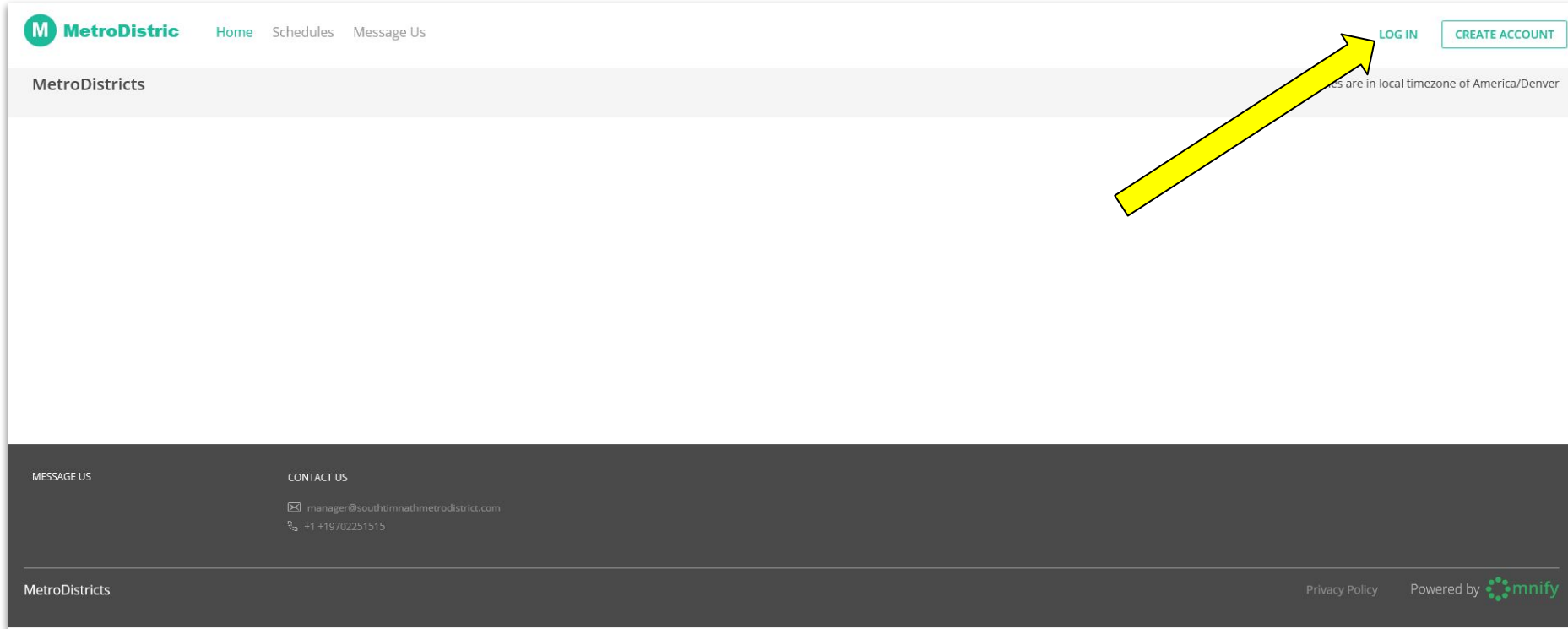
1. Use your Metro District specific URL, and go to the reservation website:

<https://metrodistricts.getomnify.com>



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

2. Log into the account you already created.



The screenshot shows the MetroDistricts website interface. At the top left is the MetroDistrict logo, followed by navigation links for Home, Schedules, and Message Us. On the right side of the top navigation bar, there are two buttons: 'LOG IN' and 'CREATE ACCOUNT'. A large yellow arrow points from the bottom right towards the 'LOG IN' button. Below the navigation bar, the text 'MetroDistricts' is visible on the left, and a partial sentence 'es are in local timezone of America/Denver' is visible on the right. The footer contains contact information: 'MESSAGE US', 'CONTACT US', an email address 'manager@southimnathmetrodistrict.com', and a phone number '+1 +19702251515'. The bottom right corner features the text 'Powered by' followed by the 'mnify' logo.


MetroDistrict Home Schedules Message Us

MetroDistricts es are in local timezone of America/Denver

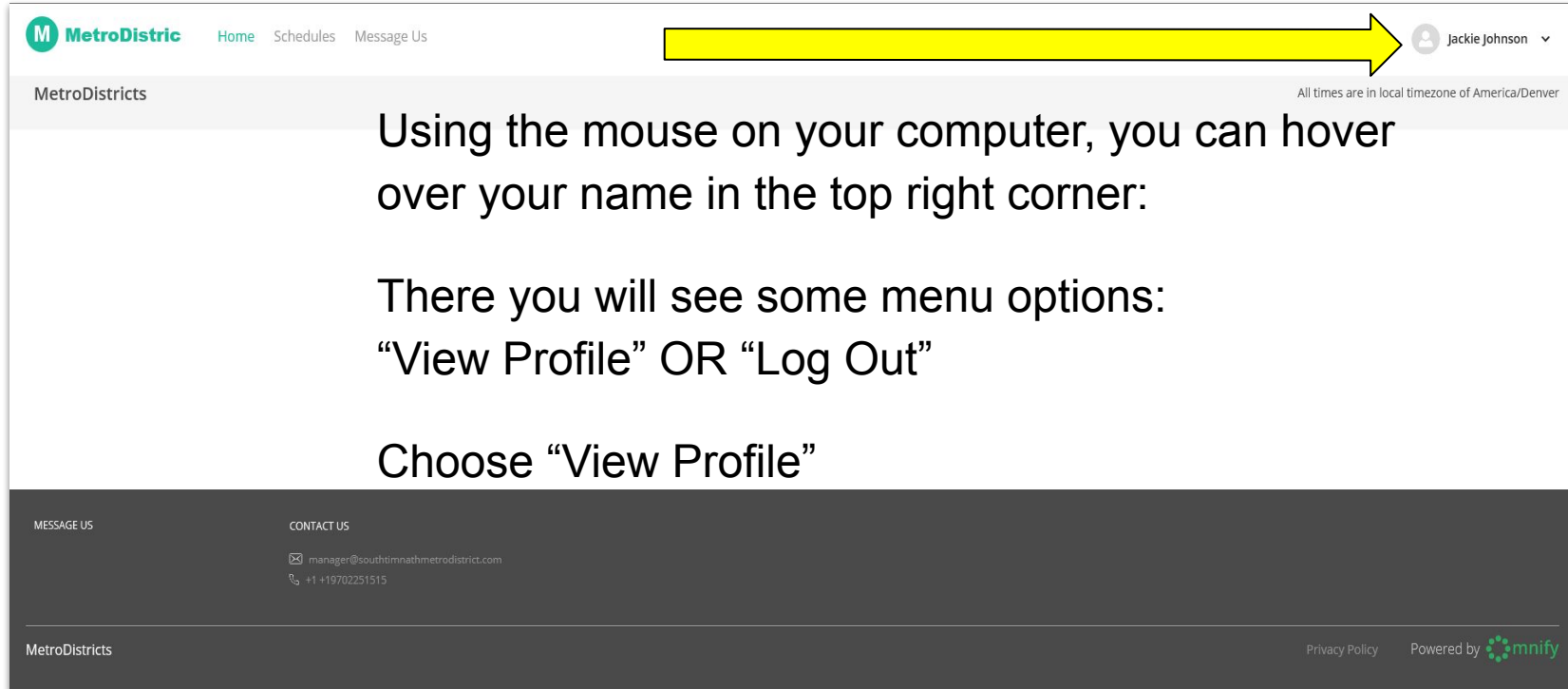
LOG IN CREATE ACCOUNT

MESSAGE US CONTACT US

✉ manager@southimnathmetrodistrict.com
📞 +1 +19702251515

MetroDistricts Privacy Policy Powered by 

3. Go into “View Profile”



The screenshot shows the MetroDistrict 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, the user's name "Jackie Johnson" is displayed next to a dropdown arrow. A large yellow arrow points to this user name. Below the navigation bar, the text "MetroDistricts" is visible on the left, and "All times are in local timezone of America/Denver" is on the right. The main content area contains the following text:

Using the mouse on your computer, you can hover over your name in the top right corner:

There you will see some menu options: “View Profile” OR “Log Out”

Choose “View Profile”

At the bottom of the page, there is a dark grey footer containing contact information: "MESSAGE US", "CONTACT US", an email address "manager@southtinnathmetrodistrict.com", and a phone number "+1 19702251515". The footer also includes the MetroDistricts logo, a "Privacy Policy" link, and the text "Powered by" followed by the "mnify" logo.

4. Once in your account, locate “My Schedule” on the left side of the screen.

Click that option, and your reservations will appear below it.

The screenshot displays a user's account interface. On the left, a navigation menu lists 'My Schedule', 'Subscriptions', 'Transactions', 'Family', 'Account', and 'Logout'. A yellow arrow points to 'My Schedule'. The main content area is titled 'Schedule' and shows a dropdown menu for 'Jackie Johnson'. Below this, there are filters for 'Upcoming' and 'Past'. The schedule lists two reservation blocks: one for 'Thu, Jun 18, 2020' and another for 'Sat, Jun 20, 2020', both at '12:30 pm' for a '12:30-2:00 Reservation Block'. Each block has a 'Details' button.

Date	Time	Reservation	Action
Thu, Jun 18, 2020	12:30 pm	12:30-2:00 Reservation Block	Details
Sat, Jun 20, 2020	12:30 pm	12:30-2:00 Reservation Block	Details

5. HOW TO CANCEL INDIVIDUAL PEOPLE FROM A RESERVATION:

This is a drop down menu, and in order to cancel INDIVIDUAL people from the reservation, you need to choose the person that you want/need to cancel for the reservation. Click the arrow to change between family members.

At the top of the page, you will see the account holder's name.

The screenshot shows a user interface for managing reservations. On the left is a sidebar with a user profile icon and the name "Jackie Johnson". Below the name are menu items: "My Schedule", "Subscriptions", "Transactions", "Family", "Account", and "Logout". The main content area is titled "Schedule" and has a "Back to Website" link. A yellow arrow points from the text "At the top of the page, you will see the account holder's name." to the name "Jackie Johnson" in the sidebar. Another yellow arrow points from the text "Click the arrow to change between family members." to a small downward-pointing arrow icon in a red circle at the end of a teal-bordered bar containing the name "Jackie Johnson". Below this bar, it says "Times are in America/Denver". There are two tabs: "Upcoming" (active) and "Past". The schedule lists two reservation blocks: one for "Thu, Jun 18, 2020" at "12:30 pm" and another for "Sat, Jun 20, 2020" at "12:30 pm", both for a "12:30-2:00 Reservation Block". Each block has a "Details" button.

Your family members' names will appear here, and this is where you can choose the individuals to cancel for that reservation.

Jackie Johnson

My Schedule

Subscriptions

Transactions

Family

Account

Back to Website

Schedule

Bailee Johnson

Shasta Johnson

Jackie Johnson

Upcoming Past

Thu, Jun 18, 2020
10:30 am

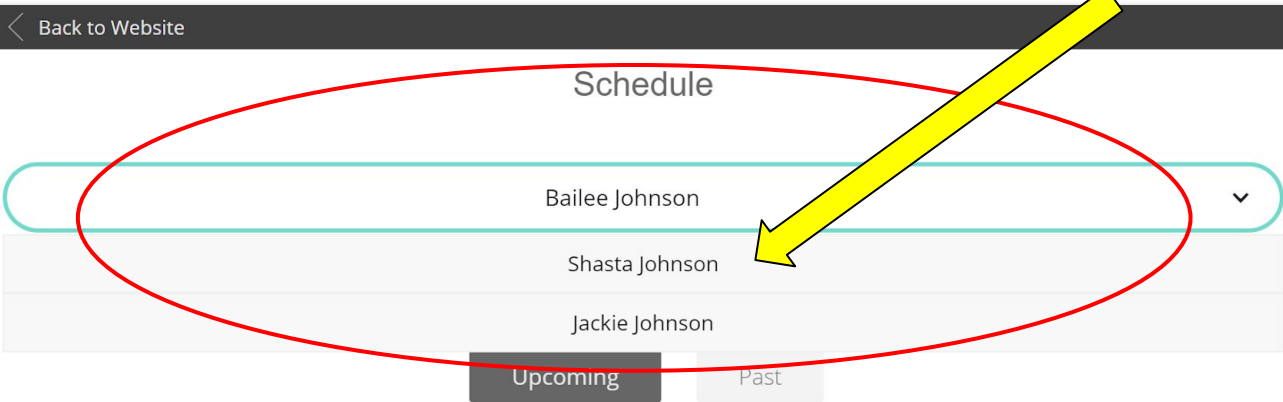
10:30 Block Reservation

Details

Thu, Jun 18, 2020
10:30 am

10:30 Block Reservation **Cancelled**

Details



Choose the individual that needs to be canceled from the reservation.

Make sure that person's name is displayed at the top.

Back to Website

Schedule

Shasta Johnson

Times are in America/Denver

Upcoming Past

Thu, Jun 18, 2020
10:30 am 10:30 Block Reservation [Details](#)

Thu, Jun 18, 2020
10:30 am 10:30 Block Reservation **Cancelled** [Details](#)

Jackie Johnson

My Schedule

Subscriptions

Transactions

Family

Account

Logout

Once you have that person selected, you can click “Details” to cancel for that individual.

The screenshot shows a user interface for managing a schedule. On the left is a sidebar for Jackie Johnson with options like 'My Schedule', 'Subscriptions', 'Transactions', 'Family Account', and 'Logout'. The main area is titled 'Schedule' and shows a dropdown menu for 'Shasta Johnson' (circled in red). Below this are filters for 'Upcoming' and 'Past'. The schedule list shows two entries for '10:30 Block Reservation' on 'Thu, Jun 18, 2020'. The first entry has a yellow arrow pointing to its 'Details' button. The second entry is marked 'Cancelled' and also has a 'Details' button. A yellow arrow at the top points to the 'Schedule' header.

Back to Website

Schedule

Shasta Johnson

Times are in America/Denver

Upcoming Past

Thu, Jun 18, 2020 10:30 am 10:30 Block Reservation Details

Thu, Jun 18, 2020 10:30 am 10:30 Block Reservation Cancelled Details

Jackie Johnson

My Schedule

Subscriptions

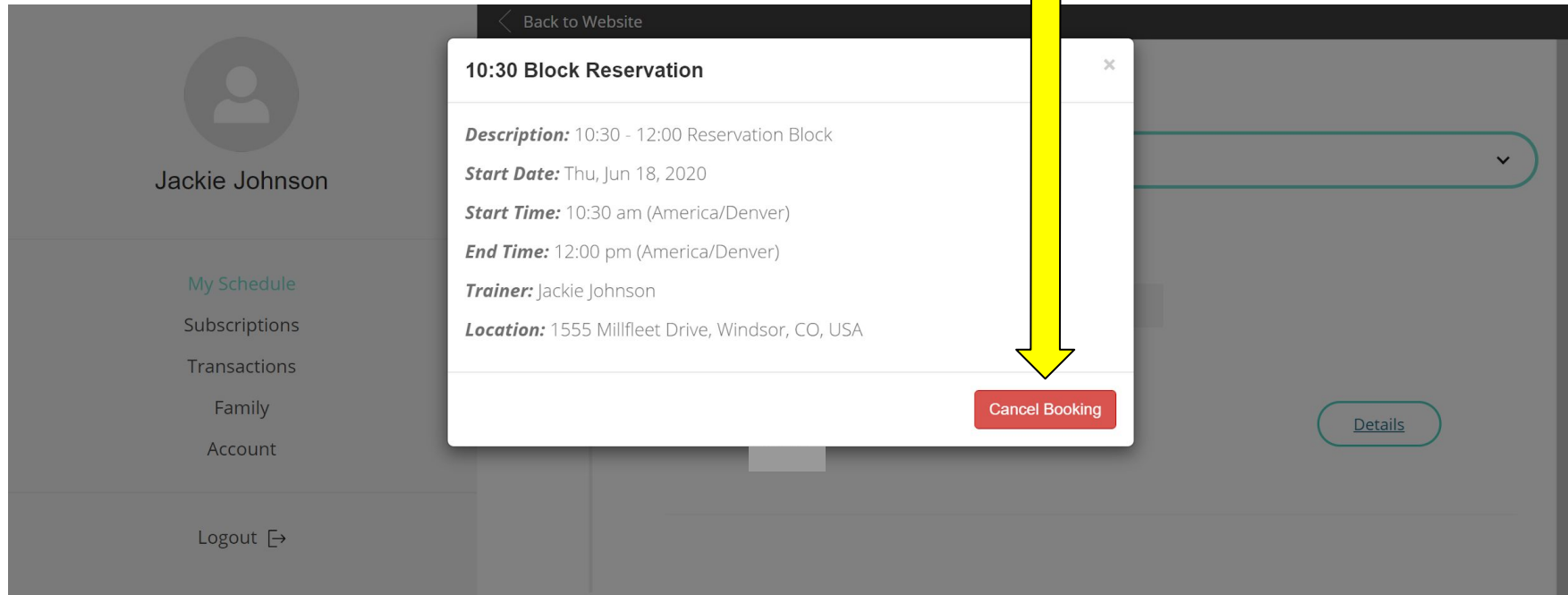
Transactions

Family Account

Logout [↔]

A pop up window will direct you to canceling for that individual for that reservation.

Confirm by clicking “Cancel Booking”



The image shows a user profile page for Jackie Johnson. The profile includes a name, a 'My Schedule' link, and a list of menu items: Subscriptions, Transactions, Family, and Account. A 'Logout' button is at the bottom. A pop-up window titled '10:30 Block Reservation' is overlaid on the page. The pop-up contains the following details: Description: 10:30 - 12:00 Reservation Block; Start Date: Thu, Jun 18, 2020; Start Time: 10:30 am (America/Denver); End Time: 12:00 pm (America/Denver); Trainer: Jackie Johnson; Location: 1555 Millfleet Drive, Windsor, CO, USA. A red 'Cancel Booking' button is at the bottom right of the pop-up, with a yellow arrow pointing to it. A 'Details' button is visible on the right side of the background page. A 'Back to Website' link is at the top left of the pop-up.

Back to Website

10:30 Block Reservation

Description: 10:30 - 12:00 Reservation Block

Start Date: Thu, Jun 18, 2020

Start Time: 10:30 am (America/Denver)

End Time: 12:00 pm (America/Denver)

Trainer: Jackie Johnson

Location: 1555 Millfleet Drive, Windsor, CO, USA

Cancel Booking

Details

Logout →

6. HOW TO CANCEL THE ENTIRE RESERVATION:

In order to cancel the ENTIRE reservation, for all members of your family, the name displayed here needs to be the account holder's name.

From "My Schedule" page, you can click on "Details" of the specific reservation that you want to cancel.

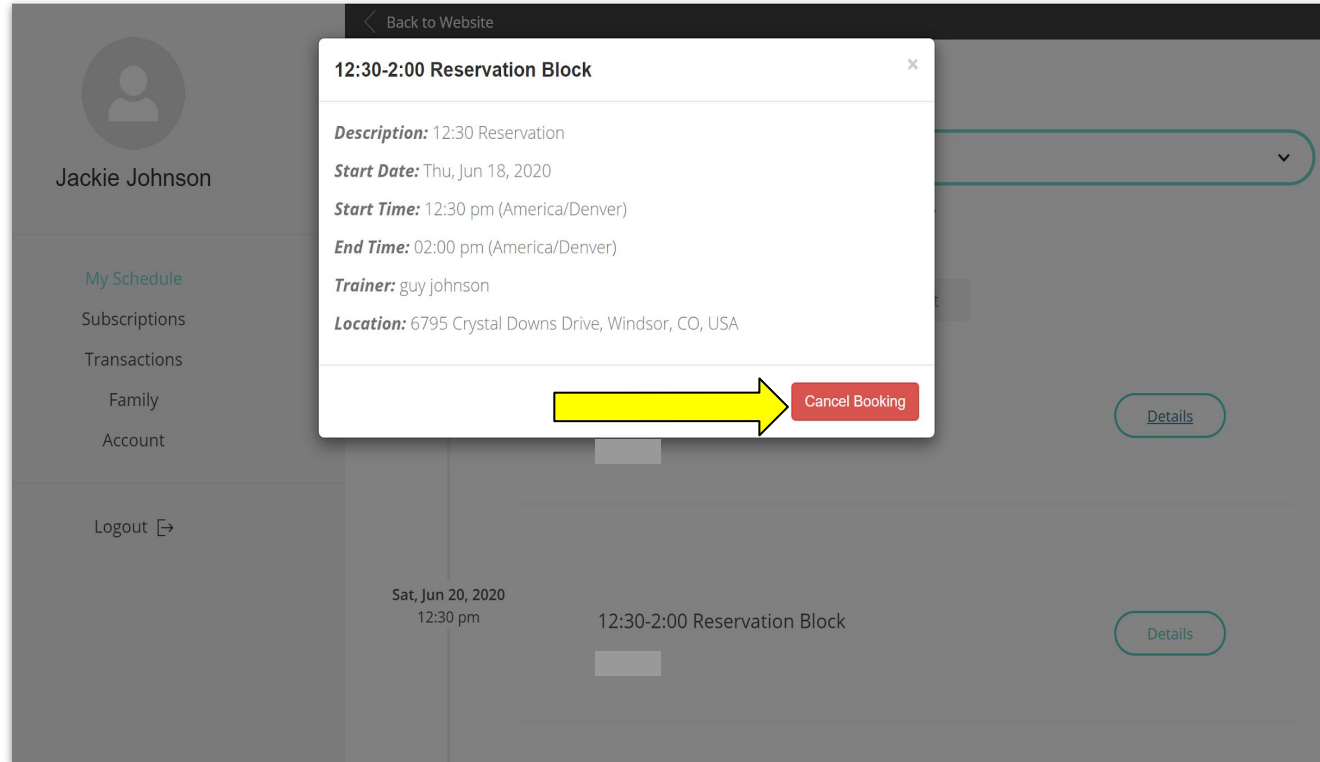
The screenshot shows the 'My Schedule' page for Jackie Johnson. The page has a dark header with a 'Back to Website' link. Below the header, the name 'Jackie Johnson' is displayed in a rounded rectangle, highlighted with a red oval and a yellow arrow pointing to it. Below the name, it says 'Times are in America/Denver'. There are two tabs: 'Upcoming' (active) and 'Past'. The main content area shows two reservation blocks:

Date	Time	Reservation	Action
Thu, Jun 18, 2020	12:30 pm	12:30-2:00 Reservation Block	Details
Sat, Jun 20, 2020	12:30 pm	12:30-2:00 Reservation Block	Details

Once clicking “Details,”
a pop-up box will take
you directly to the
canceling option.

Again, this **cancels the**
ENTIRE
RESERVATION FOR
ALL FAMILY
MEMBERS.

Choose “Cancel
Booking” to cancel that
reservation.



The reservation will **STILL** appear in your “My Schedule” page, but it will indicate “**CANCELLED**”

The screenshot displays a user interface for a 'My Schedule' page. On the left is a sidebar with the user's name 'Jackie Johnson' and a profile icon. Below the name are links for 'My Schedule', 'Subscriptions', 'Transactions', 'Family', and 'Account'. At the bottom of the sidebar is a 'Logout' button with an external link icon. The main content area has a dark header with a 'Back to Website' link. Below the header, the title 'Schedule' is centered. A search bar contains the name 'Jackie Johnson'. A note states 'Times are in America/Denver'. There are two filter buttons: 'Upcoming' (active) and 'Past'. The schedule is presented as a vertical timeline. The first entry is for 'Thu, Jun 18, 2020' at '12:30 pm', showing a '12:30-2:00 Reservation Block' with a red 'Cancelled' label and a yellow arrow pointing to it. A 'Details' button is to the right. The second entry is for 'Sat, Jun 20, 2020' at '12:30 pm', showing a '12:30-2:00 Reservation Block' with a 'Details' button to the right.

Jackie Johnson

My Schedule

Subscriptions

Transactions

Family

Account

Logout ↗

Back to Website

Schedule

Jackie Johnson

Times are in *America/Denver*

Upcoming Past

Thu, Jun 18, 2020
12:30 pm

12:30-2:00 Reservation Block **Cancelled** Details

Sat, Jun 20, 2020
12:30 pm

12:30-2:00 Reservation Block Details

You can always check your reservations PER FAMILY MEMBER by using the drop down menu to change between people within the family member list.

The screenshot shows a mobile application interface for a user named Jackie Johnson. On the left is a sidebar with navigation options: My Schedule, Subscriptions, Transactions, Family, Account, and Logout. The main content area is titled 'Schedule' and features a 'Back to Website' link at the top left. A teal-bordered list shows family members: Bailee Johnson, Shasta Johnson, and Jackie Johnson. A red oval highlights this list, and a yellow arrow points to a dropdown arrow icon on the right side of the Bailee Johnson entry. Below the list are 'Upcoming' and 'Past' tabs. The 'Upcoming' tab is active, showing two reservations for 'Thu, Jun 18, 2020' at '10:30 am': a '10:30 Block Reservation' with a 'Details' button, and a '10:30 Block Reservation' with a 'Cancelled' status and a 'Details' button.

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!