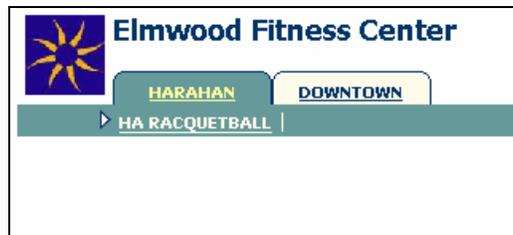# Book it Online!

Elmwood Fitness Center's Online Booking Service

Starter's Guide

Welcome to Elmwood's Book it Online service. This new feature allows members to view book our services.

1. To access Book it Online, you must first log into ElmwoodFitness.com. Next, click on the Book it Online link, and you will be automatically logged into the booking website.

2. Next, click on the location tab to find the service you are booking. Once a service is selected, a graphical calendar view will display available bookings. To look at other dates, use the forward or back arrow above the calendar.

3. Click on the requested time that corresponds to the room you are looking to book. Note that timeslots will not be available if already marked 'booked.' Click OK to confirm the booking.

4. In the screen below, you will see that the necessary changes have been marked in the booking calendar. To edit or cancel your booking, click on the magnifying glass.

5. To cancel the booking, click Delete

Modify this booking		
Booking Number	**Location**	**Date**
5679772	HA Racquetball Court 01 HA Racquetball Court 02 HA Racquetball Court 03 HA Racquetball Court 04 HA Racquetball Court 05	Monday July 24 2006
Service	**Start Time**	**Duration**
HA Racquetball Bookings	7:00 am	1 hr
Repeating: no. 1 out of 1		

Primary Member: Tester Member   Booked

OK – Save Changes   ☐ – Apply to this and all future bookings

Delete – Cancel Booking

Close this window

6. Confirm the booking deletion by selecting yes.

Delete Booking					
Service	**Location**	**Starting**	**Duration**	**Status**	**Date**
HA Racquetball Bookings	HA Racquetball Court 03	7:00am	1h	Booked	Monday July 24 2006

Member: Tester Member:

Yes – Delete this Booking

No – Do not delete this Booking

The personal settings page can be accesses any time at the top right-hand corner of the screen. You are able to perform functions such as:

- View current bookings
- Change viewing preferences (color scheme, calendar views, etc)
- Set email address

My Personal Settings

▷ **My Bookings**
View my current bookings

▷ **My Vouchers**
View my current vouchers

▷ **My Record**
See my personal data

▷ **Preferences**
Change preferences such as color schemes, time ranges etc

▷ **Password**
Change the password you use to log in

▷ **Set Email**
Change your email address