

HOW TO STEPS – RECREATION CENTER WORKOUT RESERVATIONS

How To Reserve a Workout Time Slot

Ensure you are signed into your account prior to trying to reserve a time slot.
For login help, email PR.OnlineServiceCenter@denvergov.org or call the [Recreation Center](#)

[Click here for more details regarding Denver Recreation Center Phased Reopening](#)

- 1.) Click on the **Activities** button at the top of the webpage and type in the recreation center name in the search bar.

The screenshot shows the 'Activity Search' interface. At the top, there is a search bar containing 'Carla Madison' and a green 'Search' button. Below the search bar are four filter buttons: 'When', 'Where', 'Who', and 'Activities'. The 'Activities' button is highlighted. Below the filters, there is a section for 'In progress / Future' and a summary of 'Found 5 matching results'. A dropdown menu for 'Sort by' is set to 'Name', and a 'Map view' icon is visible. The main results area displays a card for 'May 3 - Carla Madison - Workout Reservation' with a date icon and 'May 3, 2021'. A 'More (5)' link is also present.

- 2.) Locate the date you would like to reserve. Each date has a drop-down arrow which lists the time slots available to reserve.

This screenshot is similar to the previous one, but the result card for 'May 3 - Carla Madison - Workout Reservation' is highlighted with a red rectangular box. The 'More (5)' link is also highlighted with a red box.

- 3.) Click the green **Enroll Now** button next to the time slot you would like to reserve.

This screenshot shows a detailed view of the reservation options. It lists three time slots for 'May 3 - Carla Madison - Workout Reservation' on May 3, 2021. Each slot includes the participant's name, ID, age, location, and price. The first slot, 'May 3 @ 12:00 - 1:00 PM' for \$2.00, has its 'Enroll Now' button highlighted with a red box. The second slot, 'May 3 @ 1:30 - 2:30 PM' for \$2.00, also has an 'Enroll Now' button. The third slot, 'May 3 @ 3:30 - 4:30 PM' for \$2.00, is partially visible.



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- 4.) Select the participant from the drop-down list and click the green **Add to cart** button.

Enroll in Carla Madison - May 3 @ 12:00 - 1:00 PM

Who are you enrolling? ^

Participant: Sample Customer Name

Sample Customer Name

+ Add New Family Member

Fee Summary

View Details

Subtotal: \$2.00

Taxes: \$0.00

Total: \$2.00

Add to cart

- 5.) Initial all attached waivers. *Note: Some will only need to be initialed once a year.* Acknowledge the transaction waiver by check marking the box. Click the green **Check Out** button to pay.

Shopping Cart

Sample Customer SC 1 item, \$2.00 in total.

Carla Madison - May 3 @ 12:00 - 1:00 PM - 62791 \$2.00

ACTIVITY

Order Summary

Subtotal: \$2.00

Due Now: \$2.00

Enter coupon code Apply

Check Out

Waiver

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

abc I have read and agree to "Reservations [Activity Enrollment: Carla Madison - May 3 @ 12:00 - 1:00 PM - 62791]. Required"

abc I have read and agree to "WAIVER - Adult [Activity Enrollment: Carla Madison - May 3 @ 12:00 - 1:00 PM - 62791]. Required"

View attachment

abc I have read and agree to "WAIVER - Child [Activity Enrollment: Carla Madison - May 3 @ 12:00 - 1:00 PM - 62791]. Required"

View attachment

abc I have read and agree to "Code of Conduct Policy [Activity Enrollment: Carla Madison - May 3 @ 12:00 - 1:00 PM - 62791]. Required"

View attachment

☒ I have read and agree to Waiver. Required

- 6.) Enter your card information or use a saved credit card. Click the green **Pay** button to finish.

Check Out

Payment Information

Payment Method

ACT* Denver Parks & Recreation will show up on your credit card statement for this payment.

We accept the following card types:

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Name on card *

Card number *

Expiration date *

Month / Year

CVV/CVC *

Store this card for future use

Privacy Terms

Order Summary

Subtotal: \$2.00

Due Now: \$2.00

Pay




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7.) Once completed, you will be emailed a receipt of your reservation or you may print the screen for your records.

Confirmation

Your receipt #3105355.001 has been completed!

You will receive a confirmation email shortly. [View printable receipt](#)

Share to  

Receipt Summary



Sample
Customer Name

Carla Madison - May 3 @ 12:00 - 1:00 PM - 62791
ACTIVITY

\$2.00

Subtotal	\$2.00
Payment from Account	-\$2.00
Total	\$0.00

