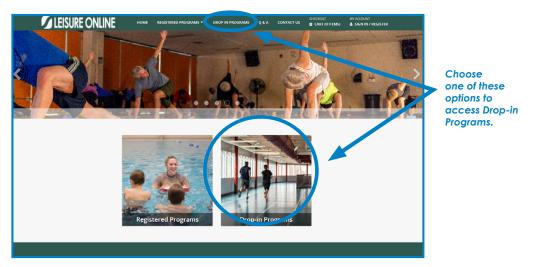
How to Reserve a Drop-in Spot

To avoid disappoint, a reservation is required for select drop-in programs that have limited facility space or program equipment. Program reservations can be made online or by phone at 306-975-2855 up to 2 days in advance. **New programs open at 9:00 a.m.**

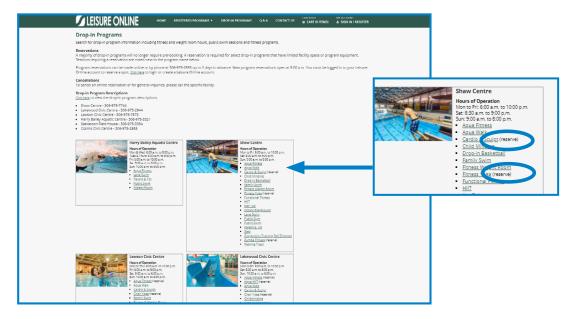
NOTE: You must be logged into your Leisure Online account to reserve a spot. If you do not have a <u>Leisure Online</u> account, you can set one up at any time at <u>saskatoon.ca/leisureonline</u>. This is the same account used for registered programs.

- 1 Go to saskatoon.ca/leisureonline
 - You will be required to log in to Leisure Online in order to reserve a spot.
- 2 Click on the 'Drop-in Programs' link located in the green bar at the top of the screen or in the photo block in the bottom right corner.

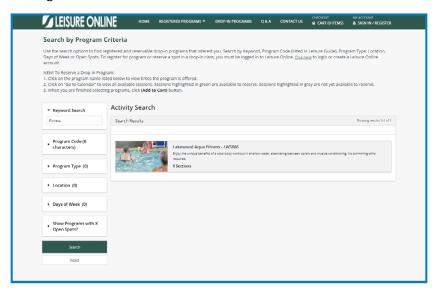
Note: Both links will take you to the same place.



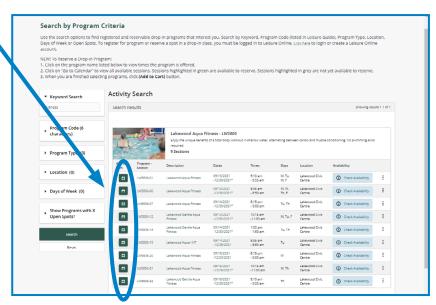
- 3 Drop-in activities are arranged by location. Sessions requiring a reservation are noted next to the program name below.
 - a. Find the Leisure Centre you want to visit.
- b. Click on the drop-in program link.



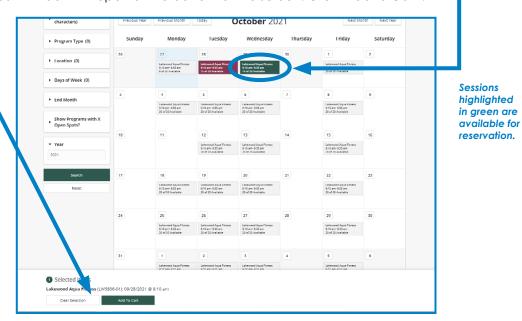
- 4 An Activity Search window will display the drop-in program name, program description and number of sections. 'Sections' refers to the number of different times the program is offered.
 - a. Click on the program to view a drop-down list of times it is offered.
 - b. The filters on the left side of the screen allow you to narrow down your search. For example, if you are only interested in seeing sessions offered only on Mondays, select the box beside that day in the 'Days of Week' section. Click on the green 'Search' button below to view refined search results.



5 Click on the green calendar button located on the left side of the class listing to view all available spots at the selected class time.

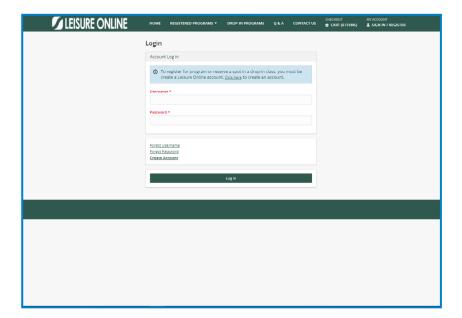


- 6 Sessions highlighted in green are available for reservation. Sessions highlighted in grey are full or not yet available for reservation.
 - a. Click on the available box within the calendar for the day you wish to reserve
 - b. A shopping cart window will open at the bottom of the screen. Click 'Add to Cart'.

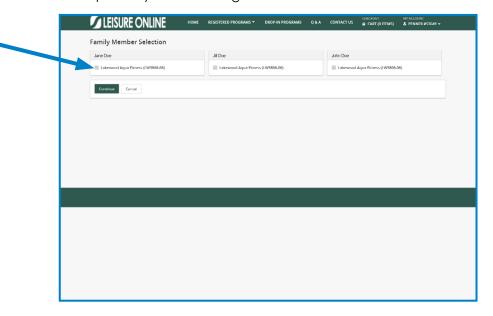


7 If you aren't already logged in, you will be promoted to do so at this point.

Note: Programs in your cart will not lost while you log in.



8 The names of all household members linked to your Leisure Online account will appear. Check the box beside the name of the person you wish to register. Click 'Continue'



9 A summary of your selected class will appear. At this point you can finalize the reservation by selecting 'proceed to checkout' or 'continue shopping' to reserve another program. You will receive an email receipt confirming your booking.

