

To create a new account using, make a reservation, or cancel a reservation using a PC:

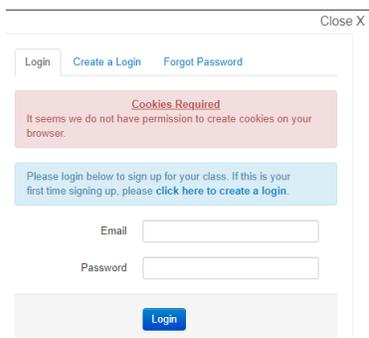
- 1) Visit our website at shamesjcc.org
- 2) Click on the “Register” button top right of our website.



- 3) Scroll to the day/time/class you want to register for (automatic defaults to current week).
  - “X spots left” how many spaces are available for registration.
  - “WAITLIST ONLY” reservations are full, place your name on waitlist.
  - “CLASS FULL” reservations and waitlist are full. When there’s a cancelation, the waitlist will reopen.
- 4) Click the “SIGN UP” button next to class

6:15am-7:45am	Fitness Center	Staff	Fitness Center	Fitness Center	Description	Sign Up
					19 SPOTS LEFT	
7:00am-7:45am	Lap Swimming	Staff	Program Pool	Aquatics	Description   Sign Up	
					WAITLIST ONLY	

- If you receive a about Cookies Required (pictured below), follow steps 4b, otherwise proceed to STEP 6:

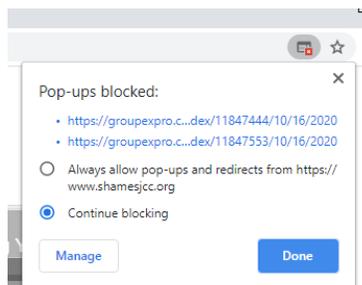


- In the address bar on the top far right will be a square with a RED “X”.

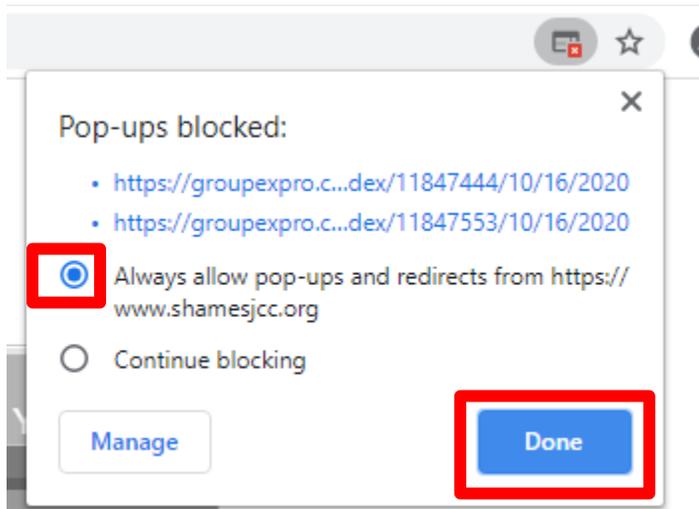
shamesjcc.org/group-exercise-schedule/



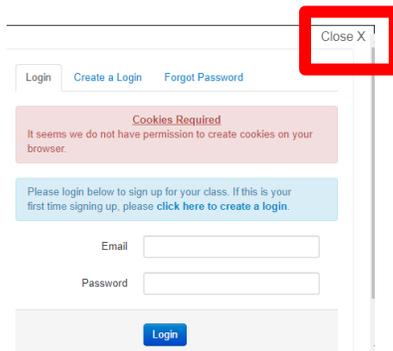
- Click on the “X”. The below box will appear:



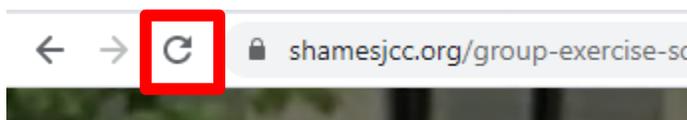
- Click on the top button that states “Always allow pop-up and redirects from <https://www.shamesjcc.org> the click “DONE”



- Click “CLOSE” on the cookies box.

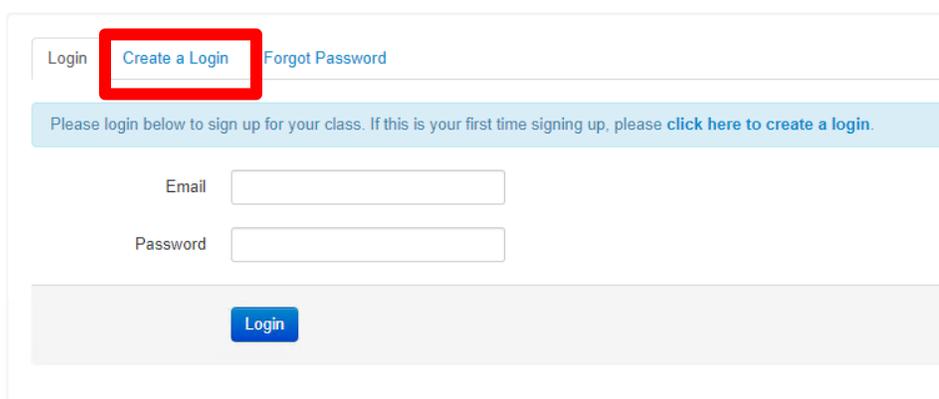


- REFRESH your browser on the top left of your address bar.



5) REPEAT steps 1-4.

6) Click the “Create a Login”



7) You will need your MEMBER ID:

- Click here: [https://operations.daxko.com/online/5133/Security/login.mvc/find\\_account](https://operations.daxko.com/online/5133/Security/login.mvc/find_account)  
Click on “MY ACCOUNT” and “View my account”. Your account number is the 5 digit number under your membership status (note: this is not the same account you use to sign up for Group Exercise, Fitness Center, or Aquatics Center).
- Contact our front desk at 914-366-7898. Fill all required fields and “REGISTER”
- The MEMBER ID is the same for each family member.

Registration form with the following fields and a highlighted Register button:

- Member ID
- First Name
- Last Name
- Email Address
- Password
- Confirm Password

**Register**

8) You will see the following screen. Enter your email address and password you just created and click “LOGIN”

Login screen with the following fields and a highlighted Login button:

- Navigation: [Login](#) [Create a Login](#) [Forgot Password](#)
- Message: Your account has been created. Please login below.
- Message: Please login below to sign up for your class. If this is your first time signing up, please [click here to create a login](#).
- Email
- Password

**Login**

9) Click on “Reserve a Spot” to finish registration

Fitness Center reservation screen with the following details and a highlighted Reserve a Spot button:

- Fitness Center**
- 7:15am - 8:45am
- 10/18/2020 31 Spots Available
- Reserve a Spot**

10) Your reservation has been complete; you will also receive a confirmation email.

## Fitness Center

7:15am - 8:45am

10/18/2020 30 Spots Available



You have reserved a spot in the class.

You are currently signed up to attend this class.  
[Cancel Reservation](#)

11) To cancel your reservation, refer back to your confirmation email. Alternatively, if you cannot find your email, repeat steps 1 – 4, you will receive a message “You are currently signed up to attend this class. Cancel Reservation”. Click on the “Cancel Reservation”

A screenshot of the reservation confirmation page for the Fitness Center. The page displays the class name, time, date, and available spots. A blue progress bar is shown. A light blue box contains the text "You are currently signed up to attend this class." and a blue link "Cancel Reservation". The "Cancel Reservation" link is highlighted with a red rectangular border.

### IMPORTANT NOTES:

- You will only need to set up an account once. Keep your login information handy and next time, you will simply need to login and make your reservation.
- Each member will need their OWN account. The member ID will be the same for each household member, but will need to register using a different email.
- As a courtesy to other members on the waiting list, please cancel your reservations 24-hours in advance, or as soon as you notice you cannot keep your scheduled reservation. This allows someone else to utilize the reservation if you're unable to participate.
- Please reach out to Senior Director of Operations at [ehammermeister@shamesjcc.org](mailto:ehammermeister@shamesjcc.org) with any questions.