

# How to Make Online Bookings for the Fitness Centre



*Thank you for helping us out by booking your next fitness centre session online. By doing this, you are helping keep NESAsafe and ensure that we continue to adhere to the new guidelines required for our fitness centre to remain open.*

*\*Please note: You need an email address to book fitness centre sessions and must be an active NESAMember.*

## **Follow these easy steps to get yourself signed up!**

**#1)** Visit NESAs website at [www.nesa1.ca](http://www.nesa1.ca)

**#2)** Find the **'What We Do'** menu and hover your mouse over top of this until you see a drop-down menu pop up

**#3)** Click on the **'Fitness Centre'** link

**#4)** Scroll down to the button where it says **'Book your visit here'**

**#5)** Click the button and you will be redirected to the **Schedulicity** bookings page

**#6)** Click on the **'Schedule Now'** button found on the right hand side of the page

**#7)** Click on the date and timeframe you would like to book

**#8)** Click on the **'Select For Yourself'\*** button

\*If you are booking for a spouse or someone else you share the same residence with, you can click on the 'Select For Yourself & Others' button to make a booking for two people [if room permits].

**#9)** If you don't already have a Schedulicity account, you will be asked to create one

**#10)** Once an account has been created, you will be redirected to the **'Review Visit Details'** page. Click on the **'Book My Visit'** button and then your session will be booked

From here you will be able to book again, cancel, or reschedule your session by clicking on a confirmed appointment found on the screen under the **'Upcoming Appointments'** section. Alternatively, you can manage future bookings via the email that will be sent to you from the North Edmonton Seniors Association.

Check your email inbox for these details!

**Thank you for booking a fitness centre session – we look forward to seeing you soon!**