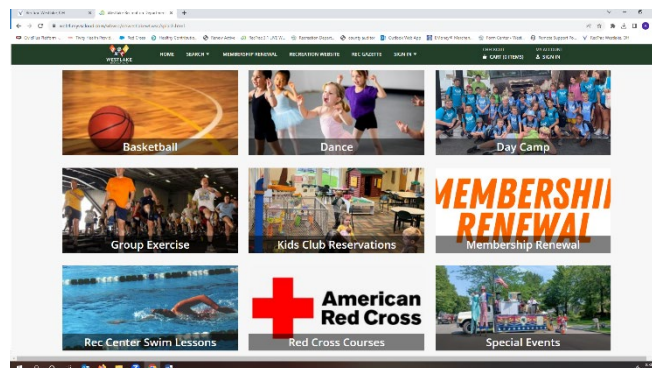


Kids Club Reservations – instructions

Online website: <https://web1.myscloud.com/wbws/ohwestlakewt.wsc/splash.html>

1. **Member Login-** Log into your account- if you have never used our system before. The user name is your ten digit phone number (no dashes- i.e. 123456789) and the temporary password is your last name with a capital letter (i.e. Smith). Select **LOGIN**.
2. **First time users** will be asked to change their user name and password for security purposes only. Please confirm your information for our system.



Address Line 1*	12340 Main Street	Address Line 2		Gender	Female
State *	OH	Zip Code *	44145	City *	Westlake
Phone #1	4406174421	Phone #1 Extension		Country	— Select A Country
Phone #2 Extension		Phone #2		Phone #1 Type	Home Phone
Phone #2 Extension		Phone #2 Type	— Select A Phone	Phone #2	
Authority	No	Participate In	No	Email #1 *	recinfo@cityofwestl
				Birthday	01/05/1971
				Organization	Lady AstelBelum

Hit **SAVE** when done.

3. **Once logged in, click on Kids Club Reservations.**

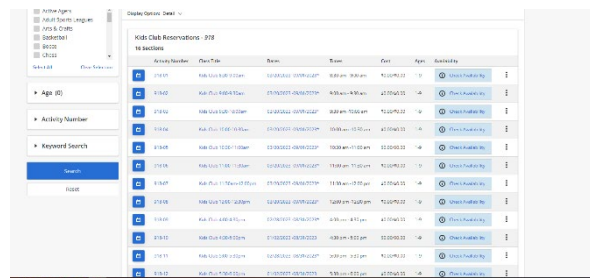
Activity Number	Class Title	Dates	Times	Price	Ages	Info	Wish List	Share	Status
901-01	Fitness Room Mon thru Fri	06/01/2020 - 06/05/2020	5:00 am - 6:00 am	\$0.00/\$0.00	18-99	📄	☆		Available
901-02	Fitness Room Mon thru Fri	06/01/2020 - 06/05/2020	6:15 am - 7:15 am	\$0.00/\$0.00	18-99	📄	☆		Available
901-03	Fitness Room Mon thru Fri	06/01/2020 - 06/05/2020	7:30 am - 8:30 am	\$0.00/\$0.00	18-99	📄	☆		Available
901-04	Fitness Room Mon thru Fri	06/01/2020 - 06/05/2020	8:45 am - 9:45 am	\$0.00/\$0.00	18-99	📄	☆		Available
901-05	Fitness Room Mon thru Fri	06/01/2020 - 06/05/2020	10:00 am - 11:00 am	\$0.00/\$0.00	18-99	📄	☆		Available
901-06	Fitness Room Mon thru Fri	06/01/2020 - 06/05/2020	11:15 am - 12:15 pm	\$0.00/\$0.00	18-99	📄	☆		Available
901-07	Fitness Room Mon thru Fri	06/01/2020 - 06/05/2020	12:30 pm - 1:30 pm	\$0.00/\$0.00	18-99	📄	☆		Available

4. A list of times for the week will appear

- 918-01 Monday through Saturday 8:30-9:00am
- 918-02 Monday through Saturday 9:00-9:30am
- 918-03 Monday through Saturday 9:30-10:00am
- 918-04 Monday through Saturday 10:00-10:30am
- 918-05 Monday through Saturday 10:30-11:00am
- 918-06 Monday through Saturday 11:00-11:30am
- 918-07 Monday through Saturday 11:30-12:00pm
- 918-08 Monday through Saturday 12:00-12:30pm
- 918-09 Monday through Thursday 4:00-4:30pm
- 918-10 Monday through Thursday 4:30-5:00pm
- 918-11 Monday through Thursday 5:00-5:30pm
- 918-12 Monday through Thursday 5:30-6:00pm

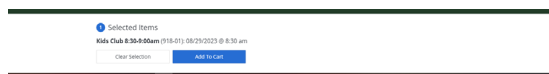
- 918-13 Monday through Thursday 6:00-6:30pm
- 918-14 Monday through Thursday 6:30-7:00pm
- 918-15 Monday through Thursday 7:00-7:30pm
- 918-16 Monday through Thursday 7:30-8:00pm

5. Select the time(s) you want. Each session is ½ hour in length. There is a max of 4 time slots permitted per day per child. You may book up to 2 weeks in advance.



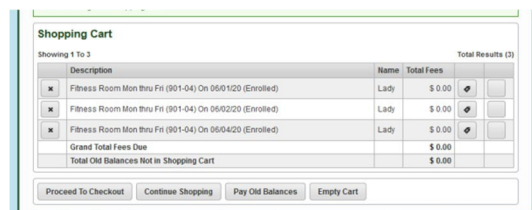
6. Each box available is highlighted in blue that takes you to the calendar. Click on the day that you want to register and the time. Once you select a day/time, the box will turn blue and it will be added to the green box on the bottom of your screen. Click on

ADD to CART button.



7. If you are registering more than one person, you will have to select each person you want and then hit **CONTINUE**.

8. Once you have completed your reservations. Select **Proceed to Checkout**. If you do not do this, your reservation will NOT be made. Click the **Continue** button to generate a confirmation receipt.



9. There is no charge on your credit card. Click on **VIEW CONFIRMATION RECEIPT IF YOU WANT A COPY**.

10. **Cancellations can not be done online. You will need to call the Kids Club or the front desk to cancel.**