

# Instructions to complete a reservation.

Reservations are available 24 hours in advance. Online reservations close one hour prior to scheduled start time.

Capacities are limited. If you are put on the waitlist, you do not have a completed reservation. You will be notified if you are moved from the waitlist into a secured reservation.

Guests are not permitted to arrive early. Guests may arrive at any time during their reserved timeslot, but must exit the facility at the end of the timeslot regardless of arrival time. Exception: Group fitness participants may check in 10 minute early. Late admittance it not permitted.

**Step 1:** Go online to <https://bit.ly/ssprdonlineres>

**Step 2:** Filter by location for preferred location and activity. You can also filter by the day of the week or category if you are open to any location.

Reservation Activity Options Include:

- **Group Fitness Classes:** Drop-in group fitness with access to specific group fitness class only. Participants may check in 10 minutes prior to class start time.
- **General Workout Reservations:** General reservation to utilize cardio and weight equipment, as well as track and drop-in gym as available.
- **Racquetball Reservations:** Access to racquetball courts only. Be prepared to share a court with one other person. Court assignments will be self-managed.
- **Pickleball Reservations:** Drop-in Pickleball. Be prepared to share a court with others.
- **Lap Lane Reservations:** Pool lap lane assignment. Should be prepared to circle swim and share the lane with up to one other person.
- **Individual Water Exercise:** May include current channel or other general areas. Does not include a lap lane or the therapy pool.
- **Buck Therapy Pool Reservations:** Individual water therapy at the Buck Therapy pool. Pool will be shared with multiple individuals who must maintain 6' of distance.
- **Buck Current Channel/Water Walking Reservations:** Individual water walking in the current channel with multiple individuals who must maintain 6' of distance.

**IMPORTANT:** Double check that you have selected the correct facility.

« Prev Week Monday Next Week » [\(Print Schedule\)](#)

Classes marked with a  require a reservation

[category] ▼ Lone Tree Workout Reservati ▼ [class name] ▼ [instructor] ▼

Mon 6/1

Time	Title	Instructor	Studio	Category	Location	
6:00am-7:10am	Workout Reservation (see  desc)	Staff		Workout Reservations	Lone Tree Workout Reservations	<a href="#">Description</a>   <a href="#">Sign Up</a> 
7:30am-8:40am	Workout Reservation (see  desc)	Staff		Workout Reservations	Lone Tree Workout Reservations	<a href="#">Description</a>   <a href="#">Sign Up</a> 
9:00am-10:10am	Workout Reservation (see  desc)	Staff		Workout Reservations	Lone Tree Workout Reservations	<a href="#">Description</a>   <a href="#">Sign Up</a> 

**Step 3: Review the description which includes a release, then click sign up for your preferred time.**

« Prev Week Monday Next Week » [\(Print Schedule\)](#) Classes marked with a  require a reservation

[category] Lone Tree Workout Reservati [class name] [instructor]

### Mon 6/1

Time	Title	Instructor	Studio	Category	Location	
6:00am-7:10am	Workout Reservation (see  desc)	Staff		Workout Reservations	Lone Tree Workout Reservations	<a href="#">Description Up </a>   <a href="#">Sign Up </a>
7:30am-8:40am	Workout Reservation (see  desc)	Staff		Workout Reservations	Lone Tree Workout Reservations	<a href="#">Description Up </a>   <a href="#">Sign Up </a>

**Step 4: Create an account by clicking create login with your preferred email and password. Use this account for all future reservations.**

Close X

Login [Create a Login](#) [Forgot Password](#)

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](#)

**Step 5: Login with your newly created account and click reserve a spot. Notice that the number of remaining spots is indicated.**

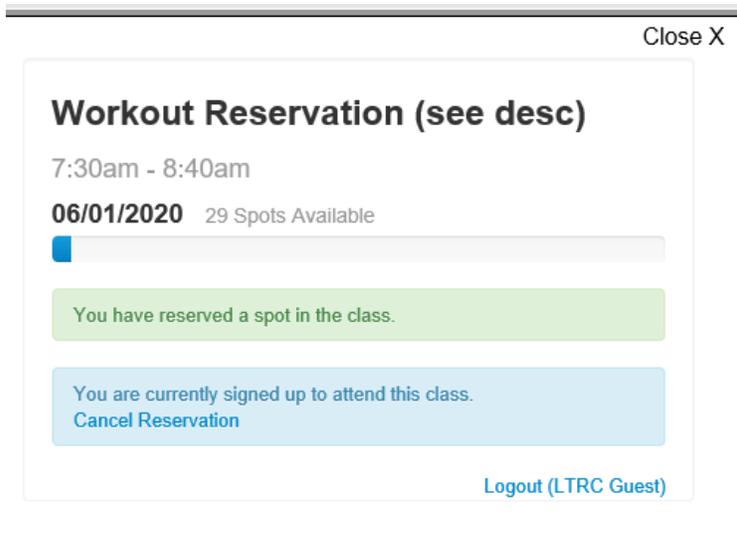
Workout Reservation (see desc)

7:30am - 8:40am

06/01/2020 30 Spots Available

[Reserve a Spot](#)

**Step 6: You will receive the below confirmation screen and an email to confirm your reservation is complete.**



Close X

**Workout Reservation (see desc)**

7:30am - 8:40am

06/01/2020 29 Spots Available

You have reserved a spot in the class.

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

[Logout \(LTRC Guest\)](#)



Wed 5/27/2020 10:22 AM

GroupExPRO.com <no\_response@groupexpro.com>

Class Reservation for LTRC Guest

To Lone Tree Rec. Center

Hi LTRC Guest,

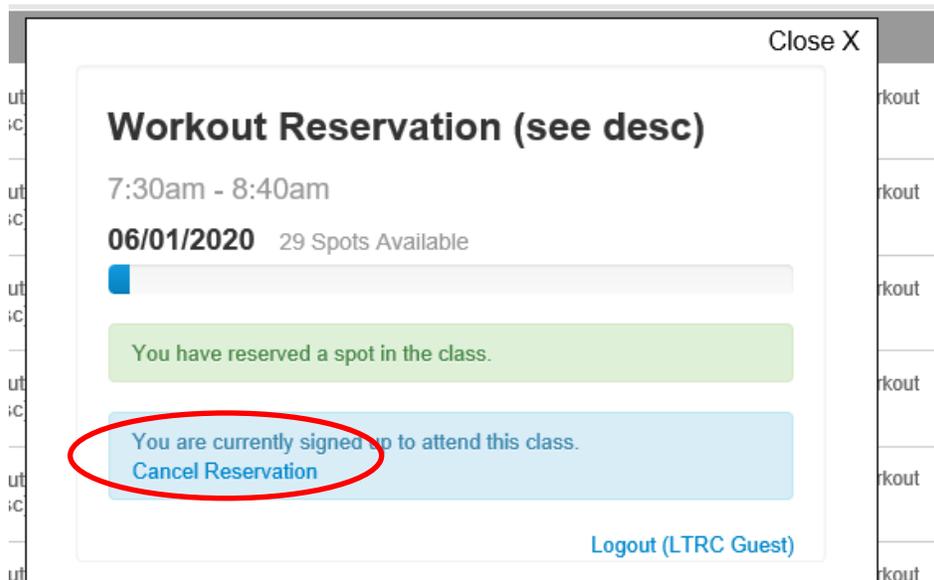
You have reserved a space in the following class:

Class: Workout Reservation (see desc)  
Date: 06/01/2020  
Time: 7:30am

Thanks and we'll see you soon!  
GXP

**WARNING:** This email was sent from GroupEx PRO. Please do not reply to this email. If you have questions, please reach out to the club's Group Fitness Manager.

**To Cancel Your Reservation: Log back in and select the timeslot you wish to cancel by clicking sign up for class. You will receive the below message and need to select cancel reservation.**



Close X

**Workout Reservation (see desc)**

7:30am - 8:40am

06/01/2020 29 Spots Available

You have reserved a spot in the class.

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

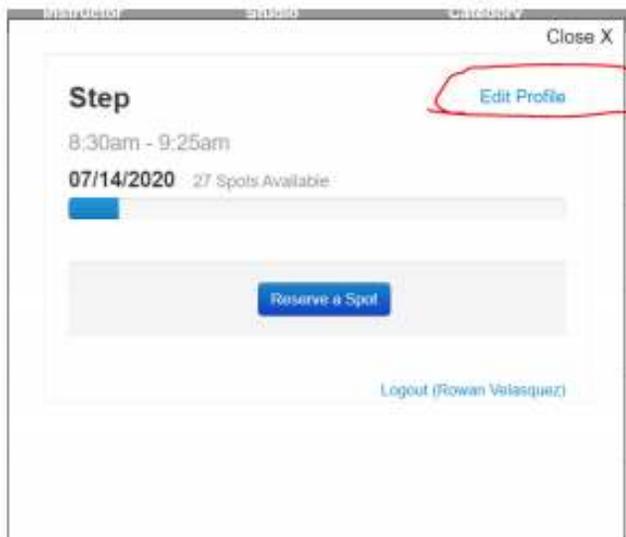
[Logout \(LTRC Guest\)](#)

**Reservations may also be completed by calling the facility directly, but online reservations are preferred.**

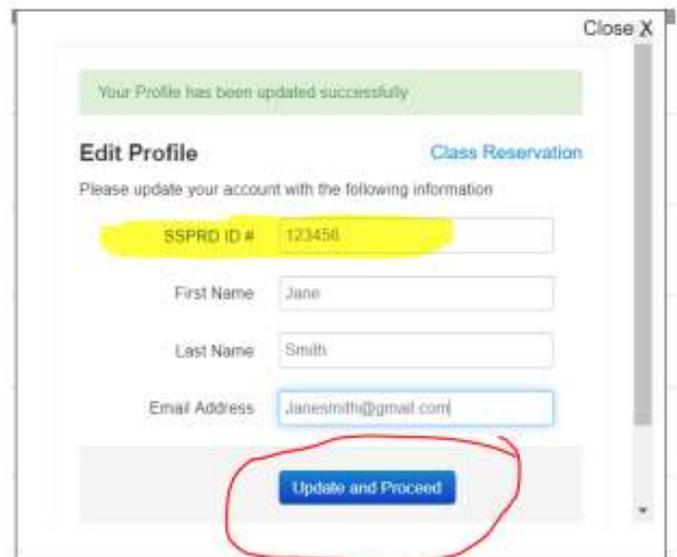
- **Lone Tree Recreation Center: 303.708.3500**
- **Goodson Recreation Center: 303.798.2476**
- **Buck Recreation Center: 303.797.8787**
- **Sheridan Recreation: 303.761.2241**

## **Add Your South Suburban ID Number to Group Ex Pro**

- Go to <https://ssprd.org/drop-in-fitness.html> to reserve a fitness class. Click on the Sign up button for the class that you want to reserve and log in to your account.
- Before you Reserve a Spot, click on EDIT PROFILE in the top right corner of the pop-up box.
- Enter your SSPRD ID Number, which can be found in the lower left corner of your South Suburban ID card.
- Click Update and Proceed. Now, your ID Number will be listed next to your name on reservation lists, so front desk staff can easily check you in. You only have to do this once.



This screenshot shows a pop-up window for a fitness class reservation. The window has a title bar with "Close X" in the top right corner. The main content area displays the class name "Step", the time "8:30am - 9:25am", and the date "07/14/2020" with "27 Spots Available". A blue progress bar is partially filled. Below this is a large grey button labeled "Reserve a Spot". At the bottom right, there is a "Logout (Rowan Velasquez)" link. In the top right corner of the main content area, the text "Edit Profile" is circled in red.



This screenshot shows the "Edit Profile" form. At the top, a green message box says "Your Profile has been updated successfully". The form title is "Edit Profile" with a "Class Reservation" link. Below the title, it says "Please update your account with the following information". The form contains three input fields: "SSPRD ID #" with the value "123456" highlighted in yellow, "First Name" with the value "Jane", and "Last Name" with the value "Smith". Below these is an "Email Address" field with the value "Janesmith@gmail.com". At the bottom of the form, a blue button labeled "Update and Proceed" is circled in red. The window has a "Close X" button in the top right corner.