How to Make a Campus Recreation Fitness Floor Reservation
Reservation Guidelines

• You can schedule a reservation up to 3 days in advance
• Only one reservation per person per day
• Currently, only UC Faculty, Staff, and Students are permitted to make a reservation
1. Log in to My Member Services

- Follow the link to My Member Services on uc.edu/campusrec. This can be found by clicking the Membership tab on the website.
- Log in with the username and password you created or create a new account by clicking the blue text at the bottom of the page.
- Faculty/Staff/Students will use their M# to create their account.
2. Click "Make a Reservation"
3. Click "Fit Floor Access"
4. Choose a workout start time/duration

- Reservations can be made for 3 different time slots of the day
- Starting at the top of the hour (:00) the member will get 95 minutes in the facility (from the start of the time you signed up), :10 gets the member 85 minutes, :20 gets 75 minutes
- The final hour can only be reserved at the end of the night Monday-Friday
5. Choose the desired date and click "Continue"

- Members can only reserve up to 3 days in advance, and only one reservation per day
6. Select the Service, Resource, and Duration and click "Search"

- By clicking **select all**, you will see all available workout times. This may be a quicker option.
7. Select the preferred time and Add to Cart

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Resource</th>
<th>Add to Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td>06:00 AM</td>
<td>07:35 AM</td>
<td>Fitness Floor spot 1</td>
<td></td>
</tr>
<tr>
<td>08:00 AM</td>
<td>09:35 AM</td>
<td>Fitness Floor spot 1</td>
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<tr>
<td>10:00 AM</td>
<td>11:35 AM</td>
<td>Fitness Floor spot 1</td>
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<tr>
<td>12:00 PM</td>
<td>01:25 PM</td>
<td>Fitness Floor spot 1</td>
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<tr>
<td>02:00 PM</td>
<td>03:35 PM</td>
<td>Fitness Floor spot 1</td>
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<td>04:00 PM</td>
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<tr>
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<td>07:35 PM</td>
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</tbody>
</table>
8. Review and click "Continue"
9. Read waiver and click "Accept"
10. Select the member that you want to make the reservation for, select host, and click "Continue to Cart" to complete the reservation or "Continue Shopping" to add a reservation on another day.

- Note: Dependents do not have access to the rec center at this time.
11. Your reservation is complete.

You should receive an email reminding you of your reservation time and date.

Please be courteous to fellow members and cancel any reservation you will not be able to make. Instructions linked on the website.