



## Wedgwood Swim Club- Omnify Reservation System “Cheat Sheet”

### IMPORTANT NOTES:

1. **You will be able to sign up for ONE Swim per WEEK**
2. If space is available on the day of a swim session, **you will also be able to sign up for an additional swim** starting at **12:01AM** on the day of the swim
3. Reservation swims are available **one week** in advance
4. There is a waitlist option for full swims

### How to Set up your Account

1. **Open welcome email from Omnify-Wedgwood Swim Club**
  - a. If you do not see this email, check any other email addresses that may be associated with your WW Pool Membership
  - b. If you did not receive an email, contact:
    - a. Julie Lockhart, [wwlessoncoordinator@gmail.com](mailto:wwlessoncoordinator@gmail.com), 252-628-9620
2. From the email, click on **“book now”** to go the WW Pool Omnify website to set up your account
3. Then, click on **“Create Account”** to update your information and add family members
4. If it asks you to log in, enter your **email address and the password** that was given to you in the welcome e-mail and then click **“log in”**
5. Once you have logged in, hold your curser over your **name located in bold the top right hand corner**
6. From the dropdown box select **“view profile”**
7. **This leads you to your account profile where you can:**
  - a. View “My Schedule” with your upcoming and past swim reservations
  - b. Access your family members
  - c. Access your account information
8. If you want to edit your account information, click on **“account”** from the grey column on the left hand side of the page
9. **Then you will be able to do the following (these are all optional)**
  - a. Change your name
  - b. Change your email address
  - c. Change your phone number
  - d. Add a picture
  - e. Reset your password
10. **When you want to log back go to:** <https://wwpool.getomnify.com/#!/schedules/>
  - a. Enter your email and password



### How to Add Family Members

1. Click on **“family”**
2. then click on **“add new member”**
3. **Enter your family member’s information**
  - a. Family member’s First Name, Last Name, Email and Phone Number
  - b. YOU HAVE TO ENTER AN EMAIL AND PHONE NUMBER FOR EACH FAMILY MEMBERS, but it can be the same email (ie, you could enter Mom’s or Dad’s email for each child)
  - c. IMPORTANT NOTE: All emails sent by Omnify will go to the primary account member (ie, confirmation of swim reservations, reminders, ect).
4. Then click on **“add new member”**

### How to Reserve a Swim on the WW Pool Omnify Site

**NOTE: You will be able to sign up for ONE Swim per WEEK**

- a. Reservation swims are available **one week** in advance
- b. If space is available on the day of a swim session, **you will also be able to sign up for an additional swim** starting at \_\_:\_\_ on the day of the swim
- c. There is a waitlist option for full swims

Go to: <https://wwpool.getomnify.com/#!/schedules/>

5. Click **“view details”** to see more information about the swim
6. Click **“view details”** get see more information about the swim
7. After reading the details, click **“reserve”** to sign up for a time slot  
Please note: Although the details say “every” you are only reserving for one day
8. Select **“only myself”** to sign up yourself to swim  
OR
9. Select **“Me and/or other family members”** to sign up your family, or another member of your family
10. Select the time you want to sign up for, then click **“next”** at the bottom of the page
11. Enter your email address and password and click **“log in”**
12. Select the family members who will be swimming and Click **“next”**
13. Click **“I accept”**
14. Then click on **“Confirm Reservation”**
15. Your reservation is complete! A confirmation will be sent to your email.
16. Click **“go to my profile”** to see your schedule

### **IMPORTANT NOTES:**

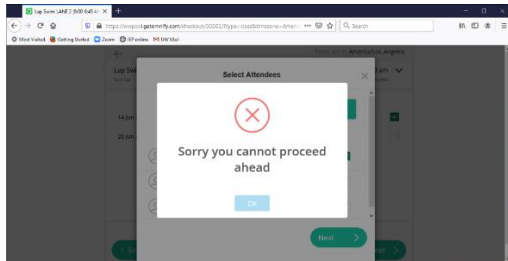
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**If the page below appears it means that you cannot sign up for the swim for one of the following reasons:**



- You have reached your maximum reservation for the week (Current limit is 1 per week)
- There are not enough swim spots available to sign up all of the family members you have selected

**To exit this screen click the “back” arrow on your browser to go back to the reservation page.**

**For further questions, contact:**

Julie Lockhart

Swim Registration Coordinator

[wwlessoncoordinator@gmail.com](mailto:wwlessoncoordinator@gmail.com)

252-628-9620