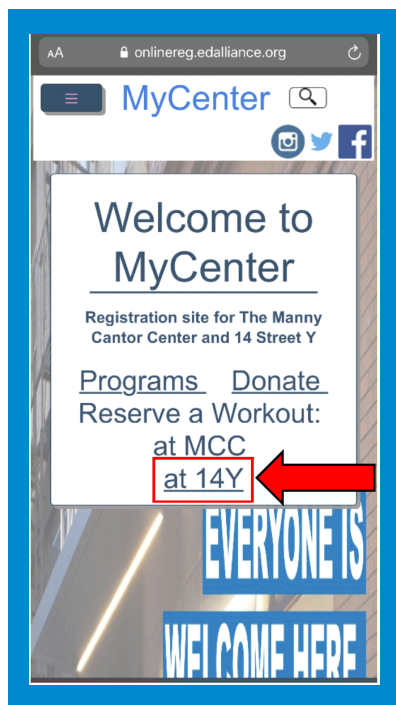
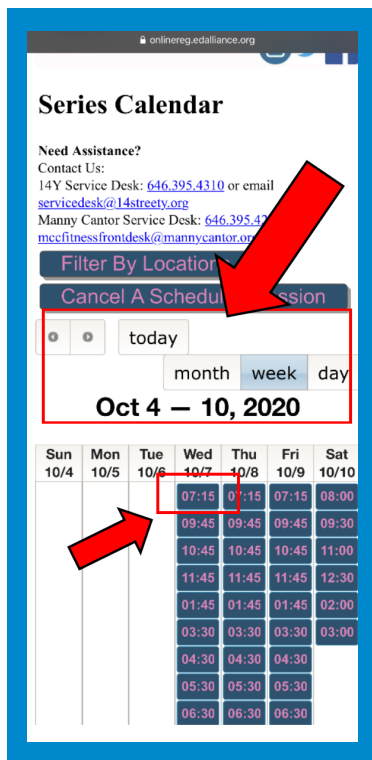


# HOW TO RESERVE A WORKOUT SESSION

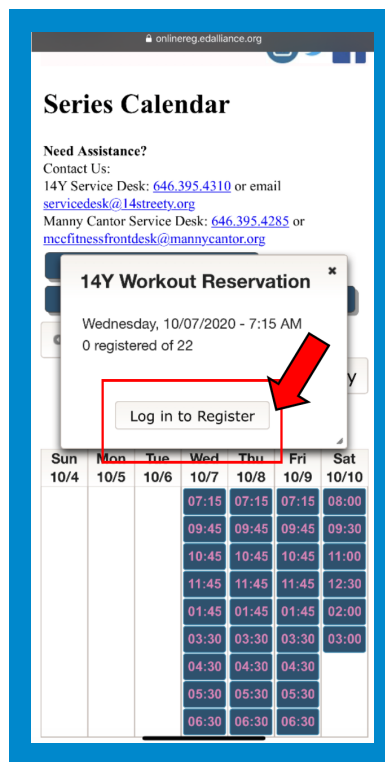
1. To reserve a workout session in the 14Y Fitness Center, visit [14StreetY.org/reserveworkout](https://14streety.org/reserveworkout)



2. You can also Reserve A Workout by clicking "at 14Y" on the home page of MyCenter, the 14Y's online system for most program registration.



3. Select the date and time of the 14Y Workout Reservation you'd like to secure.



4. A pop-up will appear directing you to login in. Click "Log In To Register"

AA onlinereg.edalliance.org

MyCenter

Sign In

Email (Your email to register online for 14Y or MCC Programs)

Password

[Forgot password?](#)

Sign In Sign Up

EVERYONE IS

5. If you already have an account with MyCenter because of programs you've taken at 14Y, Manny Cantor Center, or the EA Art School, you may fill in your email and password and select "Sign In" and skip to step 10. If you do not have an existing account or do not remember your login information, click "Sign Up."

MyCenter

Let's get started...

Please enter some or all of the following information

Member Card Number  
(located on the back of your MCC/14Y keycard used to swipe in)

5XXXXXX

Next

I do not have a membership

WELCOME HERE

6. The easiest way to sign up is to enter your Member Card Number. This number is located on the back of your 14Y key fob (what you use to scan into the 14Y building).

You can then click "Next." If the system recognizes you and your email information show up, proceed to step 8. Note: if you cannot locate your key fob, you can select "I do not have a membership" and the system will prompt you to create a login.

AA onlinereg.edalliance.org

following information

Member Card Number  
(located on the back of your MCC/14Y keycard used to swipe in)

Next

I do not have a membership

If you do not have a monthly or annual membership then please enter the following:

First Name  
14Street

Last Name  
Y

Zip Code  
10003

Email Address  
Example@14streety.org

Next

7. If an account does not exist you will be directed to create one. Click "I do not have a membership" and fill in all required information.

AA onlinereg.edalliance.org

MyCenter

Sign In

You already have an account.

Email (Your email to register online for 14Y or MCC Programs)

GCordova@14streety.org

Password

[Forgot password?](#)

Sign In Sign Up

EVERYONE IS WELCOME HERE

8. If an account already exists, the system will provide the email address associated with your Member Card Number. You can then submit your password or reset your password by clicking "Forgot Password" and a link will be sent to your inbox. You're ready to proceed to step 10.

AA onlinereg.edalliance.org

Personal Information

First Name  
14Street

Last Name  
Y

Address1  
344 East 14th Street

Address2

City  
New York

State  
NY

Zip Code  
10003

Gender

Phone  
(23) 456-7890

Birthdate

Sign Up

9. Once all your information is completed, click "Sign Up."

AA onlinereg.edalliance.org

Series Calendar

Need Assistance?  
Contact Us:  
14Y Service Desk: [646.395.4310](tel:646.395.4310) or email [servicedesk@14streety.org](mailto:servicedesk@14streety.org)  
Manny Cantor Service Desk: [646.395.4285](tel:646.395.4285) or

14Y Workout Reservation

Wednesday, 10/07/2020 - 7:15 AM  
0 registered of 22

☒ Gabriela Cordova  
☐ Izabela Krstic **Category Restricted**

Register

10/4	10/5	10/6	10/7	10/8	10/9	10/10
			07:15	07:15	07:15	08:00
			09:45	09:45	09:45	09:30
			10:45	10:45	10:45	11:00
			11:45	11:45	11:45	12:30
			01:45	01:45	01:45	02:00
			03:30	03:30	03:30	03:00
			04:30	04:30	04:30	
			05:30	05:30	05:30	
			06:30	06:30	06:30	

10. Once you have created your account or are logged in to your account, you will be redirected to the calendar. Simply click the time slot you would like to reserve. Once you see the pop-up, select the person in the account who would like to make the reservation and click "Register."

Note: If the person who is trying to reserve a Workout Reservation gets a "Category Restricted" notification, please contact [servicedesk@14streety.org](mailto:servicedesk@14streety.org) or call 646-395-4310.



**11. You're all set! You should receive two confirmation emails and an email with information to prepare you for your visit.**

**If you'd like to cancel your reservation, please use the steps on the following page.**

## Member Reservation Limits:

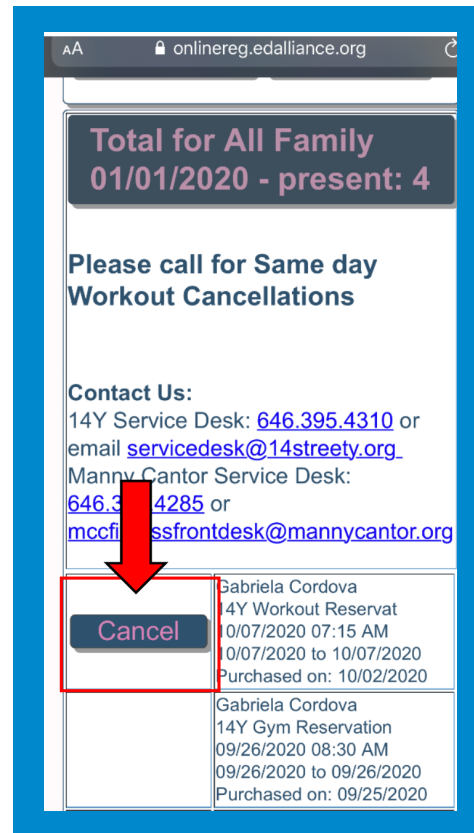
- Only active 14Y members will be able to make reservations for in-person workouts in the 14Y Fitness Center.
- Active members will be allowed to make your reservation(s) up to 5 days in advance.
- A maximum of two (2) advanced reservations can be made on an active member's account at a time.
- Reservations are limited to one (1) session per day. Reservations are available in 45- or 60-minute time slots for each workout. Please check the reservation system for availability.

# HOW TO CANCEL A WORKOUT SESSION

1. When logged into your account on MyCenter, click "Reserve a Work Out." You'll see "Cancel A Schedule Session," you can then click this to cancel your session.



2. Identify which Workout Session you want to cancel and select "Cancel."



3. Select a reason for canceling and submit. You will receive an email confirmation that you've successfully canceled your reservation.

