



SuperSaaS

# RESERVE YOURSEAT

## NEW RESERVATION POLICY DURING COVID-19

Due to the COVID-19 regulations/guidelines from the Commonwealth of Massachusetts, all members will need to PRE-REGISTER for the following activities:

- AQUA AEROBICS
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- PICKLEBALL
- RACQUETBALL
- FITNESS ROOM WORKOUT TIMES
- PRIVATE SWIM LESSONS
- AFTERNOON GYM ACTIVITIES
- GYMNASIUM OPEN REC TIMES
- SPIN
- LAP SWIM & ADULT EXERCISE SWIM
- OPEN REC SWIMMING

Members may sign up 48 hours in advance by accessing our online reservation tool, Supersaas or calling our Member Services Desk. If you are currently using the online program, you are all set. However, ALL NEW user accounts need management approval so don't delay in setting up your account in order to attend your favorite activities! Please see our website for details or call Karen Boyle at (508) 234-8184, ext 119 for assistance or email Sonja Coe at [Sonja.Coe@OurGym.org](mailto:Sonja.Coe@OurGym.org) or [info@OurGym.org](mailto:info@OurGym.org).

**NOTE: Subject to change based on guidelines and space size restrictions.**



# How To Reserve Your Space For Daily Classes & Activities

Here's what you need to do once you go to:

<https://www.supersaas.com/schedule/WCC>

- Log in to Supersaas using the **email address** you registered with us as the user name and your **WCC Swipe Card Number (i.e. WCC48026)** as your password.
- If you don't have a WCC Swipe Card or do not know your swipe card number, you can call the Member Services Desk for assistance.
- Each Member must have their own email address. Contact Karen Boyle or a Member Services Representative with a different one for your partner.
- Once you are logged in, you can view the Menu of activities on your phone or desktop.
- Click on desired activity. It will appear in calendar format.
- Click on time & date of the activity you want to reserve. **(Remember that you cannot reserve a slot more than 48 hours in advance.)**
- A box will open with a description of the activity. Click on "New Reservation".
- Type in your Full Name and phone#.
- Click "Create Reservation".
- If you would like an email confirmation, click "send email".
- Your reservation is now stored in the database.
- If an activity is full, you will automatically be put on a Waitlist.
- If a slot becomes available, your name will automatically be put on the activity list and receive an email.

## To Cancel A Reservation

- To cancel your reservation, click on the activity.
- Find your name.
- Click on "Edit" Feature to the right of your name.
- Delete your slot by choosing the Trash bin.
- You will receive an email confirming your cancellation.
- Moving forward you will receive emails for any cancelled or changed activities.