

How to schedule a Therapy Pool Reservation

Visit swimrichmond.clubautomation.com to log into your account. If you do not have an account or need help accessing your account, please see the document “SwimRVA – Access My Account” or call our front desk at **(804)271-8271** for assistance.

The screenshot shows a user interface for making a reservation. On the left is a navigation menu with items: Home, View My Info, Buy Gift Cards, Reserve a Lane (highlighted with a red circle 1), Register for Classes, Group Activities, View My Statement, Pay my Bill, Packages, Account Access, Notifications, and Contact Us. The main content area is titled 'YOUR RESERVATIONS' and 'MAKE A NEW RESERVATION'. It contains several input fields: 'What Service?' with a dropdown menu set to 'Swimming'; 'Where?' with two dropdown menus, the first set to 'Therapy Pool' (circled 2) and the second to 'Therapy Pool - Tr...'; 'Who will host?' with a dropdown menu set to 'Jane Doe' (circled 3); 'When?' with a date picker set to '08/25/2021' (circled 4) and a '30 Min' duration button; a blue 'Search' button (circled 5); and a 'Pick a Time' section with a list of times: 7:00am, 7:30am, 6:00pm, 6:30pm, 7:00pm, 7:30pm, and 8:00pm (circled 6).

1. Once logged into your account, click on the tab on the left-hand side of your screen labeled “Reserve a Lane”
2. **Where?** Choose the Therapy Pool, then choose which area you would like to use. (Treadmill #1, Treadmill #2, Workout Area #1, or Workout Area #2)
3. **Who will Host?** Select which member of your family will be using the treadmill.
If members of your family have separate memberships, they may have separate accounts. Please let us know if you would like us to add other members to your family.
4. **When?** Choose the day you would like to search for reservations.
5. **Search.** Click here to create the list of available times.
6. Chose the **time** you would like to reserve.

Remember: Members are allowed a maximum of 3 30-minute reservations per week. You may choose to use 2 reservations on the same day.

