**FLC, Aquatic and Rink Reservations**

**Important Notes for University of Regina Students:**

- Reservations for the Fitness & Lifestyle Centre, the Aquatic Centre and the Outdoor Rink are only available to University of Regina registered students who have been assessed the Recreation & Athletic Fee for the current semester. If you are unsure of your current status, please contact the Recreation & Athletic Services office at ras@uregina.ca.
- Your University of Regina student card must be presented and scanned upon entry to the facility. **You will not be allowed entry into the facility without your card.**
- Your account login username must be your University of Regina email address.
- All reservations must be made at least two hours in advance.
- Reservations may only be made 10 days prior to the reservation date.
- Each student is allowed one reservation in the pool and one reservation in the FLC each day.
- **All reservations are for 45 minutes.** The last 15 minutes of each reservation is allocated to sanitization of the equipment. Example: If your reservation is for 1:00 pm to 2:00 pm, you must exit the facility at 1:45 pm to allow 15 minutes for sanitization protocols.
- **Cancellation:** Please email ras@uregina.ca to cancel your reservation.

**To Reserve a Facility:**


2. Choose the blue **Sign In** link. If you are a registered University of Regina student, you will have a valid email in the system. Your login name will be your University of Regina student email account. **Please do not create a new account.**

3. If you do not know your password or have never created an account profile, please choose the **Forgot your password?** link. An email with your temporary password will be sent to your .uregina account. If you do not receive an email with your password, please check your “junk” mail. If you experience any login issues, please email ras@uregina.ca or call 306.585.4371 for assistance during regular office hours.
4. At the top of the home page, click **Facility Information**.

5. On the “Reserve Options” page, click **Reserve a Facility**.

6. From the **Online Quick Reserve** page, select the applicable **Reservation Group** from the drop down box. For reservations in the fitness centre, choose **Fitness Centre Space Booking**. For pool reservations, choose **Aquatic Centre Space Booking**.

7. Enter the applicable **Reservation Date**.

8. The Time Range may be left blank. This will allow you to view the full day calendar.

9. Choose **Check Availability**.
10. A calendar will appear for the date you have chosen. The checkboxes reflect available booking times for that day and facility.

*Please note: You do not have to fill in the Event Name field or the Number of Guests field. Leaving these fields blank is fine and will not impact your booking.*

11. Once you have selected a reservation time, scroll to the bottom of the page and read the waiver. If you agree to the terms and conditions of the waiver, click the Agree to Waiver. Review your reservation details and click Reserve.
12. If the reservation is successful, you will be transferred to a receipt page detailing your reservation. You will receive an email to your @uregina.ca email address.

13. To view your receipt again, log into your ActiveNet account and click My Account in the top right of the page. On the “Account Options” page, click “Family Member’s Schedule”.

14. On the Family Member Schedule page, select the search date. Choose the weekly or monthly layout. Ensure that you are in the “Selected Family Members” box and move “Rentals” into the “Selected Schedule Details” box. Click View Schedule and you will then see any bookings you have during the time period selected.
If you encounter any difficulties while reserving space in the FLC or Aquatic Centre during the above process, please call 306-585-4371 or email ras@uregina.ca for assistance.