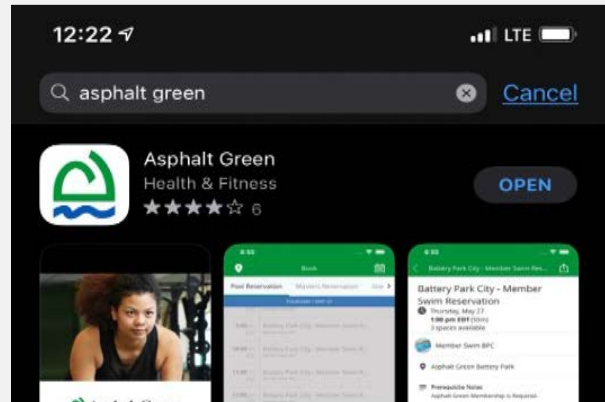


HOW TO MAKE A RESERVATION AT



## I. Download the Asphalt Green MindBody app on your mobile device.

Visit the app store and search for “Asphalt Green” to download

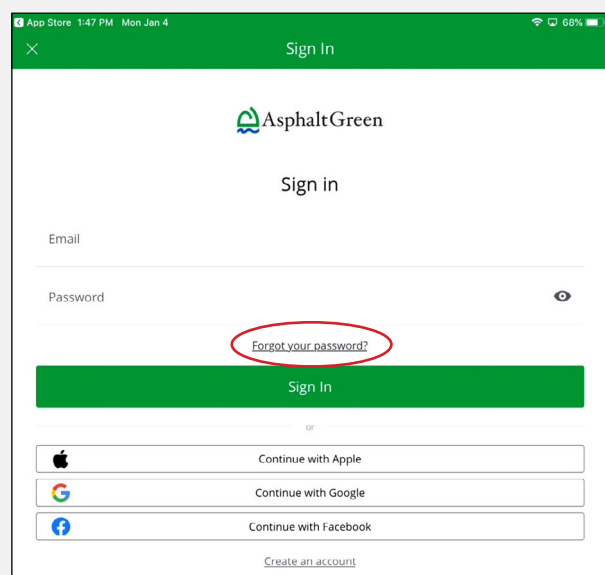
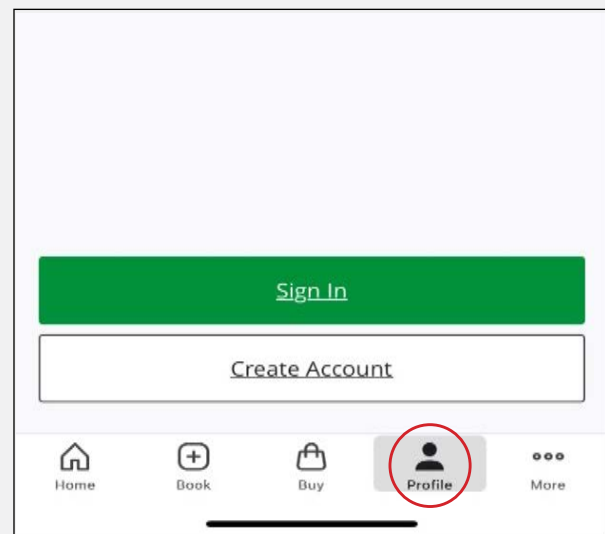


## 2. Open the app to log in.

The first time you open the app, you will be on the booking page. Select the “Profile” tab at the bottom of the screen to log in.

Select “Sign In,” then enter the email address associated with your Asphalt Green account and password.

If this your first time using MindBody or you do not remember your password, select “Forgot your password?” and go to step 3. If you are logged in, skip to step 4.




### 3. Forgot/reset password.

Enter your email address, then select “Send Link.”

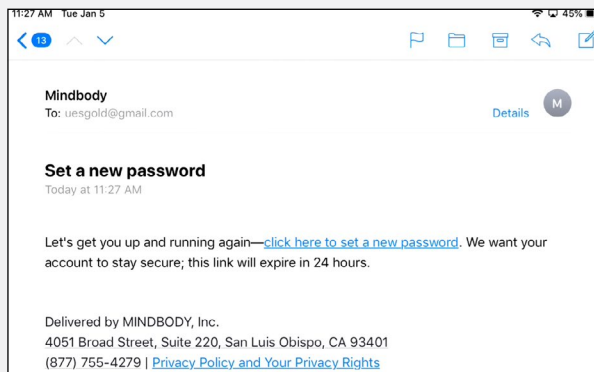
You will receive an email from MindBody to reset your password. Click the link in the email. A new tab will open in your web browser.

Choose a password that meets the requirements listed. Select “Set Password.”

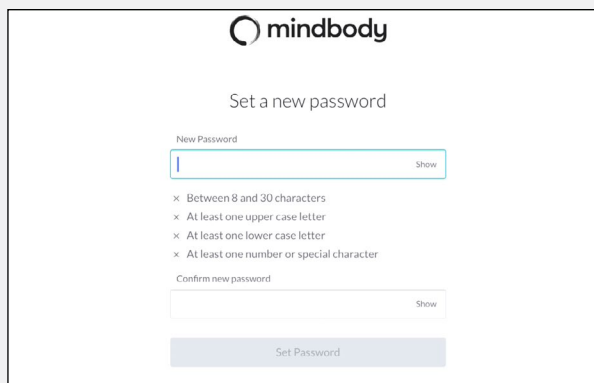
Return to the Asphalt Green MindBody app to sign in with your new password.



The screenshot shows the Mindbody website's password reset page. At the top is the Mindbody logo. Below it, the text reads "Forgot your password" and "We'll send you a link to reset it". There is an input field labeled "Email" and an orange button labeled "Send Link".




The screenshot shows an email from Mindbody to uesgold@gmail.com. The subject is "Set a new password" and it is dated "Today at 11:27 AM". The email body says: "Let's get you up and running again—[click here to set a new password](#). We want your account to stay secure; this link will expire in 24 hours." At the bottom, it provides contact information for MINDBODY, Inc. and links to the Privacy Policy and Your Privacy Rights.





The screenshot shows the Mindbody website's "Set a new password" page. It has the Mindbody logo at the top. Below it, the text reads "Set a new password". There is an input field labeled "New Password" with a "Show" link. Below the input field are four requirements listed with "x" icons: "Between 8 and 30 characters", "At least one upper case letter", "At least one lower case letter", and "At least one number or special character". There is also an input field labeled "Confirm new password" with a "Show" link. At the bottom is a grey button labeled "Set Password".

#### 4. Make a reservation.

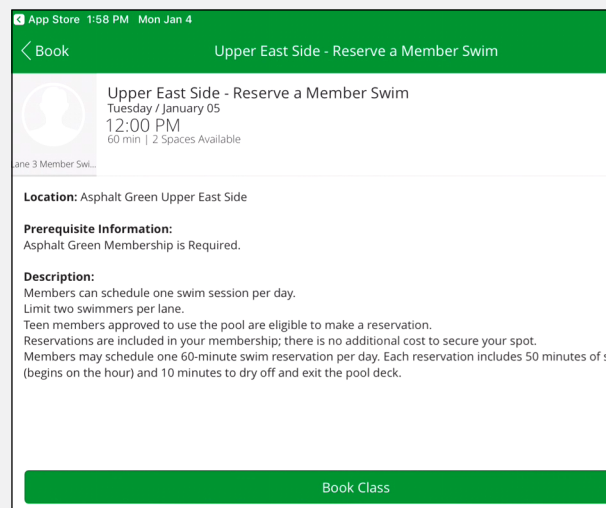
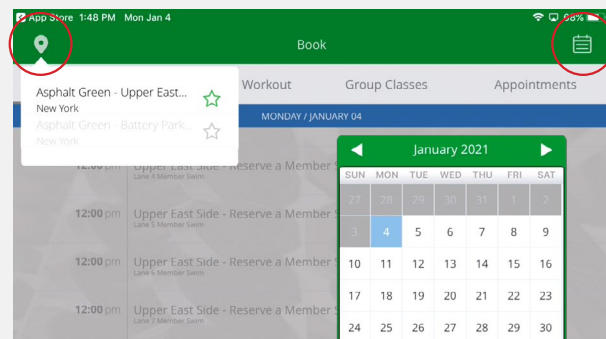
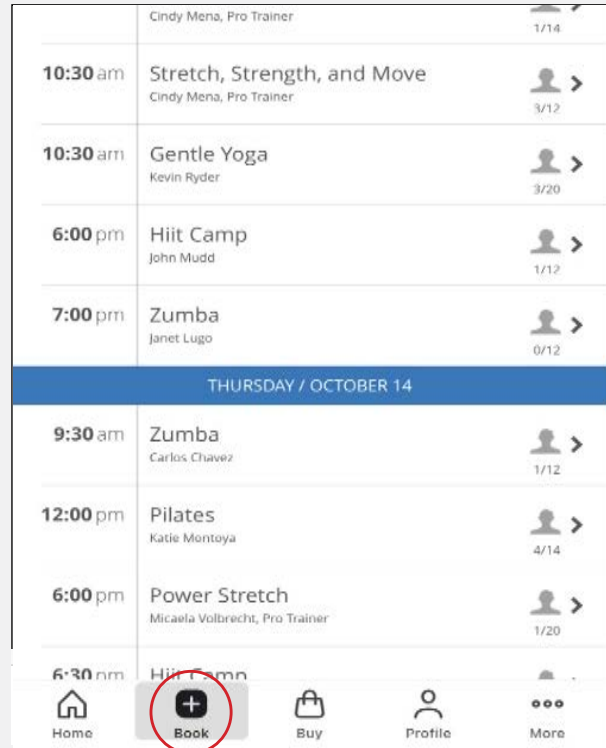
Select the +Book symbol  on the bottom left of the page.

Use the navigation at the top of the screen to select the type of reservation you would like to make: water ex, group ex, personal training.

Use the location icon  on the upper left of your screen to select your campus. You can choose a favorite location by pressing the star, which will default your booking tab to your preferred campus.

Use the calendar icon  to view availability on specific dates. Select the time you wish to reserve, then select “Book Class.”  
(Available times are clickable. Unavailable times are gray.)

A pop-up will indicate that your reservation was successful. Select “Add Reminder” to add the reservation to your calendar.



## 5. How to Cancel a Reservation

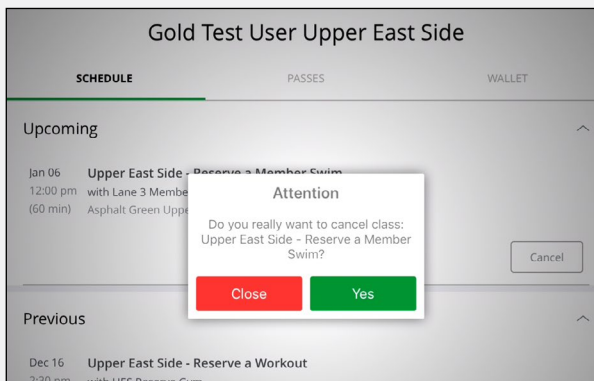
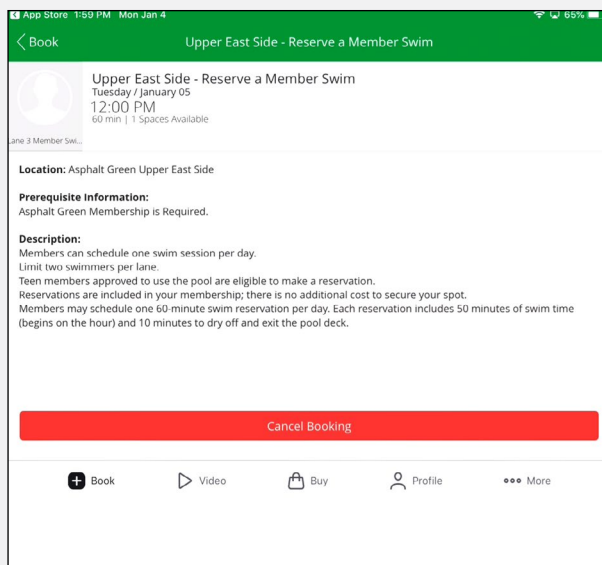
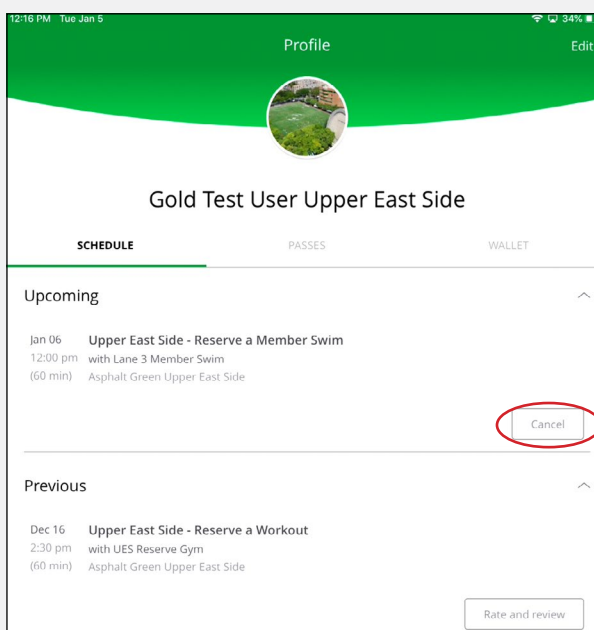
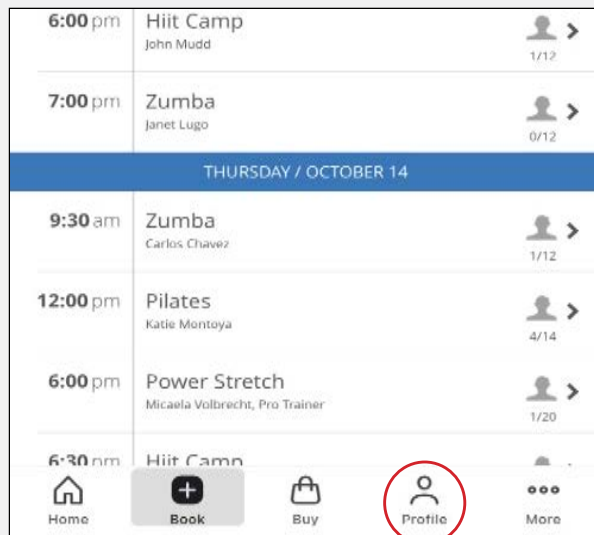
Open the Asphalt Green MindBody app.

Select “Profile” at the bottom of the screen.

All of your reservations appear under the “Schedule” tab within your profile.

Select “Cancel,” and confirm when prompted.

(You can also cancel directly from the “Book” page immediately after you make a reservation.)



HOW TO MAKE A RESERVATION  
**AT ASPHALT GREEN**

**ONLINE**

## 1. Select “Pool Reservation” or “Fitness Center Reservation” from our homepage.

We recommend bookmarking these pages so they are easy to find!

## 2. Click “My Account” and log in.

If this your first time using MindBody or you do not remember your password, select “Need new password?” and go to step 3. If you are logged in, skip to step 4.

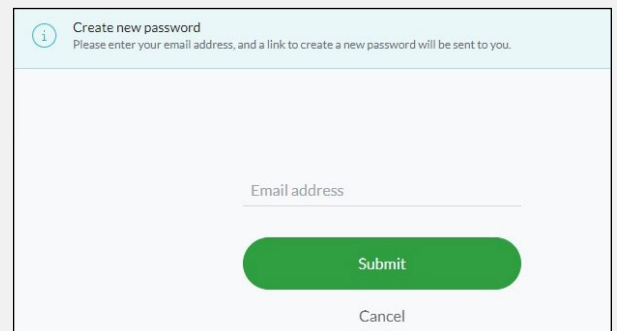
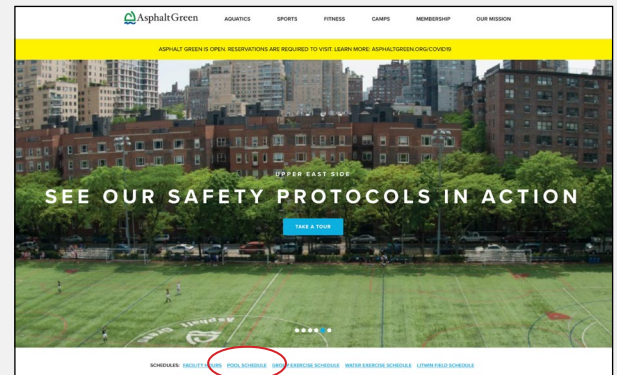
## 3. Forgot/reset password.

Enter the email address associated with your Asphalt Green account, then select “Send Link.”

You will receive an email from MindBody to reset your password. Click the link in the email. A new tab will open in your Web browser.


Choose a password that meets the requirements listed. Select “Set Password.”

Return to the Asphalt Green website to sign in with your new password.



## 4. Make a reservation.

Use the calendar to select the day you would like to make a reservation.

The filter icon  allows you to choose specific time frames and location. If you are making a swim reservation, you can also filter by lane.

Select “Book” next to the time you wish to reserve.

A pop-up will appear. Click “Next.”

(If you have not already logged in, you will be prompted to do so now.)

You’re booked! You will see a confirmation on the screen and receive an email.

## 5. How to Cancel a Reservation

Select “My Account” at the top of the calendar to view your upcoming reservations.

Click “Cancel,” and the booking will be removed from your schedule.

