Greenbelt Aquatic & Fitness Center
Online Reservations

To view these directions via video tutorial click HERE!

Step 1: Access
1. Click HERE to complete your pool reservation.

Step 2: Login
1. Click Login and enter your WebTrac/RecLink Username and Password.
   (Accounts are limited to patrons with an established household in our database from previous in-person or online transactions).
   OR:
2. If you have an established household, but you have never used RecLink, you can use the default login settings:
   a. Username = Home Phone number (no spaces or special character)
   b. Password = Last name.
   OR:
3. Contact us for account access/creation. **Online account creation is not permitted.**
   (Caroline Soter, csoter@greenbeltmd.gov, 301-397-2204 Cathy Pracht, cpracht@greenbeltmd.gov, 301-397-2200).

Step 3: Locate Activity Type
1. Click “Pool - Lap Swim & Water Walking” or “Pool - Family/Recreational Swim” under the Activity Types side menu.

Step 4: Preview Reservation Options
1. Scroll down to see the Activities available for registration/reservation:
2. Carefully review each activity description, including the reservation stipulations before continuing to the next step.
Step 5: Calendar

1. Determine the Activity for which you want to register.
2. Click the calendar icon in the row corresponding to the time period you want to reserve.

<table>
<thead>
<tr>
<th>status</th>
<th>Activity</th>
<th>Description</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>381100-1</td>
<td>7:00AM-7:45AM</td>
<td>08/03/2020 - 08/28/2020</td>
<td>7:00 am - 7:45 am</td>
</tr>
</tbody>
</table>

Step 6: Select Days/Times

1. Scroll down to the calendar displaying all days that your selected time period is offered.
   - Green= available days
   - Blue= unavailable for registration due to reservation rules/maximum reached.

Step 7: Add to Cart

1. Click the day(s) you would like to reserve for the time period selected in Step 5.
2. Click “Add to Cart.”

Step 8: Select Family Members

1. Select the family member(s) you would like to register for the selected time/date.
   (If a family member is not visible, they are unable to register due to current rules regarding their age, residency, and/or lack of a valid GAFC membership pass).
2. Click Continue.
Step 9: Waiver

1. Read the “Greenbelt Recreation Policies and Waivers,” including the “COVID Assumption of Risk and Waiver of Liability.”
2. You must click “I agree with the above” to proceed in completing your reservation. (A waiver is required for each participant in each activity. If the waiver screen does not appear, you have already agreed to the waivers in a previous transaction).

Step 10: Shopping Cart

1. Review the items in your Shopping Cart. Fees are assessed accordingly per reservation:
   (Ages 12 & under: $2, Ages 14-17: $3, Ages 18-59: $4, Ages 60+: $3, Pass Holders: FREE). If you have violated any reservation rules, the Shopping Cart screen will not be displayed and an error screen detailing the reservation rule violation will be displayed.
2. To add more reservations to your Shopping Cart, click “Continue Shopping” and repeat steps 3-8 for each different time period.

Step 11: Payment

1. Once your Shopping Cart is complete, click “Proceed to Checkout” to advance to the payment screen.
2. Complete all required payment screen items and click “Continue” to access the credit card authorization screen and generate your confirmation receipt.