NEW RECWELL RESERVATION POLICY
EFFECTIVE 8/3 - TBD

A RESERVATION IS REQUIRED
TO ACCESS ALL RECWELL FACILITIES AND ACTIVITIES

Create IM Leagues Account.
Directions can be found on recwell.umd.edu/reservations

Reserve up to one day in advance starting at 6AM daily for any available sessions.

Download the imleagues app to get the QR code to sign in.
Please arrive no more than 10 min before your reservation time.

Register at recwell.umd.edu/reservations

ACTIVITIES AVAILABLE
Cardio, Weight, Functional Training Equipment
Natatorium and Outdoor Aquatic Center
Indoor track
Table Tennis
Group Fitness Classes
Bouldering Wall

ACTIVITIES UNAVAILABLE
Basketball
Volleyball
Soccer
Water Basketball
Diving
Slide at the OAC
Log Rolling
Sauna
Steam Room
Racquetball
Squash
Wallyball

For more general COVID related modifications, visit recwell.umd.edu/keepmoving
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recwell.umd.edu/reservations

HOW TO MAKE A RESERVATION

CREATING YOUR ACCOUNT

1. Visit IMLeagues.com
2. Click “Sign Up” in top right corner
3. Fill out registration form:
   - For “Select School and Organization,” type in or scroll to University of Maryland
   - For name, use your name as it is recognized by your campus registration (no nicknames etc.).
   - Email, use your campus email address
   - Status is your class standing/affiliation (IE. freshman, senior, staff etc.)
4. Check all other information and security box wording
5. Click “Create Account”
6. If you receive an error message, please contact our support email at rechelp@umd.edu or call the reservations team at 301-226-4403

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HOW TO MAKE A RESERVATION

DOWNLOADING APP FOR ANDROID AND IOS

1. Visit IMLeagues.com

2. Click on your appropriate link to go to the correct APP store

3. If you have a campus UID# and a directory ID:
   - Once installed, select your school as the University of Maryland. Then “Login via Portal”
   - You will be redirected to campus Single Sign On (CAS). Enter your directory ID and password. You will then be taken back to the IMLeagues APP.

4. If you do not use CAS or have a directory ID, log in with your username and password from when you created the account

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HOW TO MAKE A RESERVATION

REGISTERING FOR A SESSION:

1. Open your IMLeagues APP
2. Click on the 3 bar icon in the upper left
3. Click on “Reservations”
4. You will see the current week, split into days across the screen. You can change the date range by clicking on the current date on the upper left of the screen. Select the day and you will see a list of all possible reservations for that date.
5. Select the session you wish to register for
6. Double check the information regarding the session you selected
7. If you would like to register, click “sign up” at the bottom of the screen. If this is blank, registration for this session has either passed or not opened yet
8. On the next screen, enter UID, select when you want email reminders about the session, and click “sign up”

   PLEASE NOTE: you may be prompted to sign a waiver for group fitness programs. You will only have to do this once.

9. Once signed up, you will be sent a confirmation email similar to the one below. Please be sure to read it fully to confirm the date and time of your session as well as see any other information you may need to know for your specific session.

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HOW TO MAKE A RESERVATION

CHECKING IN FOR A SESSION

1. Come to the RecWell facility or location your session is taking place no more than 10 minutes before the start of your session. For Group Fitness Classes, you cannot check in after the start of the class.

2. Check in at the check in desk or station with your UID

3. Proceed to the specific session check in area. Staff can help direct if you need assistance.

4. Open the app on your mobile device click on the 3 bar icon

5. Click on “Profile”

6. Navigate down to “Virtual ID Card” and click on it

7. This will display your personal QR code which will be scanned by RecWell Staff when you check in for a session

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HOW TO MAKE A RESERVATION

CANCELING A RESERVATION

1. In the IMLeagues APP, navigate to the session you had registered for

2. Click on “Leave Session” at the bottom of the screen

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HOW TO MAKE A RESERVATION

AFFILIATE AND ALUMNI PATRON RESERVATION PROCESS

Some patrons or alumni won’t have a university given log-in, but they will be able to create a log-in to register for fitness reservations. Follow the instructions below to sign up.

1. Go to imleagues.com and click “Sign Up”

2. Complete the information indicated in the red box. DO NOT click “Select School/Organization”. Then click “Create Account”.

3. After clicking “Create Account”, the page will redirect you prompting you to check your inbox for a message on how to activate this account and log in. Do this immediately after.

4. Follow the link in your email to activate your account. It will take you to your IMLeagues home page. *NOTE: the link is only valid for 24 hours.

5. Click “Register”; then type “Maryland” in the Search for a Network field; click “Join”. The next screen will prompt you to provide more information – choose the appropriate fields on the drop down options. Next click “Join School”. Once you have completed this, you will be able to view the school IMLeagues page.

6. To make a fitness reservation click “Reservations” at the top left. Also, download the IMLeagues App for your mobile device for checking in.

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