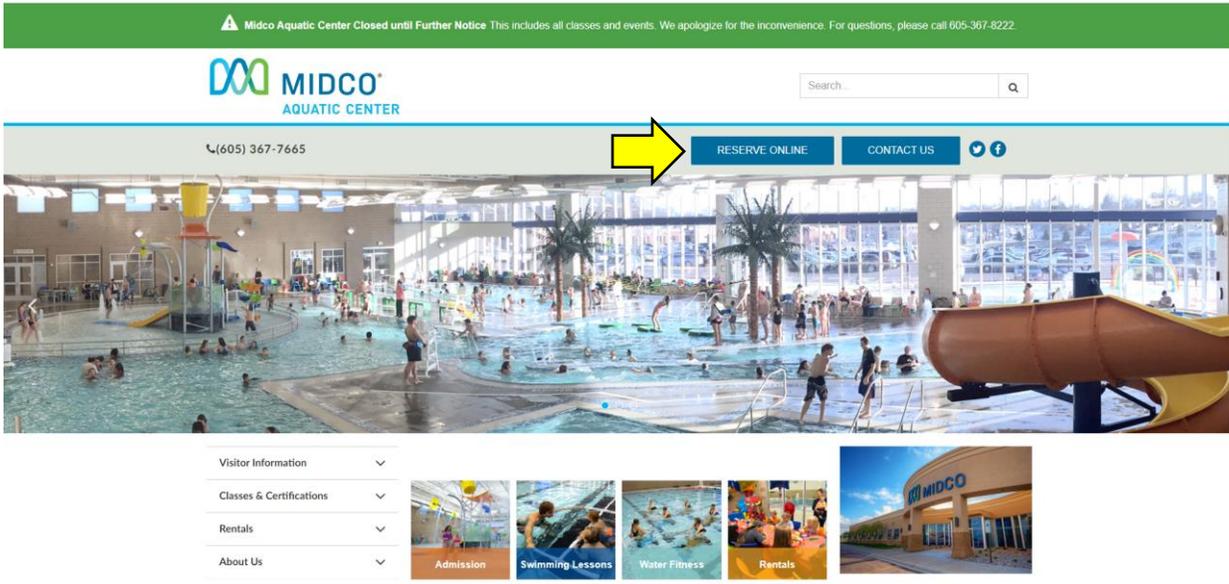


## Midco® Aquatic Center Online Reservation Tutorial

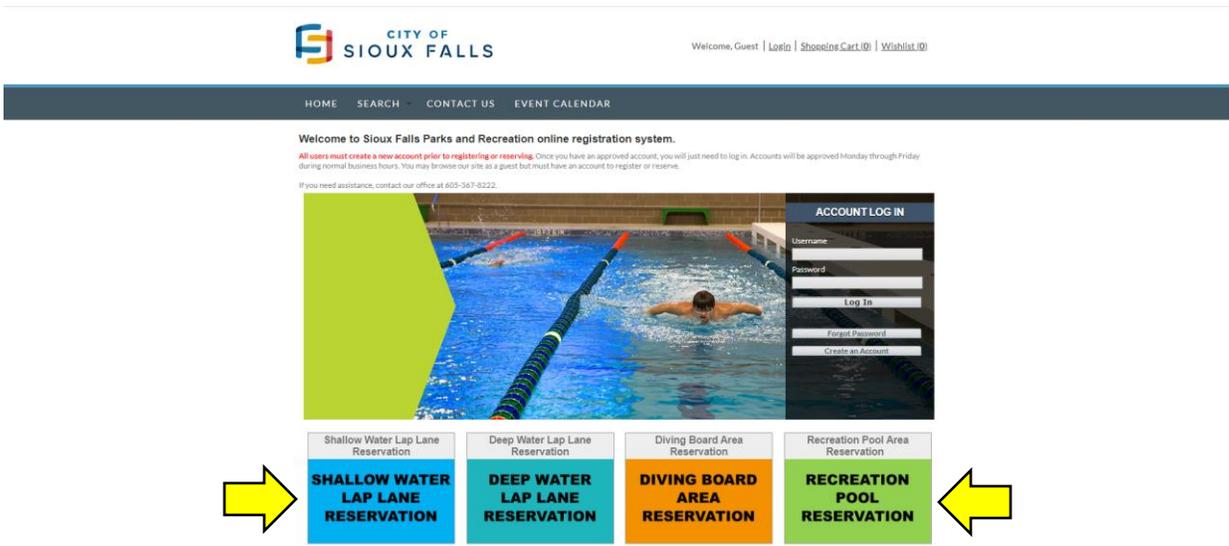
These directions will cover the process of reserving Midco Aquatic Center pool space from start to finish, including online login information.

Navigate to <https://midcoaquaticcenter.org/>.

Click the 'Reserve Online' button, as seen below.



After clicking the 'Reserve Online' button, you will be brought to the below screen.



There are four pool areas to reserve, as seen above. The following pages will outline the reservation process for all pool areas.

Revised: 6/12/2020

# Online Reservation Tutorial

**Important Note: Reservations can be made 1-7 days in advance. This applies to all areas within the facility. The cut off time for a reservation for the next day is 4:45 p.m.**

To reserve pool space, click the desired pool space button. You will be brought to the below screen.

Shallow Water Lap Lane (Lanes 1-10) - 888887

All lap lanes are 25 yards in length. Limit of one patron per lane. Individual lanes cannot be reserved, rather a shallow water or deep water lane can be reserved. Please be courteous to others that may need a certain lane for mobility reasons.

Lane 1-9: Shallow water lane, may be used for water walking or lap swimming. (water depth: 4-6 feet)  
 Lane 10: Used for water walking only, due to stair placement within the lane. (water depth: 4-8 feet)  
 Lane 11-20: Deep water lane. Lane will not have ladder for entrance/exit. (water depth: 8+ feet)

Patrons must pay daily admission or use their swim pass to access the facility and their lane reservation. Reservations are 45 minutes in length and begin at the top of each hour. Reservation time frames will not be altered.

Shared fitness equipment will not be available. Locker rooms will not be available, so patrons will be encouraged to arrive and depart in swimwear. Family changing rooms will be available for restroom use only. Drinking fountains and suit dryers will not be available. Daycare visits, swimming lessons, and fitness classes will not be offered initially.

Activity	Description	Dates	Days	Times	Location	Ages	Price	Status	Info	Book
888887-01	5:00-5:45 a.m. Session	06/08/2020 -12/31/2020	M, Tu, W, Th, F	5:00 am - 5:45 am	Midco Aquatic Center		\$0.00	Available	Info	Book
888887-02	6:00-6:45 a.m. Session	06/08/2020 -12/31/2020	M, Tu, W, Th, F	6:00 am - 6:45 am	Midco Aquatic Center		\$0.00	Available	Info	Book
888887-03	7:00-7:45 a.m. Session	06/08/2020 -12/31/2020	M, Tu, W, Th, F, Sa	7:00 am - 7:45 am	Midco Aquatic Center		\$0.00	Available	Info	Book
888887-04	8:00-8:45 a.m. Session	06/08/2020 -12/31/2020	M, Tu, W, Th, F, Sa	8:00 am - 8:45 am	Midco Aquatic Center		\$0.00	Available	Info	Book
888887-05	9:00-9:45 a.m. Session	06/13/2020 -12/26/2020	Sa	9:00 am - 9:45 am	Midco Aquatic Center		\$0.00	Unavailable	Info	Book
888887-06	10:00-10:45 a.m. Session	06/13/2020 -12/26/2020	Sa	10:00 am - 10:45 am	Midco Aquatic Center		\$0.00	Unavailable	Info	Book
888887-07	11:00-11:45 a.m. Session	06/13/2020 -12/26/2020	Sa	11:00 am - 11:45 am	Midco Aquatic Center		\$0.00	Unavailable	Info	Book
888887-08	12:00-12:45 p.m. Session	06/08/2020 -12/31/2020	Su, M, Tu, W, Th, F, Sa	12:00 pm - 12:45 pm	Midco Aquatic Center		\$0.00	Available	Info	Book
888887-09	1:00-1:45 p.m. Session	06/08/2020 -12/31/2020	Su, M, Tu, W, Th, F, Sa	1:00 pm - 1:45 pm	Midco Aquatic Center		\$0.00	Available	Info	Book
888887-10	2:00-2:45 p.m. Session	06/08/2020 -12/31/2020	Su, M, Tu, W, Th, F, Sa	2:00 pm - 2:45 pm	Midco Aquatic Center		\$0.00	Available	Info	Book
888887-11	3:00-3:45 p.m. Session	06/08/2020 -12/31/2020	Su, M, Tu, W, Th, F, Sa	3:00 pm - 3:45 pm	Midco Aquatic Center		\$0.00	Available	Info	Book
888887-12	4:00-4:45 p.m. Session	06/08/2020 -12/31/2020	Su, M, Tu, W, Th, F, Sa	4:00 pm - 4:45 pm	Midco Aquatic Center		\$0.00	Available	Info	Book
888887-13	5:00-5:45 p.m. Session	06/08/2020 -12/31/2020	M, Tu, W, Th, F, Sa	5:00 pm - 5:45 pm	Midco Aquatic Center		\$0.00	Available	Info	Book
888887-14	6:00-6:45 p.m. Session	06/08/2020 -12/31/2020	M, Tu, W, Th, F	6:00 pm - 6:45 pm	Midco Aquatic Center		\$0.00	Available	Info	Book



Find your desired time of day, followed by the day of week in the grid. You may notice that some rows say **unavailable in red**. Disregard that message and click on the calendar icon for your desired time and day of the week (noted by arrow). You will then be brought to the below screen.

Toggle Items in the Calendar

<< Previous Year   Previous Month   Today   June - 2020   Next Month   Next Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	9 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	10 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	11 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	12 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	13 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am
14 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	15 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	16 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	17 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	18 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	19 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	20 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am
21 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	22 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	23 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	24 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	25 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	26 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	27 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am
28 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	29 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	30 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	1 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	2 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	3 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am	4 8:00-8:45 a.m. Session (0/10) 8:00 am - 8:45 am

Search for the desired date on the calendar and click on the information box. If the box is green, you may book that time slot. If the box is blue, that time slot isn't available or is too far in advance. Select a green desired time slot and you will be brought to the screen on the next page.

Click the 'Add To Cart' to reserve the time slot.

8:00-8:45 a.m. Session (888887-04): 06/10/2020 @ 8:00 am

Add To Cart Clear Selection

After adding a reservation to your cart, you will be prompted to log in. Reference the last page of this document for directions for retrieving online login information.



Welcome, Guest | [Login](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

[HOME](#) [SEARCH](#) [CONTACT US](#) [EVENT CALENDAR](#)



WebTrac Login

Username \*

Password \*

[Forgot Username?](#)

[Forgot Password?](#)

[New User? Create New Account](#)

After logging into the system, you will be prompted to choose the household member(s) that will be using the reservation. Select the desired member and hit Continue.



Welcome, Quissell #11 | [Logout](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

[HOME](#) [SEARCH](#) [MY ACCOUNT](#) [CONTACT US](#) [EVENT CALENDAR](#)



Chad Quissell

8:00-8:45 a.m. Session (888887-04)

You will then be brought to a screen to review your reservation. If all information is correct, click 'Proceed to Checkout'. Your reservation is now booked, we look forward to seeing you back at the facility! 😊



Welcome, Quissell #11 | [Logout](#) | [Shopping Cart \(1\)](#) | [Wishlist \(0\)](#)

[HOME](#) [SEARCH](#) [MY ACCOUNT](#) [CONTACT US](#) [EVENT CALENDAR](#)



✓ New Charges In Shopping Cart

Shopping Cart

Showing 1 To 1

Description	Name	Total Fees	Total Results (1)
8:00-8:45 a.m. Session (888887-04) On 06/11/20 (Enrolled)	Chad	\$ 0.00	1
Grand Total Fees Due		\$ 0.00	
Total Old Balances Not in Shopping Cart		\$ 0.00	

# Online Login Information Tutorial

All users must have an account to reserve pool space online.

The good news is that if you have ever purchased a swim pass, or reserved a facility through Sioux Falls Parks and Recreation, you already have an online account.

For individuals that don't know their online account login information, below is default login information.

- Username: 10 digit primary phone number
- Password: first name of the primary household member in our system.

Users can also attempt to reset their online username and or password through following the directions online.



Welcome, Guest | [Login](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

[HOME](#) [SEARCH](#) [CONTACT US](#) [EVENT CALENDAR](#)

WebTrac Login

Username\*

Password\*

[Forgot Username?](#)

[Forgot Password?](#)

[New User? Create New Account!](#)

New users must create a profile before reserving pool space online. To create a new profile online, click on the 'New User? Create New Account!' link.

Please note that all new profiles must be approved by Sioux Falls Parks and Recreation staff. This step must be done before the new profile can be used to complete a transaction online. New profiles are typically approved Monday-Friday between 8 a.m. and 5 p.m.



Welcome, Guest | [Login](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

[HOME](#) [SEARCH](#) [CONTACT US](#) [EVENT CALENDAR](#)

New Account Information

Login (up to 50 chars)\*

Password (up to 50 chars)\*

Re-Type to Confirm\*

Household Primary Person Information

First Name\*  Last Name\*

Street Address\*

City\*  State\*  Zip Code\*

Email #1\*  Confirm Email\*  Phone #1\*

Gender  Birthday\*

Authorize Contacts Via Email  Participate in Promotions

Additional Family Member

Emergency Contacts