

## SELECTION CALENDAR

Selection calendar shows you sports services available for SportUni members. You may also reserve services here. There is a mobile version and a browser version of Selection Calendar available.

- Types of sports in Selection Calendar:
  - Group exercise = All group exercise classes
  - Ball games = Badminton and Open ball gaming slots
  - Courses = All sports courses
  - Gym = Open gym events
  - Personal services = Massage, Sports counseling, Gym instruction
  - Outdoor ball games = Beach volley
  - Other = Billiards, Booking of group exercise rooms, Events
- You may limit the viewed selection by choosing only desired campus(es).
- You will get more information (time, place, price etc.) by clicking the events. Reservations and enrollments are done in this same window.

## Course enrollments

- Open the course from Selection Calendar (or from course listing at web pages)
  - Click "Enroll on the course" link
  - Course info and payment info are updated to "My Page". There is a delay in generating the reference number of payment. The system will inform you at My Page if the number is not ready yet.
  - You will receive an automatic confirmation email after enrollment. A reminder email is also sent just before the course begins.
- Course info has a comment text if the course enrollment has not yet started, enrollment has finished or the course and its waitlist is full.
- You may click "Put yourself on waitlist" link if the course is full but there are still places at waitlist. If anyone already accepted on the course cancels the enrollment, the first person on the waitlist is accepted on the course. The acceptance is confirmed by email, "My Page" information is updated with payment information and text "Waitlist" disappears.

## Amounts of reservations and cancellations

- Courses have no maximum amount in enrollments. Cancellation is possible during enrollment period.
- Badminton courts may be reserved max. 3 slots/week. Cancellation is possible until the beginning of slot.
- Personal Services have no maximum amount in reservations. Gym training for beginners and Sports counseling are however meant to be non-recurrent. Cancellation is possible until 12pm on previous day.
- Beach Volley court may be reserved max. 1 slot/day. Cancellation is possible until the beginning of slot.
- Billiards table may be reserved max. 1 slot/week. Cancellation is possible until the beginning of slot.
- Group exercise room may be reserved max. 3 slots/week. Cancellation is possible until the beginning of slot.

## My Page

- Your personal reservations and their information can be seen at My Page on our web pages.
- Sign up with Haka -system.
- You may see information about the reservations by clicking the reservation headings.
- You may cancel reservations here by clicking the "Cancel" button .

## FACILITY CALENDAR

Facility Calendar shows you how different sports facilities are occupied or available. Here you can also see the reservations of departments, sports clubs, guilds etc. groups. Facility Calendar also includes opening hours of facilities for the whole period of activity. There is a mobile version and a browser version of Facility Calendar available.