



## How to Reserve and Cancel a Reservation for the Rec

To reserve a space in the REC

1. Log into Rec Sports online at <https://recsports.uwlax.edu/>, make sure to use your net ID and password (do not use @uwlax.edu)
2. Either choose the Reserve Space icon or choose Reserve Space from the menu
3. Choose the correct area you want to reserve, such as Fitness Center, Courts, Climbing Wall, Racquetball Court or the MAC
4. Now choose the time and day you would like and click on Book Now

To cancel your reservation, do the following:

1. Log in with your net id and password on the Rec Sports portal at: <https://recsports.uwlax.edu/>
2. Either choose the Reserve Space icon or choose Reserve Space from the menu
3. Under Bookings, there is an Upcoming category, find the correct day and time under Upcoming, click on the 3 dots and choose cancel booking