

**SELF-SERVICE PORTAL:**

Step-by-step instructions.

Create an account [https://rivercitysportplex.ezfacility.com/Sessions#](https://rivercitysportplex.ezfacility.com/Sessions)

After you log in, look at the menu in your left column.

Menu choices.

1. Click on “Book Sessions” – individual sessions
	1. Individual sessions: public skate, freestyle, stick & puck,

drop-in hockey) – look at the calendar to the right and click on the session you want. Click on Buy Package to secure your spot.

2. Click on “Buy Package" – punch passes

a. Punch Passes - public skate, freestyle, stick & puck, drop-in hockey. Proceed with the payment screen. Next time you want to book your session, select the session, and click on Book to secure your spot.

1. My Schedule: will show you what sessions you have booked.
2. In the Sessions Schedule to the right of the menu; you can filter by category and change the schedule view to make it more user-friendly.
3. If you need assistance, we are here to help. Thank you!

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