



LARRY & MICHAEL SMITH FITNESS CENTER RESERVATION SYSTEM

- RESERVATIONS PROCESS WILL TAKE 5 MINUTES OF YOUR TIME (MAYBE LESS!)
- RESERVATIONS **ARE REQUIRED** TO ENTER THE LARRY & MICHAEL SMITH FITNESS CENTER
- INDIVIDUALS CAN BOOK NO MORE THAN TWO HALF-HOUR BLOCKS PER DAY
- RESERVATIONS MUST BE MADE AT LEAST 12 HOURS PRIOR TO START OF WORKOUT TIME

INSTRUCTIONS

- STEP 1:** GO TO [HTTPS://SUFFOLK.LIBCAL.COM](https://suffolk.libcal.com)
- STEP 2:** CLICK "BOOK A SEAT/SPACE"
- STEP 3:** CLICK "LOCATION" DROP DOWN MENU; SELECT "FITNESS CENTER"
CLICK "SHOW AVAILABILITY" TO ACCESS BOOKING SCHEDULE
- STEP 4:** USE "GO TO DATE" TO FIND DESIRED DATE
SELECT DATE
- STEP 5:** SELECT PREFERRED MACHINERY AND TIME BLOCK(S) IN **GREEN**
RED BLOCKS CANNOT BE BOOKED
- STEP 6:** CLICK "SUBMIT TIMES" BELOW BOOKING SCHEDULE
- STEP 7:** FILL OUT BOOK DETAILS FORM — FULL NAME, EMAIL, STUDENT(STAFF) ID # AND PHONE NUMBER
CLICK "SUBMIT MY BOOK"
- STEP 8:** RECEIVE EMAIL CONFIRMATION OF BOOKING
NEED TO CANCEL? THE CANCELLATION LINK WILL BE IN YOUR CONFORMATION EMAIL

RESERVATION HOURS

MONDAY — THURSDAY

BLOCK 1:	10:00 AM - 10:30 AM
BLOCK 2:	10:30 AM - 11:00 AM
BLOCK 3:	11:30 AM - 12:00 PM
BLOCK 4:	12:00 PM - 12:30 PM
BLOCK 5:	1:00 PM - 1:30 PM
BLOCK 6:	1:30 PM - 2:00 PM
BLOCK 7:	2:30 PM - 3:00 PM
BLOCK 8:	3:00 PM - 3:30 PM
BLOCK 9:	4:00 PM - 4:30 PM
BLOCK 10:	4:30 PM - 5:00 PM
BLOCK 11:	5:30 PM - 6:00 PM
BLOCK 12:	6:00 PM - 6:30 PM
BLOCK 13:	7:00 PM - 7:30 PM
BLOCK 14:	7:30 PM - 8:00 PM

FRIDAY & SATURDAY

BLOCK 1:	10:00 AM - 10:30 AM
BLOCK 2:	10:30 AM - 11:00 AM
BLOCK 3:	11:30 AM - 12:00 PM
BLOCK 4:	12:00 PM - 12:30 PM
BLOCK 5:	1:00 PM - 1:30 PM
BLOCK 6:	1:30 PM - 2:00 PM
BLOCK 7:	2:30 PM - 3:00 PM
BLOCK 8:	3:00 PM - 3:30 PM
BLOCK 9:	4:00 PM - 4:30 PM
BLOCK 10:	4:30 PM - 5:00 PM

SUNDAY

CLOSED

QUESTIONS?

PLEASE CONTACT ASSISTANT ATHLETIC DIRECTOR JEFF JURON AT JJURON@SUFFOLK.EDU