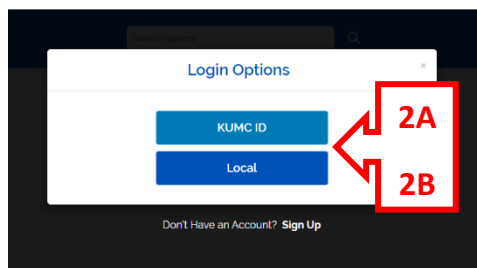
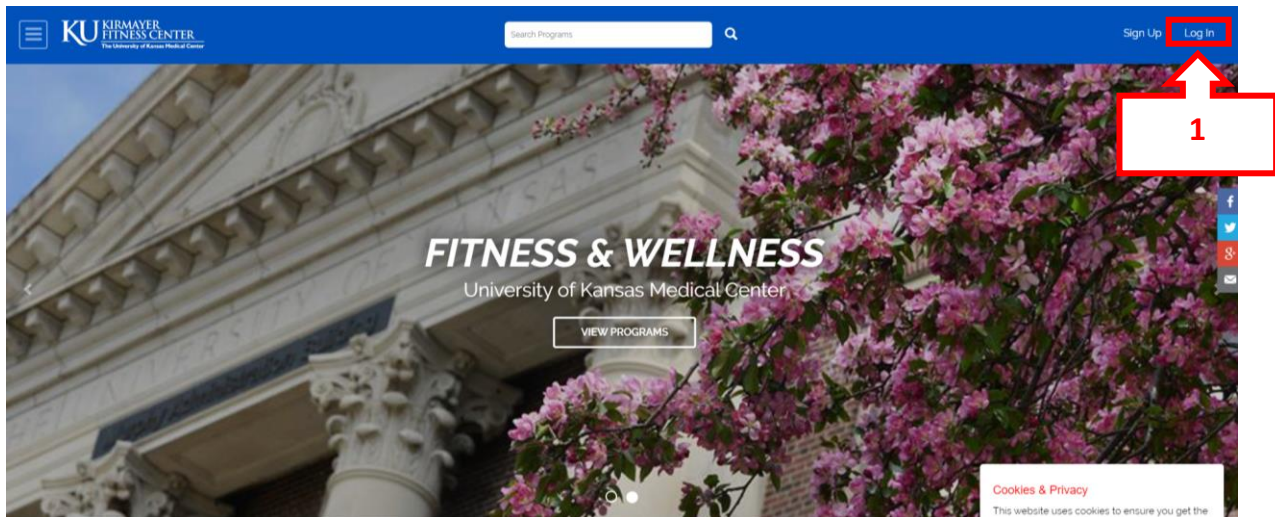


How to submit a Kirmayer facility booking request:

**\*\*\*Please note: A facility “booking” can be made for the pool, racquetball/squash courts and pickleball setups. Bookings for those explicit areas are free.\*\*\***

1. Login at the following web address:

[kirmayer.kumc.edu](http://kirmayer.kumc.edu)



**2A.** KUMC University Staff and Students will choose the **KUMC ID** and login using their KUMC username and password.

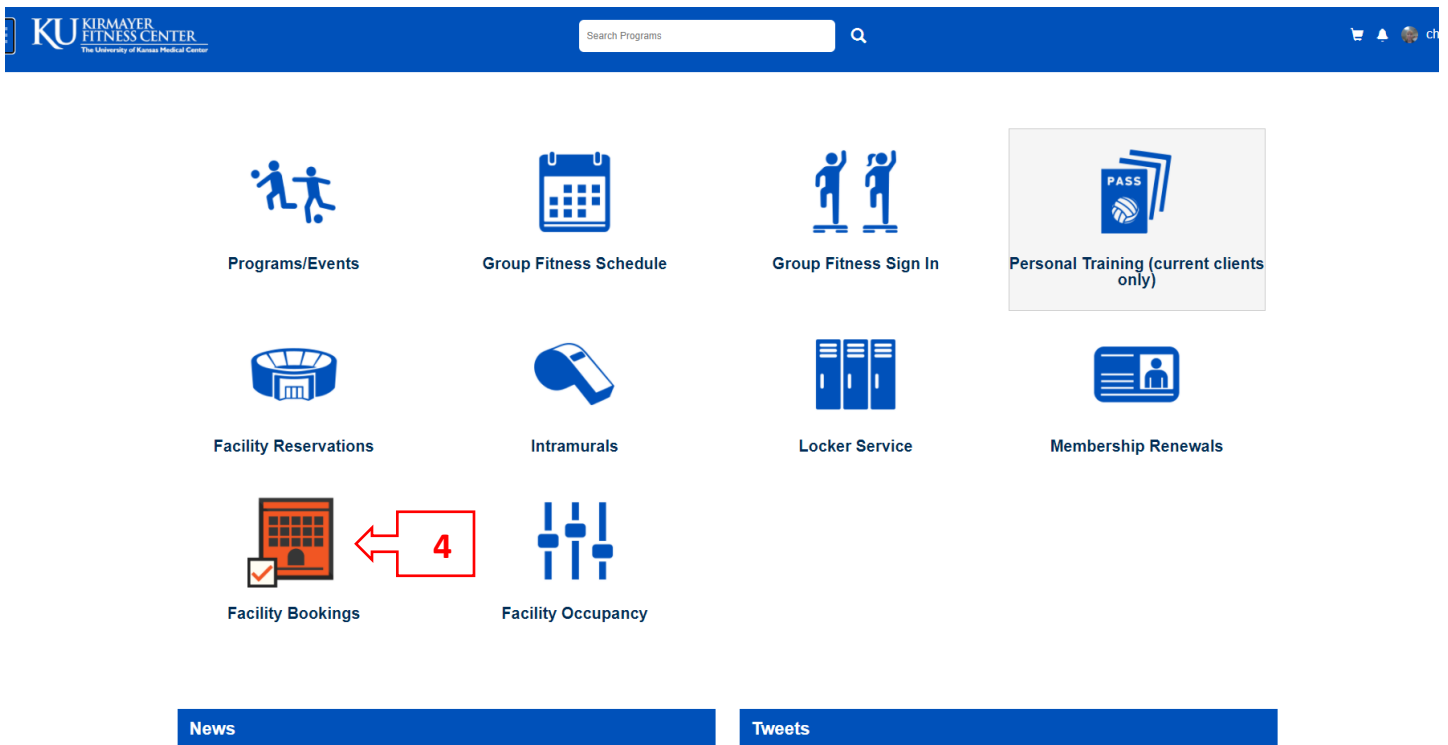
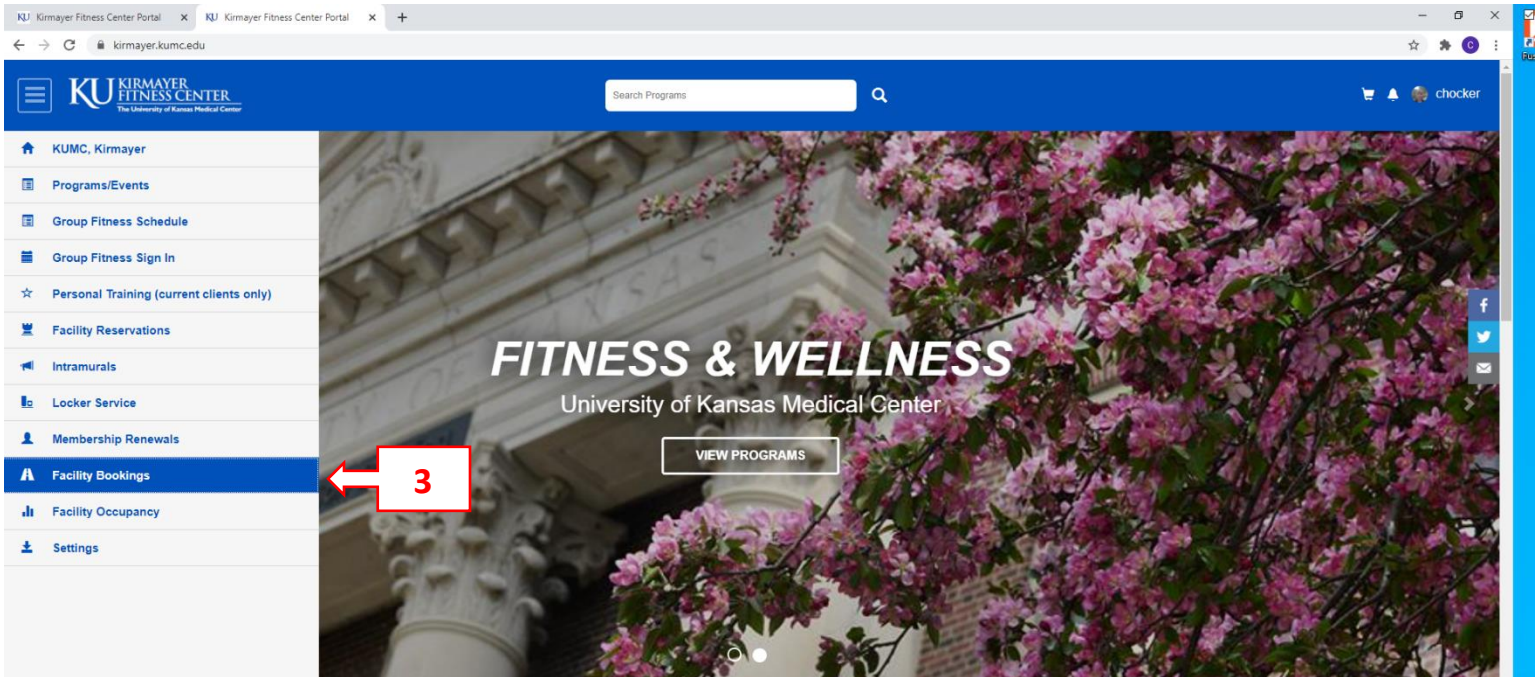
**2B.** Community Members, Medical Referrals, and Health System Employees will create an account and choose the **Local** Login option.

**\*\*Local Logins:** *If this is your first-time logging into the portal, please email Kirmayer at [kirmayer@kumc.edu](mailto:kirmayer@kumc.edu) to ensure your account has been activated.* \*\*

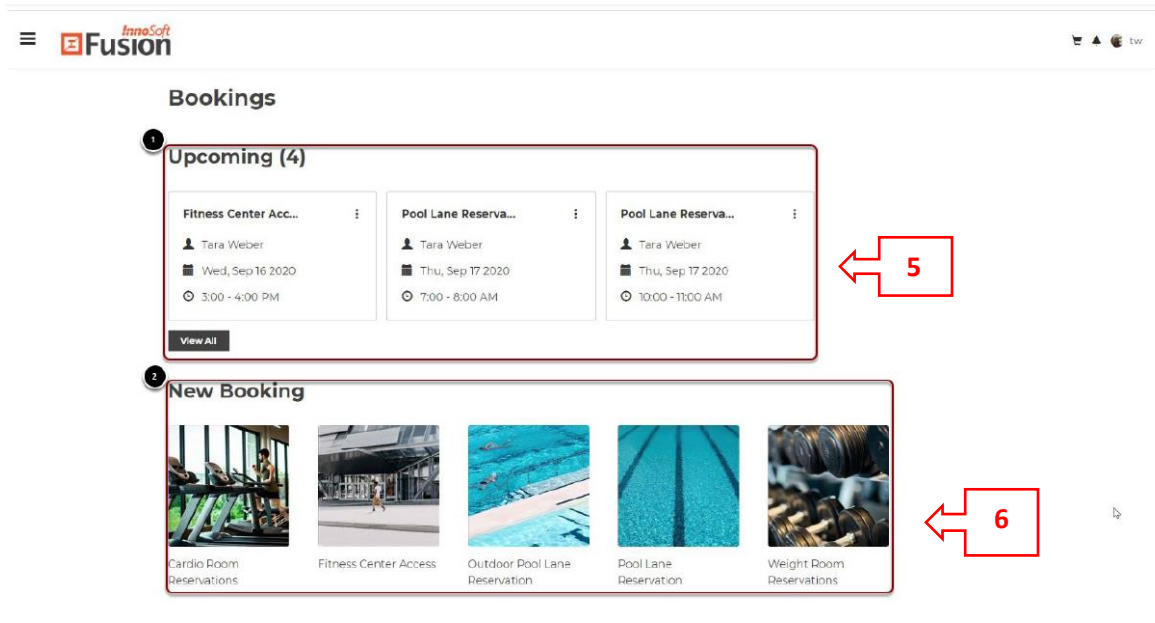
3. From the dashboard select the menu icon to the left of the screen and select “Facility Bookings”.

Kirmayer Fitness Center  
3901 Rainbow Blvd., Kansas City, Kansas 66160  
913.588.1532  
[kirmayer@kumc.edu](mailto:kirmayer@kumc.edu)

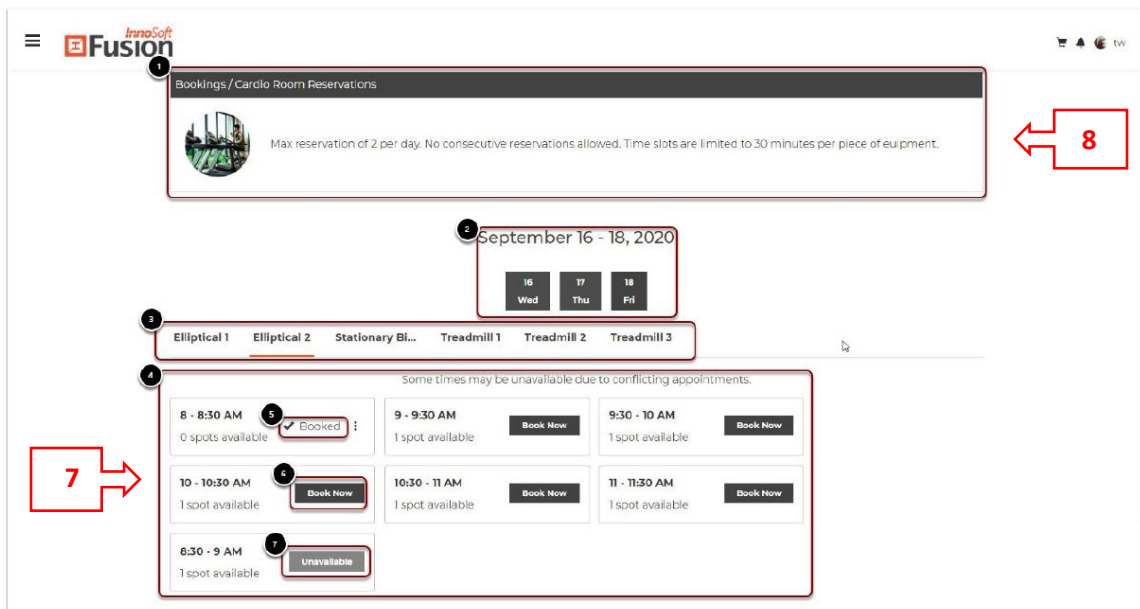
4. OR select "Facility bookings" on the portal front page.



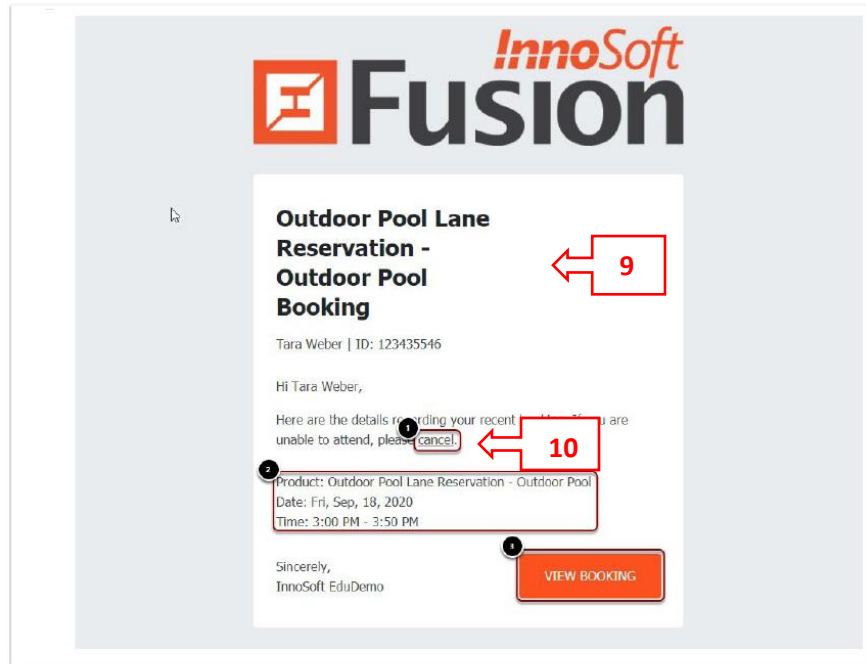
- Once on the bookings page, if you have any upcoming bookings already scheduled, they will appear above the new bookings tab with their own tile.
- Facilities to book will show below the upcoming bookings, under “New Bookings”. Click which facility you would like to book to continue.



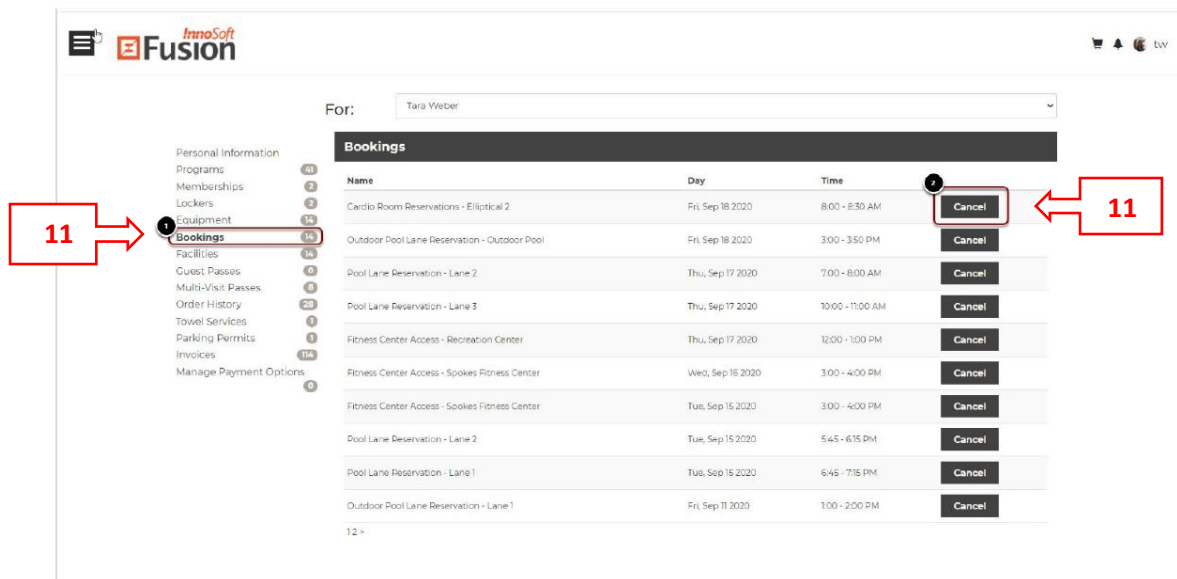
- Once you click the desired facility, you will be taken to a screen to select available times and dates for the selected facility. **NOTE: Facilities can only be booked up to 30 days in advance.**
- Any booking policies will be stated at the top of the screen.



9. Details of the booking will be sent via email. **NOTE: Once you book the time, it is yours. There will be no further follow-up from Kirmayer staff.**
10. If you wish to cancel, simply click the cancel link in the confirmation email. The link will send you to your profile on the member portal. **NOTE: There are 3 ways to cancel a booking.**

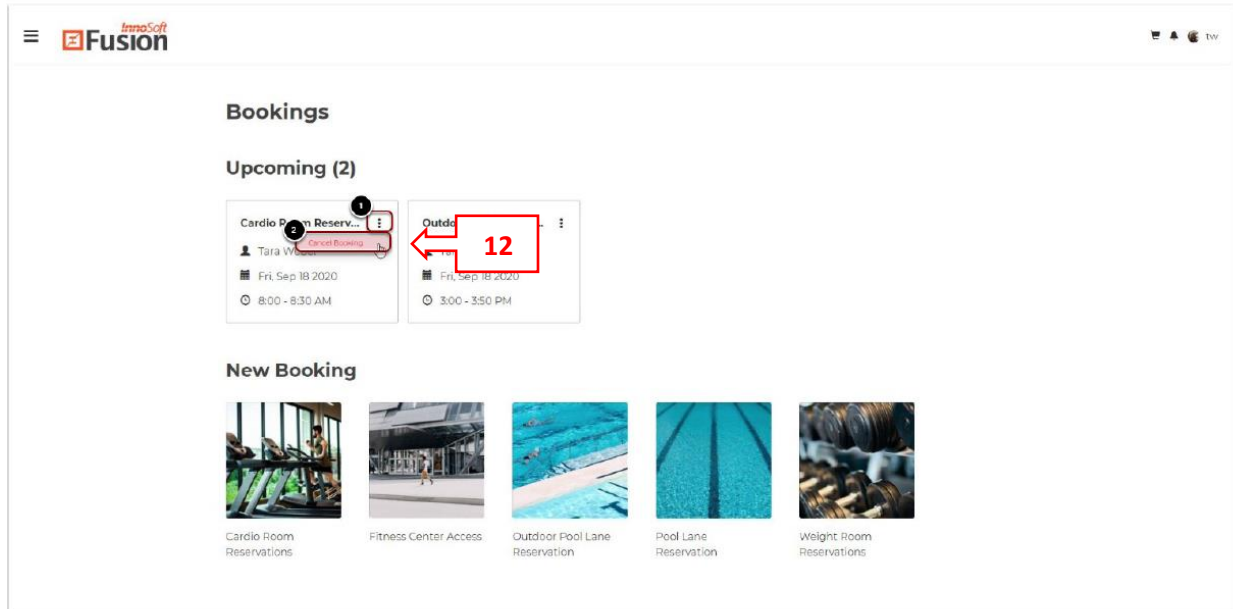


11. After navigating your profile, click the bookings tab. Click cancel next to the booking you would like to cancel.





12. From the bookings page under “Upcoming”, click the three vertical dots by the booking you would like to cancel and click “Cancel Booking”.



13. Inside the facility booking page, find the date and time that you booked, click the three vertical dots and click “Cancel Booking”.

