## How to Register for Group Exercise Classes

#### On the Weinstein Center Portal:

i.

- 1. Go to services.recreation.richmond.edu
- 2. Click "Sign In" in the top right corner.
  - a. UR full-time faculty, staff, and students can login using their UR netID and password.
    - i. NOTE: on the "Sign In" menu, click the blue box where it says "UR Full-time student and employee netID"
  - b. All others click "local" and login with your username and password.
    - Call Member Services at (804) 289-8361 to get set up with your local login information.
- 3. Once logged in, click on "Fitness Classes" on the homepage of the Portal
- 4. On the left side of the screen, under Classifications, select "Group Exercise Classes"
- 5. Click on the class that you'd like to register for
- 6. Choose the date and time, then click "Select"

Select Date & Time					
Wed Peb 14					
3:00 PM - 3:45 PM					
29 Spots Left 💄 Katie G 🔮 MPR 203	Not in Check In Period	\$0.00	✓ Selected		
			Details		
			A		
our spot isn't confirmed until you complete the registra	ion process. <u>View your Selections.</u>	Clear Selection	Register		

- a. This will populate the blue "Register" button
- 7. Click "Register"
  - a. Note: classes will be available for registration **25 hours** in advance, and registration closes 15 minutes before a class starts.
- 8. Select yourself and/or any family members that you want to register for the class
- 9. Click "Next" on the payment screen (classes are free!)
- 10. Waiver screen Click the dropdown arrow next to the red "Not Accepted" this will populate the fitness waiver and a green "Accept" button

Please review and accept	
Sarah Lee Barre	Not Accepted
this fitness program if your physician or he physical condition that may increase your r	and this or any other exercise program many result in injury. Do not start alth care provider advises against it advises, or if you have a medical or isk of injury or death. If you experience faintness, dizziness, pain or sing you should stop immediately. Those following the workout routines do
Decline	Accept

- a. Click "Accept" to accept the waiver
- 11. Click "Proceed to Checkout"
- 12. Click "Checkout" on the shopping cart, then again on the pop-up to confirm your checkout.
- 13. Once you are successfully registered, you will see the "Your order was processed successfully" confirmation page. You will also receive an email confirmation.

### On the FusionGO Mobile App:

- 1. Open the app and click on "Fitness Classes"
- 2. Select the class you'd like to attend from the calendar.
- 3. Click "Register"
  - a. This will transfer you over to the UREC Member Portal you may already be logged in, or you may need to click "Sign In" in the top right corner. If you have display issues, click "Open in Browser" at the top right of the app.\*\*
    - i. UR full-time faculty, staff, and students can login using their UR netID and password.
    - ii. All others click "local" and login with your username and password.
- 4. Scroll down and click "Select" under the class date/time you'd like to attend
  - a. This will populate a blue "Register" button
- 5. Click "Register" and select yourself and/or the family member you would like to register
  - a. Note: classes will be available for registration **25 hours** in advance, and registration closes 15 minutes before a class starts.
- 6. Click "Next" on the payment screen (classes are free!)
- 7. Waiver screen Click the dropdown arrow next to the red "Not Accepted" this will populate the fitness waiver and a green "Accept" button



- a. Click the green "Accept" button
- 8. Click "Proceed to Checkout"
- 9. Click "Checkout" on the shopping cart, then again on the pop-up to confirm your checkout.
- 10. Once you are successfully registered, you will see the "Your order was processed successfully" confirmation page. You will also receive an email confirmation.

\*\*If you have any issues registering for a class on the app, click "Open in Browser" in the top right corner to move to a web browser on your phone and try from there instead. If you continue to have issues, call Member Services at (804) 289-8361 and they can register you over the phone.

# How to Cancel a Registration

### On a laptop or desktop computer:

- Login to the Member Portal at services.recreation.richmond.edu
- Click "Sign In" in the top right corner
  - a. UR full-time faculty, staff, and students can login using their UR netID and password.
  - b. All others click "local" and login with your username and password.
- Click on your username/member photo in the top right corner, then click "Profile"
- On the left sidebar, click "Program Registrations"
- For the class registration you are canceling, click the three blue dots next to the class info

Upcoming			History	
You have 1 upcoming 6	events.	Sort by:	Date	
	GO	ING		
13	BODY Details 5:15 View PDF MPI Cancel Registration			:

- Click "Cancel Registration"
- Click "Confirm" on the pop-up to cancel the registration
- You should see a green message at the top of the screen that says "Registration has been successfully cancelled."
  - a. The class should then disappear from your registrations

### On a smartphone or tablet:

- Open up a web browser (Chrome or Safari **NOT the UREC App**) and go to the Member Portal at <u>services.recreation.richmond.edu</u>
- Click "Sign In" in the top right corner
  - a. UR full-time faculty, staff, and students can login using their UR netID and password.
  - b. All others click "local" and login with your username and password.
- Click on your username/member photo in the top right corner, then click "Profile"
- Scroll **UP** on the next screen, **above** your Personal Information, Name/Photo, and ID Number
  - a. Above your photo there will be a dropdown menu that says "Profile" click here

Select "Program Registrations"

Viewing as: Sarah Lee	\$
Program Registrations	\$
Profile	
✓ Program Registrations	
Memberships	
Multi Visit P <mark>asses</mark>	
Locker Services	
Facility Access	3
Orders	listory
Invoices	listory
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- Scroll down and, under "Upcoming" find the class you want to cancel
- For the class registration you are canceling, click the three blue dots next to the class info

U	pcoming			History	
You have 1	upcoming ev	ents.	Sort by:	Date	
		GO	ING		
FEB 13	BODYPIIADTM Details Source PDF MPI Cancel Registration				

- Click "Cancel Registration"
- Click "Confirm" on the pop-up to cancel the registration
- You should see a green message at the top of the screen that says "Registration has been successfully cancelled."
  - a. The class should then disappear from your upcoming registrations

