How to Register for Group Exercise Classes

On the Weinstein Center Portal:
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.
      i. 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"

   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

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"
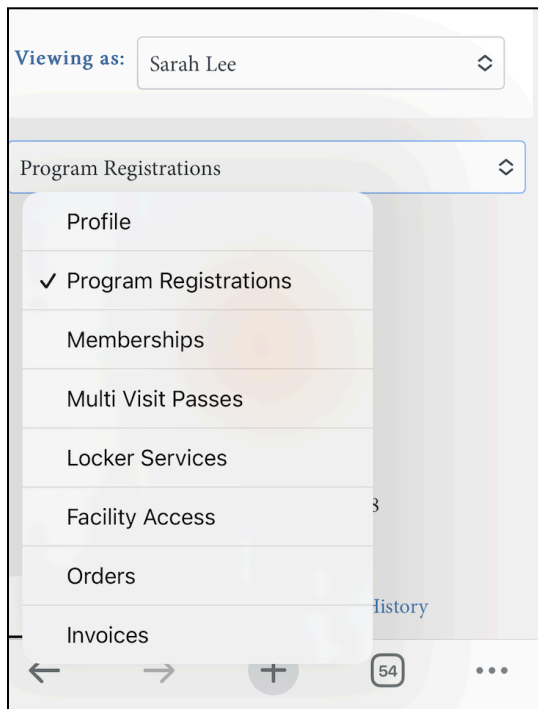- For the class registration you are canceling, click the **three blue dots** next to the class info
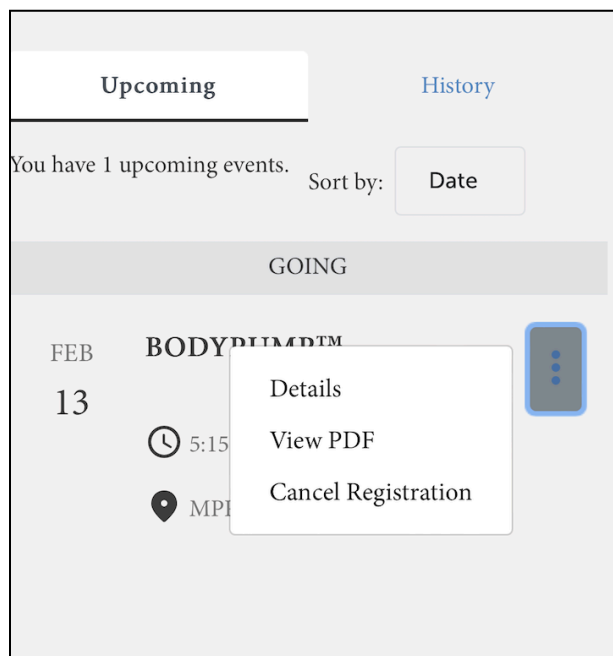
- Click "Cancel Registration"
- Click "Confirm" on the pop-up to cancel the registration
- You should see a green message at the top of the screen that says "Registration has been successfully cancelled."
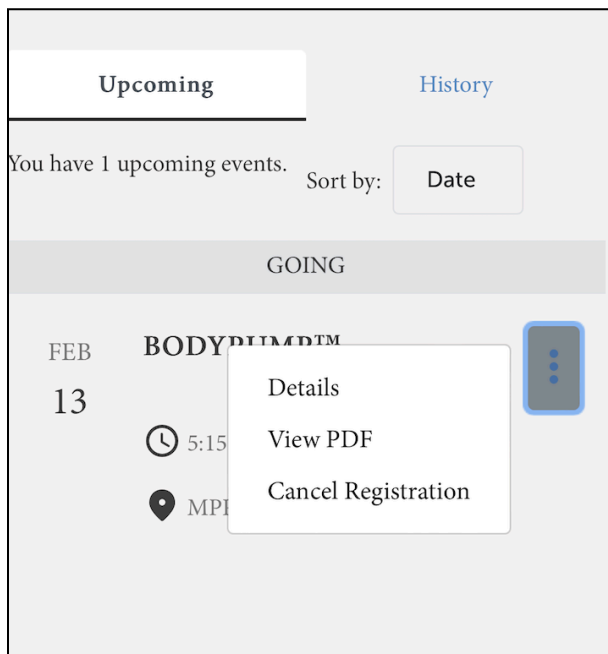   a. The class should then disappear from your registrations

On a smartphone or tablet:
- Open up a web browser (Chrome or Safari - **NOT the UREC App**) and go to the Member Portal at **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"
- 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"

- 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

- 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