

How to Register for Group Exercise Classes

On the Weinstein Center Portal:

1. Go to services.recreation.richmond.edu
2. Click “log 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.
 - i. If you have never logged in to the portal, please call Member Services at (804) 289-8361 to get set up with your local login information.
3. Once logged in, click on “Fitness Classes” and select a class you’d like to attend.
4. Click “Register” under the program instance that you’d like to attend.
 - a. Note: classes will be available for registration up to 7 days in advance, and registration closes 10 minutes before a class starts.
5. Click “Register” on the pop-up window next to your member information.
6. Click “Accept Now” on the Waiver - Fitness Acknowledgement
7. Click “Checkout” on the shopping cart, then again on the pop-up to confirm your checkout.
8. Once you are successfully registered, you will see the “Your order was processed successfully” confirmation page. You will also receive an email confirmation.
 - a. If the class is virtual, you will receive a second email with a link to join the class at the specified day and time.

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” and login with your username and password
 - 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.
 - i. If you have never logged in to the portal, please call Member Services at (804) 289-8361 to get set up with your local login information.
4. Click “Register” under the program instance that you’d like to attend.
 - a. Note: classes will be available for registration up to 7 days in advance, and registration closes 10 minutes before a class starts.
5. Click “Register” on the pop-up window next to your member information.
6. Click “Accept Now” on the Waiver - Fitness Acknowledgement
7. Click “Checkout” on the shopping cart, then again on the pop-up to confirm your checkout.
8. Once you are successfully registered, you will see the “Your order was processed successfully” confirmation page. You will also receive an email confirmation.
 - a. If the class is virtual, you will receive a second email about 10-20 minutes after registering (subject line will say “[CLASS NAME] - Virtual Details”) with a link to join the class at the specified day and time.

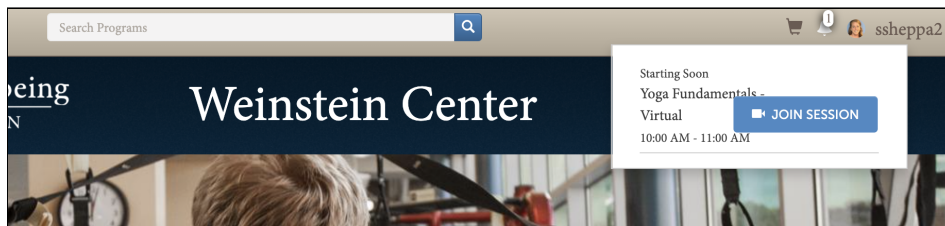


How to Access Virtual Classes After Registering

Option 1: On your “[CLASS NAME] - Virtual Details” email, click on the “Join Session” link and login with your username and password. This will take you directly to the Zoom or YouTube link. You can also copy and paste the link at the bottom of the email directly into an internet browser.

- NOTE: Zoom links will become “active” 30-minutes prior to class time. If you click the link more than 30-minutes before class, it will not take you to the Zoom session and will instead direct you back to the registration page. If that happens, wait until you’re within the 30-minute window and try again.

Option 2: Login to the [portal](#) within 30-minutes of the class start time and click “Join Session” on the notification in the top right corner of the screen. Here is an example of what it will look like:



Option 3: Login to the portal, and then click on your username in the top right corner of the screen. Click on the “Profile” tab. Click on “Registrations” on the left side of the screen. Find the class you registered for, and click on the video camera symbol next to that class. NOTE: the Zoom link will only work during the check-in period, which begins 30-minutes prior to class time.

How to Cancel a Registration

1. Login to services.recreation.richmond.edu
2. Click on your username in the top right corner, then click “Profile”
3. Select “Registrations” on the left side bar
4. For the class registration you are cancelling, click the “...” on the far right side and then select “Cancel Registration” (scroll down if you do not see this option at first)

