How to Register for Group Exercise Classes

https://services.recreation.richmond.edu/
Select “Log In” in the top right corner
Login into your account

NOTE: Any member who is not a full-time student or full-time employee: click the second button local account. If you have not yet set up a local account, please contact Member Services at (804) 289-8361 to set-up your username and temporary password.
Scroll down and select “Group Fitness”
Select the class you’d like to participate in

<table>
<thead>
<tr>
<th>Classification</th>
<th>All Categories</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness</td>
<td>Barre - Virtual</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>BodyPump - Virtual</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Core Barre - Virtual</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Fitness Class - Virtual</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>HIIT - Virtual</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Mobility - Virtual</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Roll with It - Virtual</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Vinyasa Yoga - Virtual</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Select “Register”
Read and select “Accept Now”
Select “Checkout”
Select “Checkout”
Order Confirmation

Your order was processed successfully

Payment was Successful
An receipt has been sent to you.

Devan Martinez
O-08998

<table>
<thead>
<tr>
<th>Item</th>
<th>Customer Name</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program: HIIT - Virtual</td>
<td></td>
<td>1</td>
<td>$0.00</td>
<td>$9.00</td>
</tr>
<tr>
<td>Program Details:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: $9.00
Tax: $0.00
Total: $9.00

Refund Policy
Refund request forms must be submitted to Member Services no later than 3 business days prior to the start of the program. If approved, refunds may take up to 10 business days to process due to the required University check request procedures. If a class or program is cancelled by University of Richmond Recreation & Wellness, due to weather, it will be rescheduled at the next available time or a refund will be issued.
You will receive an email confirmation

It includes a calendar invite and link to join the class (if virtual)
How to Cancel Your Registration

https://services.recreation.richmond.edu/
Select “Profile” in the top right corner.
Select “Registrations” on the left
Select “…” and then select “Cancel Registration”
Select “Yes, Cancel Registration”
Things To Know

• You must register to participate in group exercise classes
• Registration Opens
  • 7 days prior to start of class time
• Registration Closes
  • 1 hour prior to start of class time (outdoor classes)
  • 10 minutes prior to start of class time (virtual)
• Class Cancellations – Outdoor Classes
  • Classes will be cancelled 1 hour prior to start of class time if no participants are registered
  • Classes will be cancelled for inclement weather
    • Registered participants will get an email notification
Things To Know

- Cancelling Your Registration
  - Cancellation period opens 7 days prior to start of class time
  - Cancellation period closes 1 hour prior to start of class time
- Class Size – Outdoor
  - Outdoor classes are limited to 9 participants
    - Please cancel your registration in a timely manner if you are no longer able to attend a class so that other members will be able to participate
- We encourage everyone to bring their own mats for outdoor classes
- You may receive an email from your instructor about class specifics prior to class
THE DOOR IS NOW OPEN TO THE WEINSTEIN CENTER

DOWNLOAD
THE UNIVERSITY RECREATION APP

Available on Apple store and Google Play

Visit recreation.richmond.edu for more detailed instructions on how to download and use the app.