

How to Sign Up and Unregister on the Member Portal

- 1 Log into Member Portal
- 2 On the left hand side click **GROUP FITNESS**
- 3 Go to the **ALL EVENTS** drop down menu and select the Category for the activity in which you are interested
- 4 Click **SEARCH CLASSES**
- 5 Once you've found the class/reservation you like, click **LEARN MORE**
- 6 Select a date and time and click **SIGN UP**
- 7 Select the individual(s) who you would like to sign up and click **REGISTER**
- 8 Once complete, you can click **HOME** to return to the home screen of the portal
- 9 On the right hand side of the Home screen, the reservation is listed under **MY EVENTS**. The drop down menu defaults to the **NEXT 7 DAYS**. If your reservation is further out, click the drop down to select **NEXT 14 DAYS**.
- 10 You may also Unregister for your class/reservation by clicking the **UNREGISTER LINK** of your registration listed under My Events

