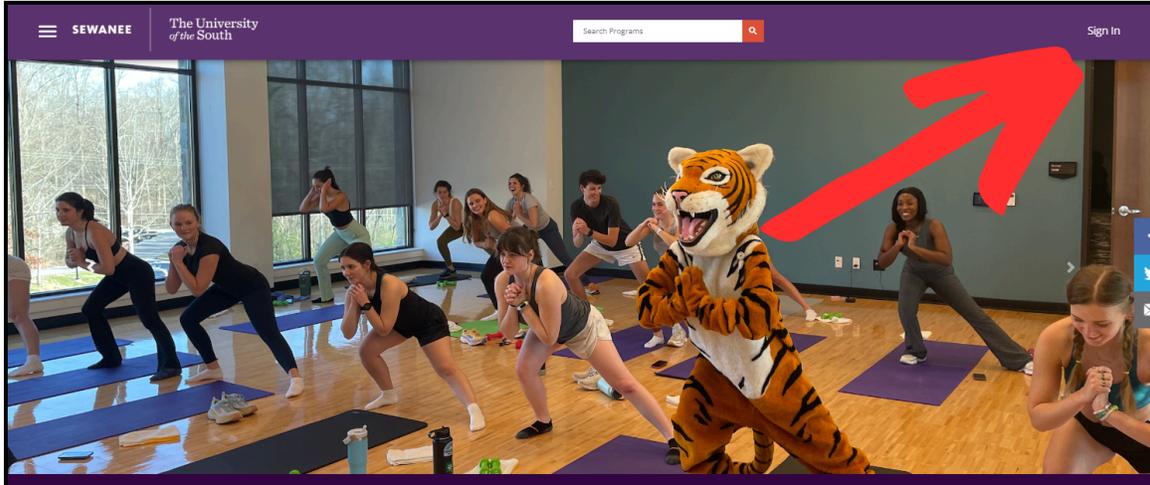


GROUP EXERCISE REGISTRATION
(Registration and Cancellation)

HOW TO REGISTER FOR A GROUP EXERCISE CLASS

1. Sign into your online account on the FitWell Member Portal. Go to fitwell.sewanee.edu. Click "Sign In" at the top right corner of the page.



2. **Current students, faculty, and staff:**

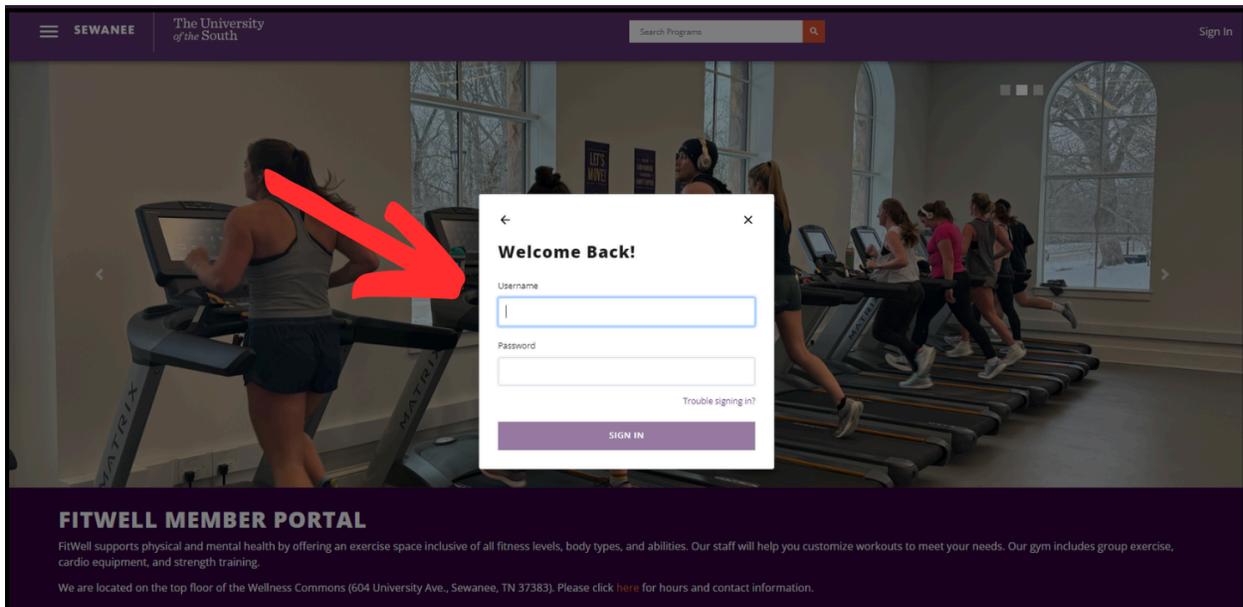
Username: Sewanee email before the @ sign
(Example: kgperlot)

Password: Brightspace/Banner/Email universal password

FitComm (Community Memberships):

Username: Full email address used when membership was created
(Example: ksunshinep95@gmail.com)

Password: Password that was used when membership was created



GROUP EXERCISE REGISTRATION (Registration and Cancellation)

3. Select the “Group Fitness” Icon. This will bring you to the full list of class offerings by class name.

The screenshot shows the FITWELL MEMBER PORTAL website. At the top, there is a navigation bar with the 'SEWANEЕ' logo, 'The University of the South' logo, a search bar, and a 'Sign In' link. Below the navigation bar is a purple header with the text 'FITWELL MEMBER PORTAL' and a brief description of the facility. A large red arrow points to the 'Group Fitness' icon, which is a purple square with the text 'Group Exercise Classes' and 'Group Fitness'. Other icons for 'Memberships and Day Passes' and 'Community Memberships' are also visible. Below the icons is a 'CALENDAR' section showing a list of classes for the week of September 19-23, 2024, including Pilates with Hayden, Yoga with Kate, and Unleash Your Power.

4. Select the class you want to attend (i.e. Meet Me at the Barre).

The screenshot shows the 'Programs' page on the FITWELL MEMBER PORTAL website. The page displays a grid of 16 class offerings, each with a colorful icon and a title. A large red arrow points to the 'MEET ME AT THE BARRE' class, which is a purple square with the text 'MEET ME AT THE BARRE' and 'Meet Me at the Barre'. Other classes include Dumbbell Strength Training, Express Spin, Friday Spin, Pilates, Saturday Spin, Spin, Strength, and Stretch, Stretching and Conditioning, Sunday Spin, Themed Thursday Spin, Tuesday Spin, Unleash Your Power, Vinyasa Yoga, Wake Up and Flow, Yoga Flex, and Yoga with Kate.

GROUP EXERCISE REGISTRATION (Registration and Cancellation)

5. On this page, the available dates for classes will be visible. From here click on the date you want to attend class (i.e. Tue Oct 8) and press “Select”.

SEWANEE | The University of the South

Search Programs

Programs | Group Fitness | Meet Me at the Barre

MEET ME AT THE BARRE

\$0.00

Barre is a strength and sculpting class that typically uses a ballet barre, but it is not a dance or ballet class. No previous barre experience is required. Instructor: Leigh Collins. Location: Wellness Commons 203, 4:30PM-5:25PM

SHOW LESS

Select Date & Time

TUE SEP 10	TUE SEP 17	TUE SEP 24	TUE OCT 1	TUE OCT 8
---------------	---------------	---------------	--------------	----------------------

4:30 PM - 5:25 PM

12 Spots Left | Leigh C | 203 Wellness Classroom

\$0.00 | SELECT

6. Once the class is selected, press “Register” at the bottom right corner of the page.

SEWANEE | The University of the South

PRIVACY | LIBRARY | TRAVELING TO SEWANEE | CORONAVIRUS (COVID-19) | SUPPORT

Your spot isn't confirmed until you complete the registration process. [View your Selections.](#)

CLEAR SELECTION | REGISTER

GROUP EXERCISE REGISTRATION (Registration and Cancellation)

7. This will bring you to the Registration page for the class and date you selected. From here, you will select the "Proceed to Checkout". **Note: All group exercise classes are included in your membership, whether current student, faculty, staff, or FitComm member.**

The screenshot shows the registration page for "Meet Me at the Barre" on the University of the South website. The page includes a navigation bar with the SEWANEE logo and a search bar. The main content area displays the class name, a countdown timer (19 minutes left), and a "How would you like to pay?" section. Two payment options are available: "Pay in full" (selected) and "Pay less up front". A "Payment Summary" box shows a subtotal of \$0.00. A red arrow points to the "PROCEED TO CHECKOUT" button.

Register For Meet Me at the Barre

You have 19 minutes left to register and checkout

How would you like to pay?

FitWell User

4:30 PM - 5:25 PM
Oct 8
Leigh C
11 Spots Left

Pay in full Lowest cost: \$0.00

Pay less up front

Payment Summary
Subtotal: **\$0.00**

EXIT

PROCEED TO CHECKOUT

8. This will bring you to your shopping cart. The information for the class and date will be visible and you will select the "Checkout" option, if you are only registering for one class.

The screenshot shows the shopping cart page. The cart contains one item: "Meet Me at the Barre" for a quantity of 1, with a unit price of \$0.00 and a total of \$0.00. A "REMOVE" button is next to the item. Below the cart items is a promo code field with an "APPLY" button. A summary section shows a subtotal of \$0.00, tax of \$0.00, and a total of \$0.00. A red arrow points to the "CHECKOUT" button.

SHOPPING CART

FitWell User O-27599

Item	Customer Name	Quantity	Unit Price	Total	
Meet Me at the Barre <small>Programs instance: Tuesday, October 8, 2024 4:30P to 5:25P</small>	FitWell User	1	\$0.00	\$0.00	REMOVE

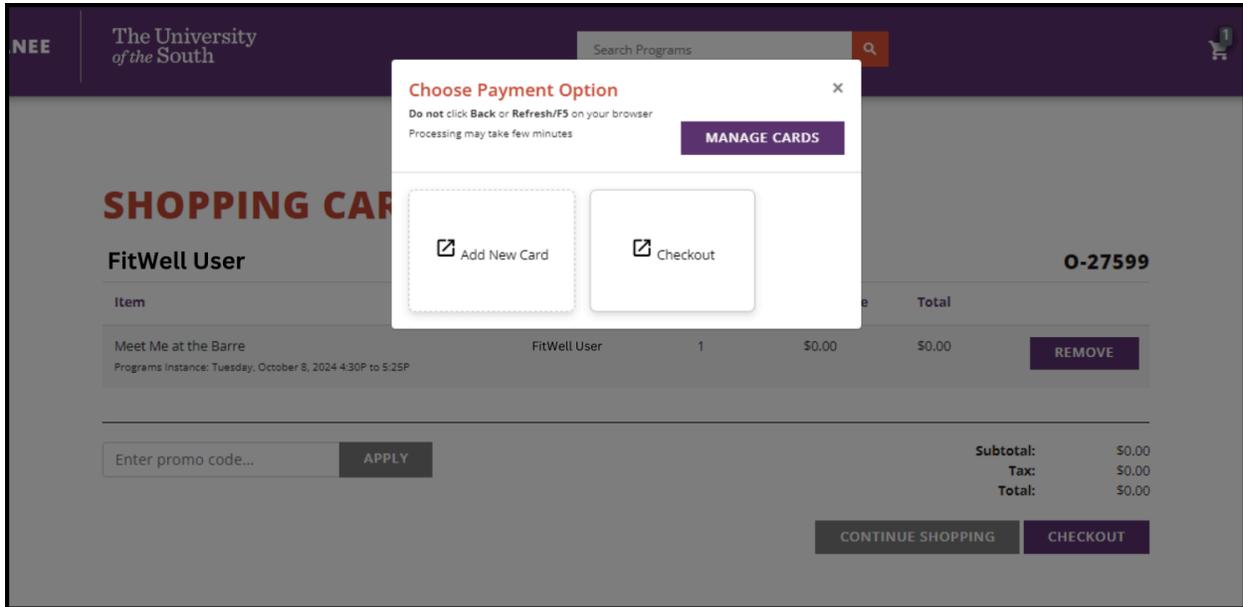
Enter promo code... **APPLY**

Subtotal: \$0.00
Tax: \$0.00
Total: \$0.00

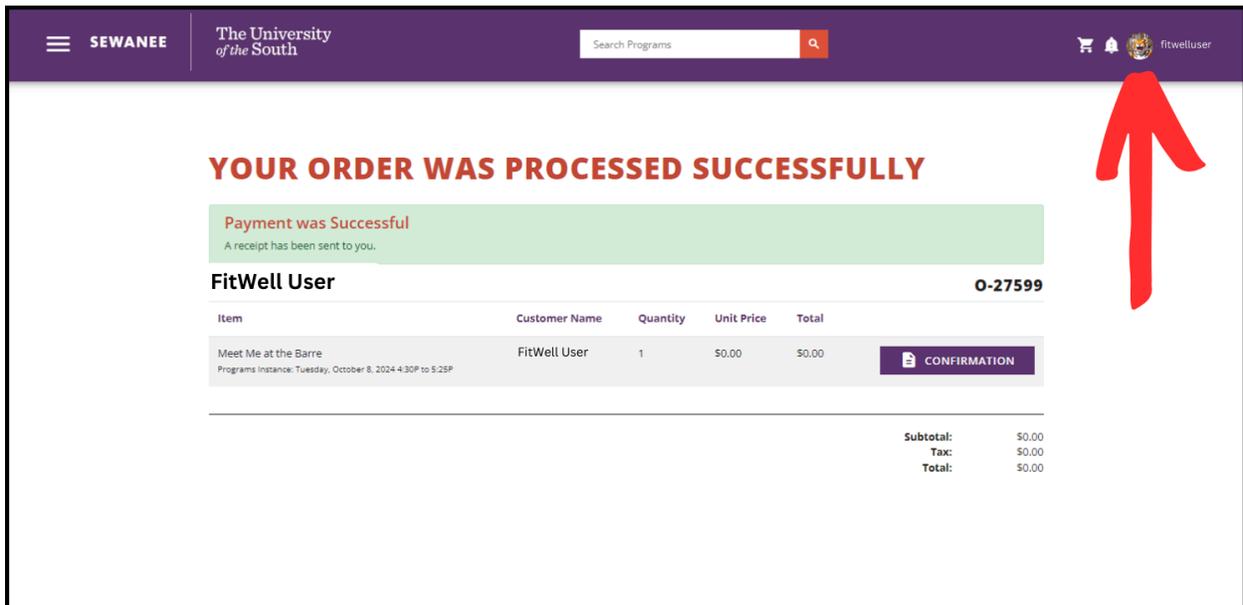
CONTINUE SHOPPING **CHECKOUT**

GROUP EXERCISE REGISTRATION (Registration and Cancellation)

9. You will be prompted to Choose Payment Option and select the “Checkout” icon. **Note: All group exercise classes are included in your membership, whether current student, faculty, staff, or FitComm member.**



10. You will then be notified that your order was processed successfully.



GROUP EXERCISE REGISTRATION (Registration and Cancellation)

11. **Confirm Registration(s)**: Select the “Profile” icon in the upper right corner.

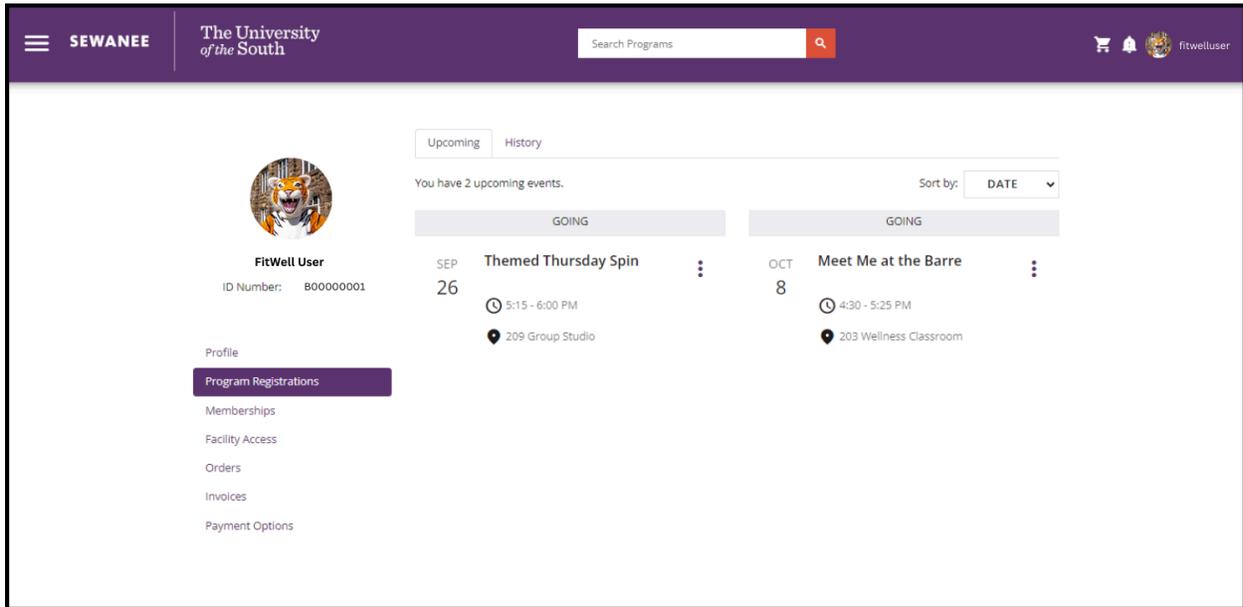
The screenshot shows the top navigation bar of the SEWANEE website. On the right side, there is a user profile icon. A dropdown menu is open, with a red arrow pointing to the 'Profile' option. The main content area displays a confirmation message: 'YOUR ORDER WAS PROCESSED SUCCESSFULLY'. Below this, it states 'Payment was Successful' and 'A receipt has been sent to you.' The user is identified as 'FitWell User' with ID 'O-27599'. A table lists the order item: 'Meet Me at the Barre' for 'FitWell User' with a quantity of 1 and a total of \$0.00. A 'CONFIRMATION' button is visible next to the item. At the bottom right, a summary shows Subtotal: \$0.00, Tax: \$0.00, and Total: \$0.00.

12. Select “Program Registrations”.

The screenshot shows the user profile page for 'FitWell User'. On the left, there is a navigation menu with a red arrow pointing to the 'Program Registrations' link. The main content area is titled 'Personal Information' and contains the following details: Date of Birth (Jan 1, 2001), Gender (N/A), Email Address (fitwelluser@sewanee.edu and fitwelluser@gmail.com), Email Opt-in (toggle switch), Phone Number ((123) 456-7890), and Address (Not Supplied). Below this, there is a section for 'Family Members' which states 'There are no family members currently on your profile.'

GROUP EXERCISE REGISTRATION (Registration and Cancellation)

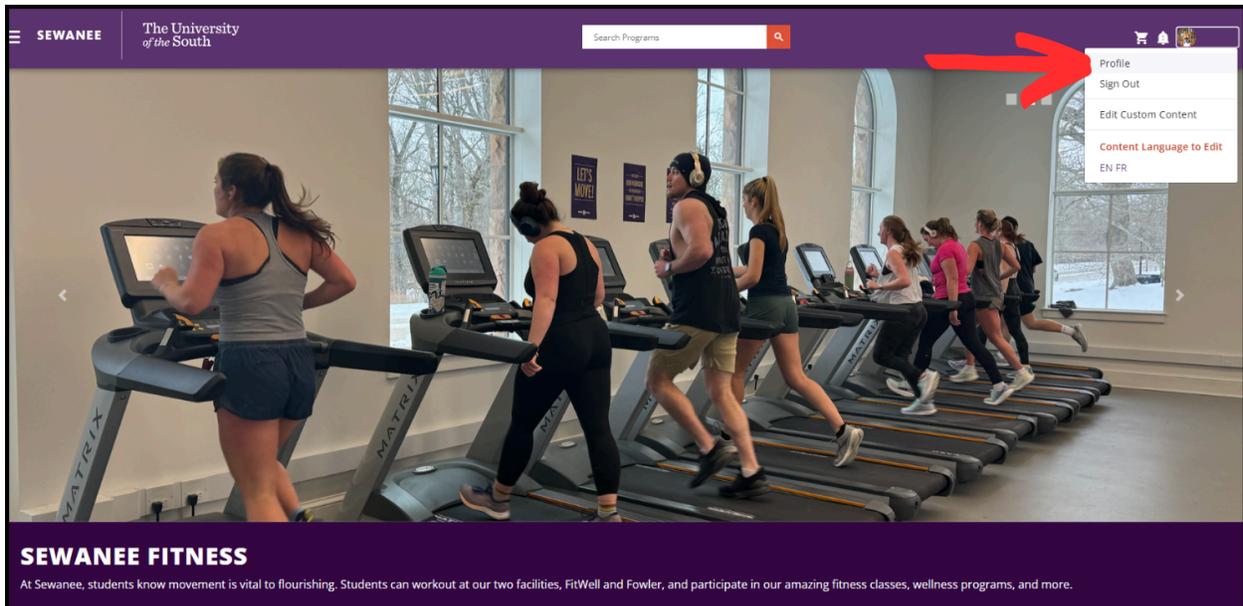
13. This will bring up each class you have registered for future participation.



The screenshot shows the FitWell Member Portal interface. At the top, there is a purple header with the SEWANEE logo, The University of the South name, a search bar, and a user profile icon labeled 'fitwelluser'. Below the header, the user's profile is displayed on the left, including a circular profile picture of a tiger, the name 'FitWell User', and ID Number: 800000001. A navigation menu on the left includes Profile, Program Registrations (highlighted), Memberships, Facility Access, Orders, Invoices, and Payment Options. The main content area shows 'Upcoming' events. A message states 'You have 2 upcoming events.' with a 'Sort by: DATE' dropdown. Two events are listed under 'GOING' tabs: 'Themed Thursday Spin' on SEP 26 (5:15 - 6:00 PM, 209 Group Studio) and 'Meet Me at the Barre' on OCT 8 (4:30 - 5:25 PM, 203 Wellness Classroom).

HOW TO CANCEL A GROUP FITNESS REGISTRATION

1. Go to the FitWell Member Portal at fitwell.sewanee.edu. Click “Sign In” at the top right corner of the page. Select the “Profile” icon in the upper right corner.



The screenshot shows the FitWell Member Portal interface with a red arrow pointing to the profile icon in the upper right corner. The profile menu is open, showing options: Profile, Sign Out, Edit Custom Content, Content Language to Edit (EN FR), and EN FR. The background image shows a group of people running on treadmills in a gym. At the bottom, there is a purple banner with the text 'SEWANEE FITNESS' and a sub-header 'At Sewanee, students know movement is vital to flourishing. Students can workout at our two facilities, FitWell and Fowler, and participate in our amazing fitness classes, wellness programs, and more.'

GROUP EXERCISE REGISTRATION (Registration and Cancellation)

2. Select "Program Registrations".

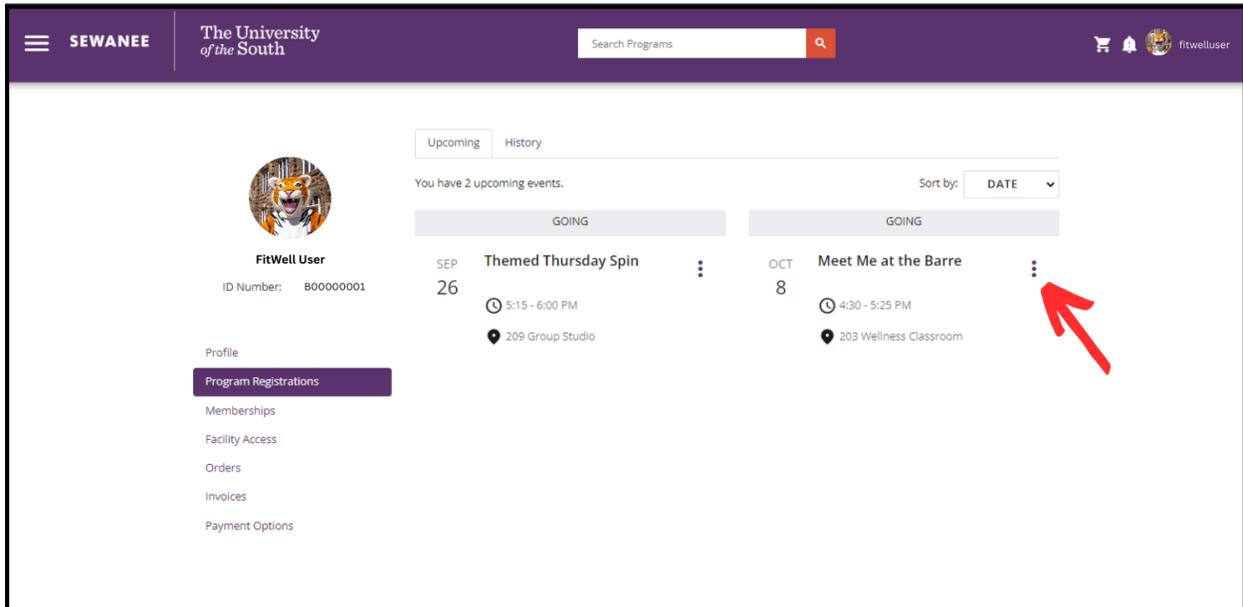
The screenshot shows the user profile page for 'FitWell User' (ID: B00000001). The left sidebar contains a menu with 'Program Registrations' highlighted. The main content area is divided into 'Personal Information' and 'Family Members' sections. The 'Personal Information' section includes fields for Date of Birth (Jan 1, 2001), Gender (N/A), Email Address (fitwelluser@sewaneed.edu and fitwelluser@gmail.com), Email Opt-in (disabled), Phone Number ((123) 456-7890), and Address (Not Supplied). The 'Family Members' section states there are no family members currently on the profile.

3. This will bring up each class you have registered for future participation.

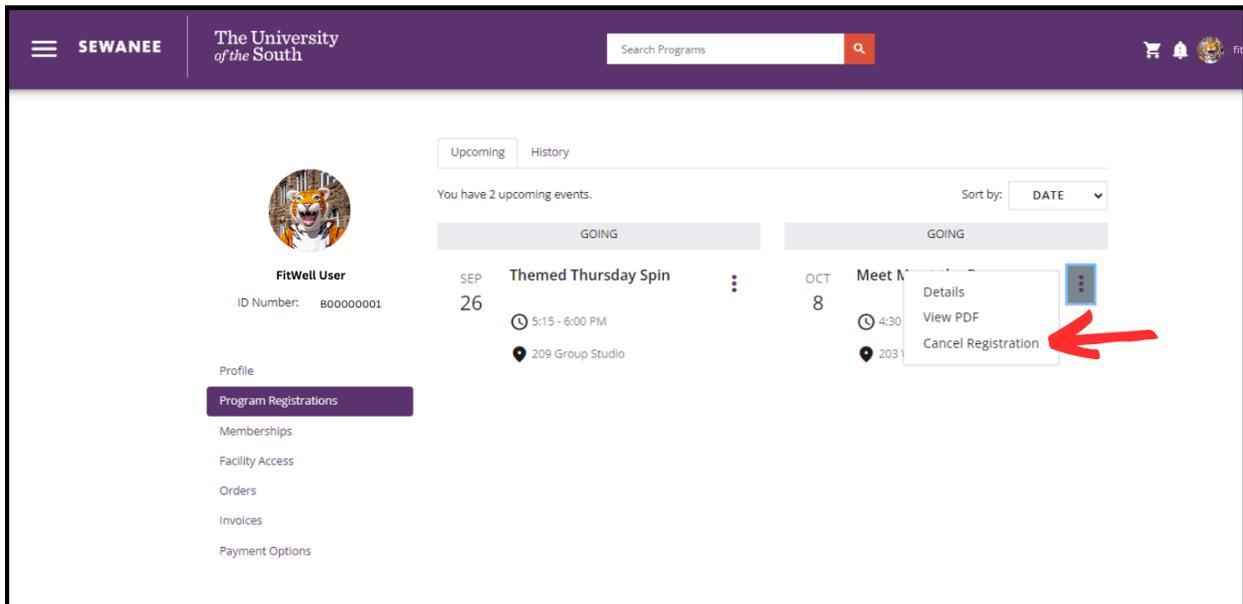
The screenshot shows the 'Program Registrations' page for 'FitWell User' (ID: B00000001). The page displays two upcoming events under the 'Upcoming' tab, sorted by date. The first event is 'Themed Thursday Spin' on September 26, from 5:15 - 6:00 PM, at the 209 Group Studio. The second event is 'Meet Me at the Barre' on October 8, from 4:30 - 5:25 PM, at the 203 Wellness Classroom. The left sidebar menu is visible, with 'Program Registrations' selected.

GROUP EXERCISE REGISTRATION (Registration and Cancellation)

4. When viewing class registration, select the three vertical dots to the right of the class registration you want to cancel.



5. A drop down menu will appear and select "Cancel Registration".



GROUP EXERCISE REGISTRATION (Registration and Cancellation)

6. You will be prompted to confirm your class cancellation. Select “Confirm”.

