HOW TO SIGN UP FOR A FITWELL DAY PASS
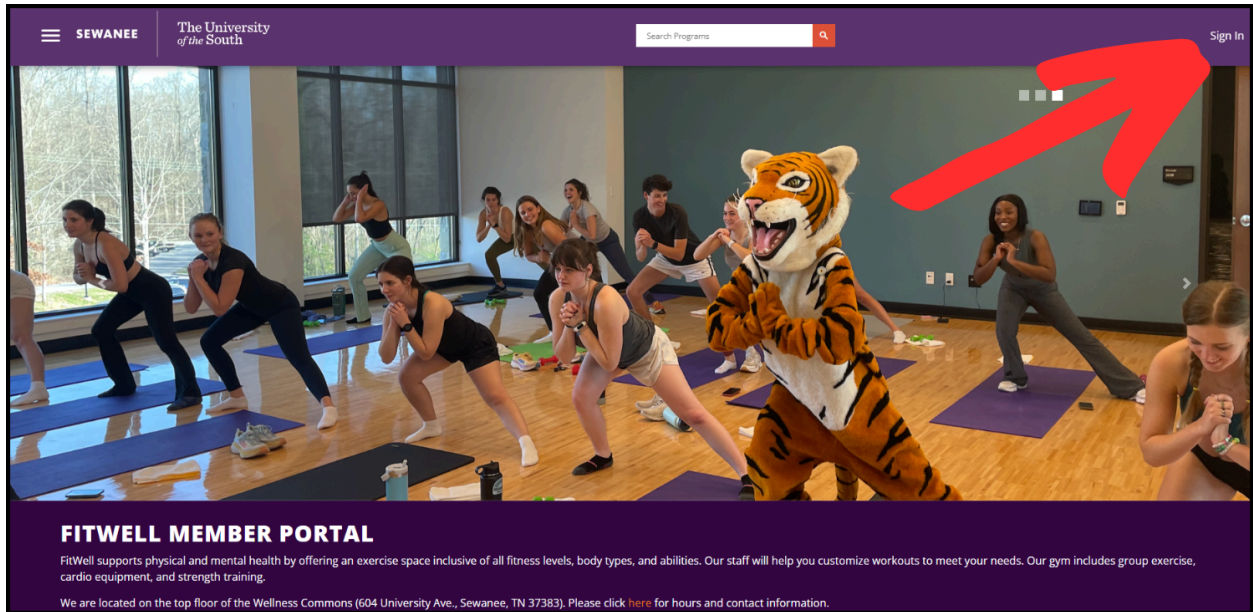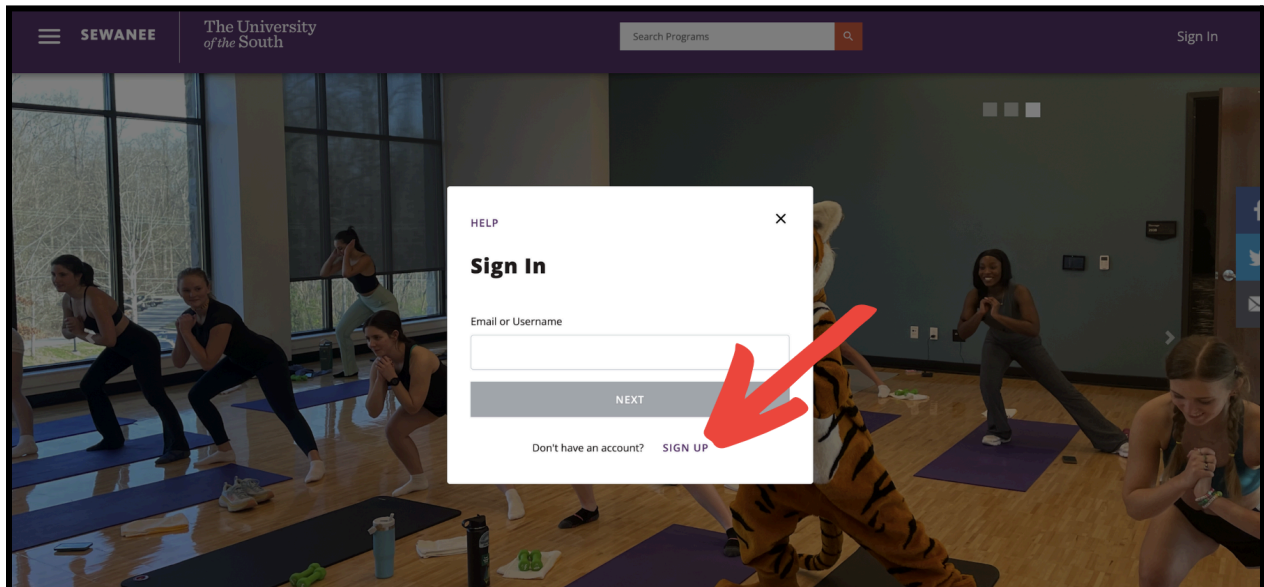
1. Create an online account. Go to the FitWell Member Portal at fitwell.sewanee.edu. Click "Sign In" at the top right corner of the page.
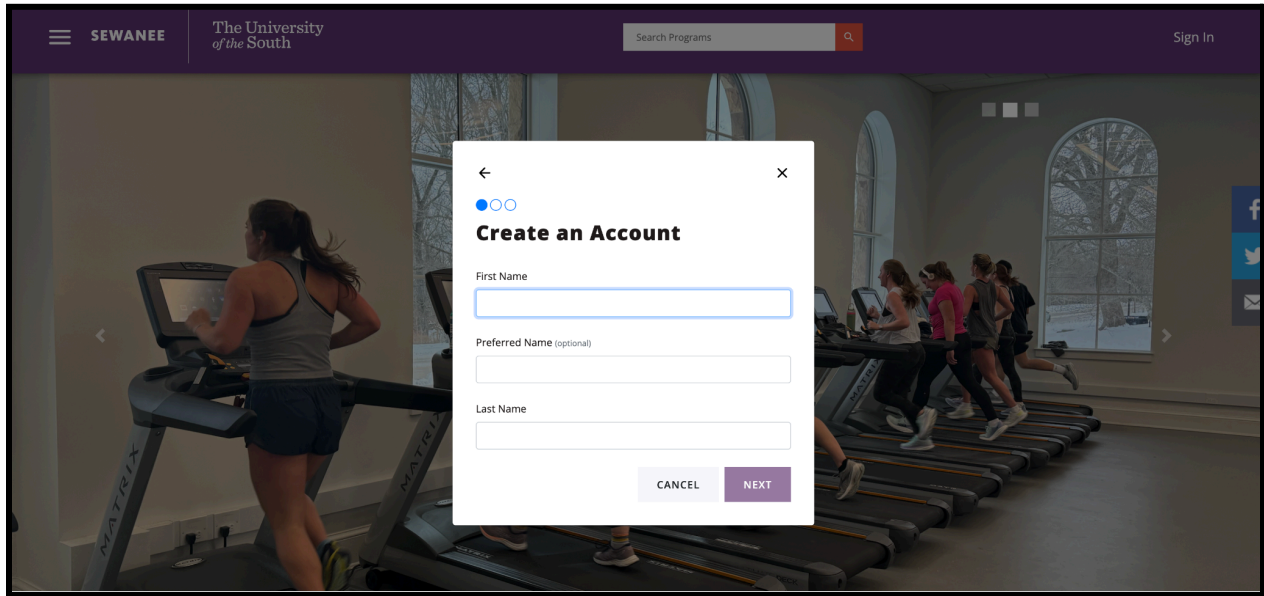
2. Select "Sign Up" next to "Don't have an account?"

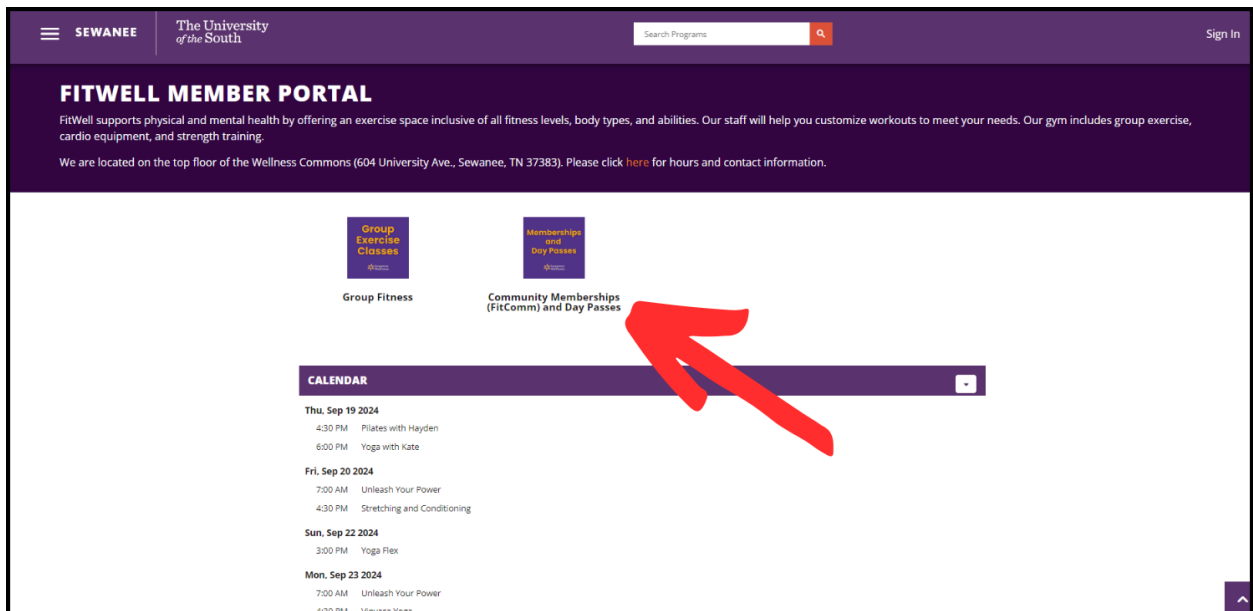3. Follow the prompts to create your account.

4. Once your account is successfully created, scroll down on the homepage and select the "Community Memberships and Day Passes" icon.

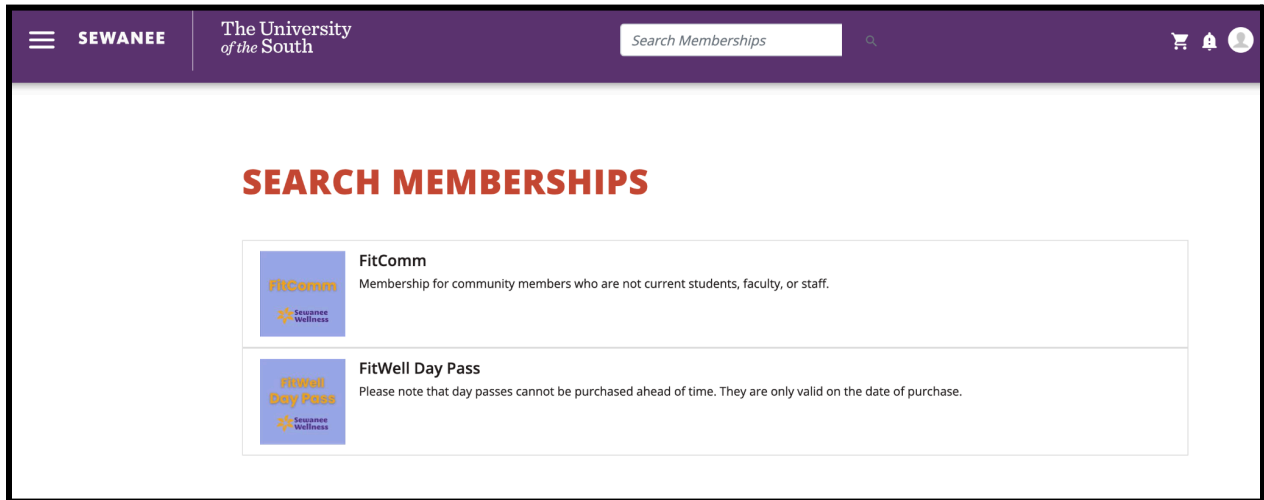5. Select "FitWell Day Pass" under "Search Memberships."

6. Select "1 Day." It will turn purple. **Note:** *You must click on this before "Add to Cart"*
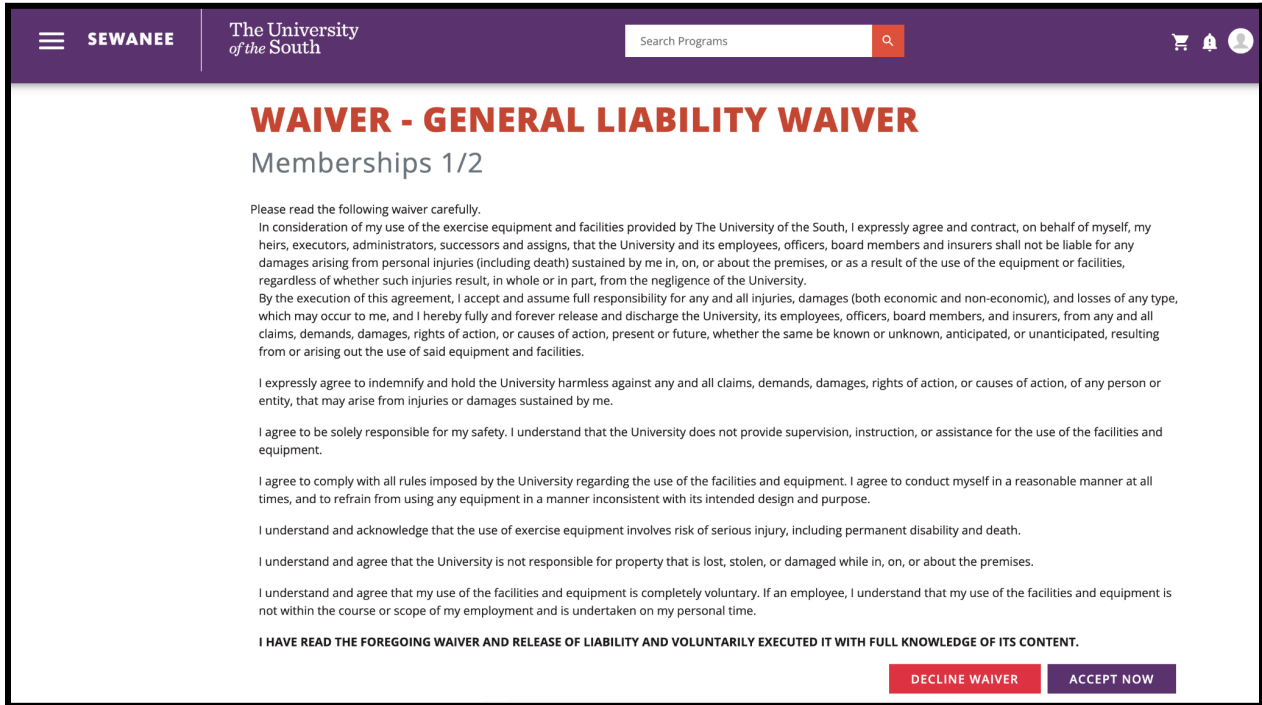
7. Select the date you'd like to visit FitWell with the "Calendar" icon. Select "Add to Cart."
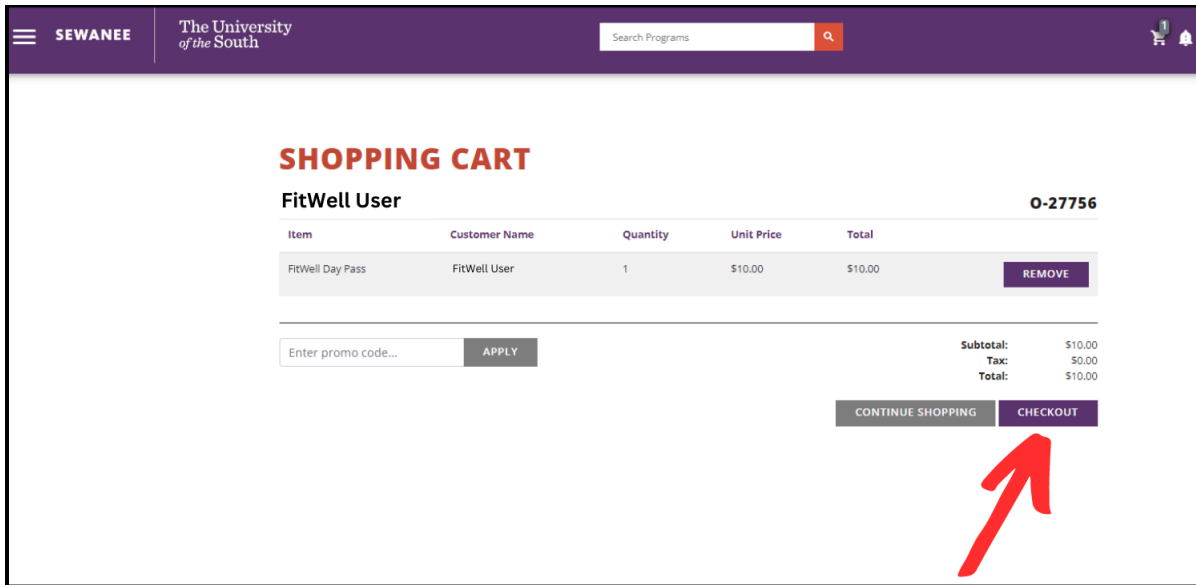**Note: Day Passes can only be used on the date of purchase.**
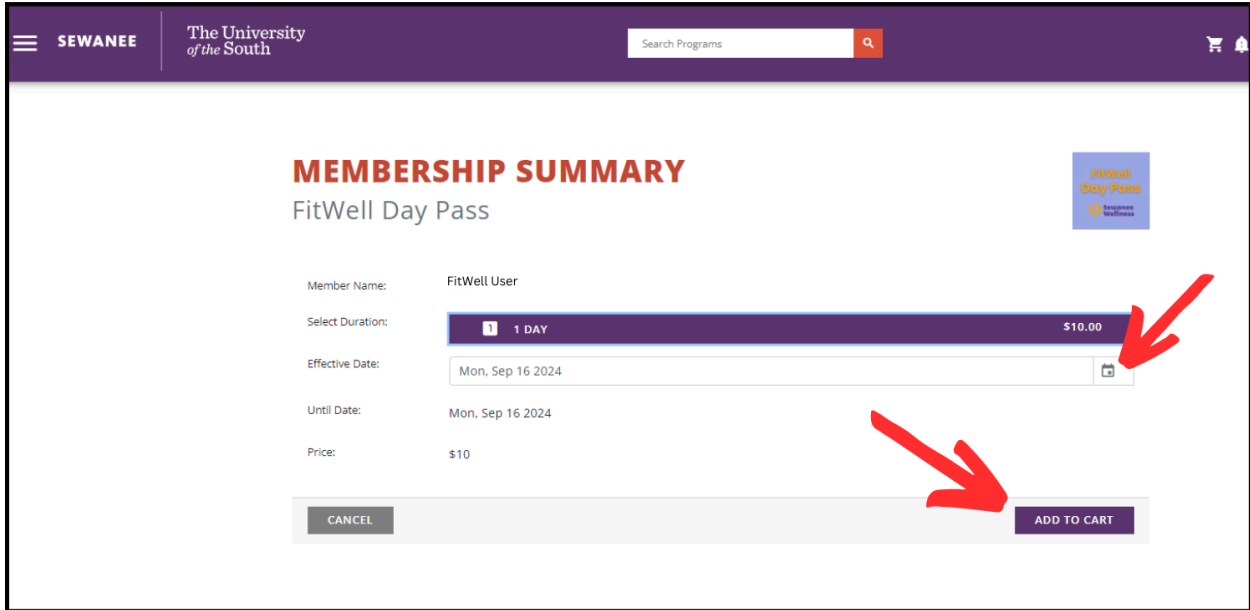
8. Read and accept the Liability Waiver.

9. You will then be shown your shopping cart. Ensure everything is correct before checking out. Click "Checkout."

10. Add a new card. Your card information is stored securely for recurring payments. It will say "Total: 1.00" at the top, but this is not the amount you will be charged, nor is it a fee. *Note: we accept credit cards only.*

11. After you input a credit card, select "checkout" again and it will charge the credit card you choose. You should see a confirmation page that says "Your order was processed successfully."
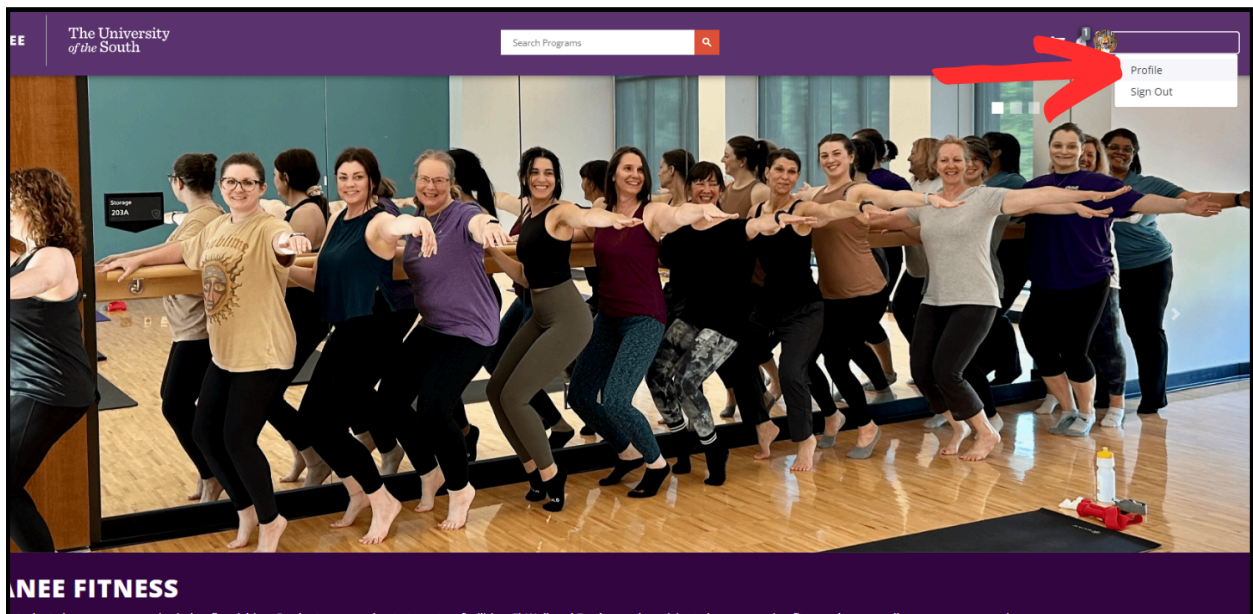
HOW TO FIND YOUR DAY PASS/RENEW

1. Click on the top right icon on the FitWell Member Portal. This is your account.
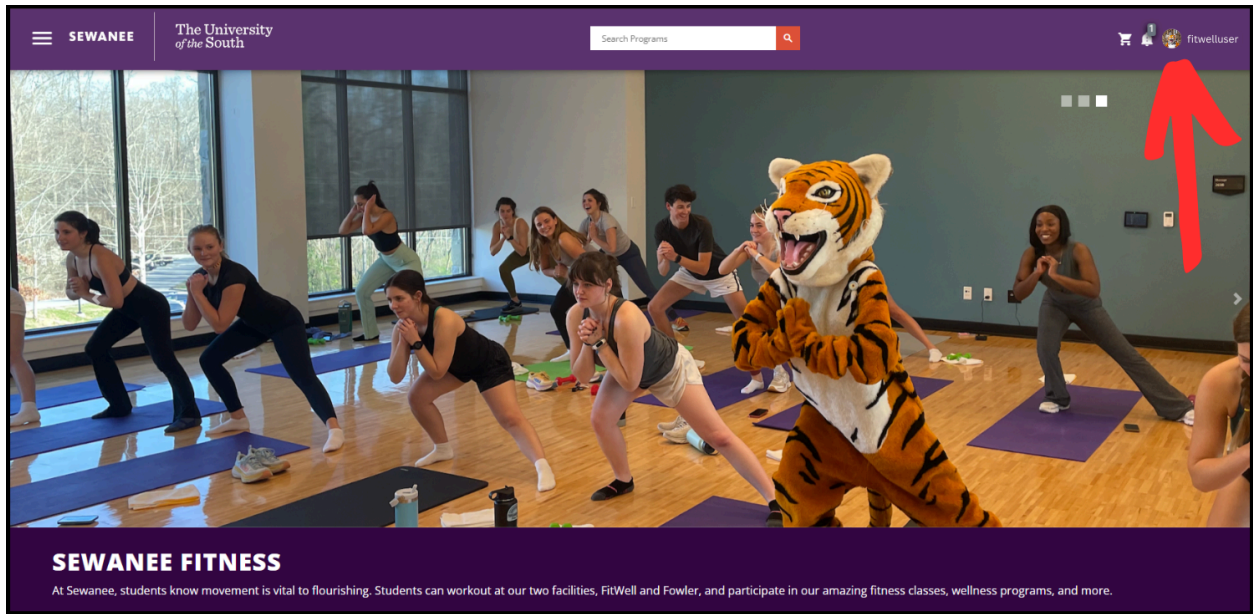
2. You will see a drop down menu appear. Select "Profile."

3. This is your profile page with your information. Select "Memberships" on the left.

4. Here you can view your Day Pass and renew when you'd like to join us again at FitWell!