

# Membership Portal

## GROUP FITNESS STEP BY STEP GUIDE

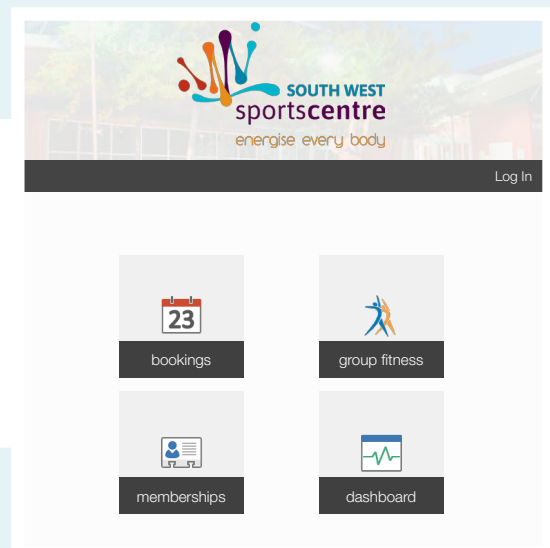
### Group Fitness Bookings

- You will be able to book into group fitness classes up to 24 hours in advance
- Bookings can be made via the Membership Portal, phone call or at Reception
- If pre-booking into classes, you will still be required to scan in at Reception to receive your docket to hand to the instructor at the start of the class
- If you cannot make your booked session, you are able to cancel your booking via the Membership Portal, phone call or at Reception
- We ask that cancellations please be made as soon as possible to allow other members or casual users to access a place in the class
- We reserve the right to cancel web accounts for those who repeatedly make bookings and don't show to class

#### STEP ONE

##### Home page

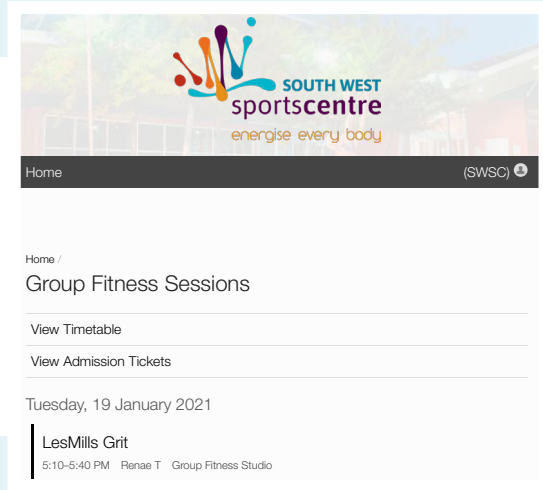
- Access the membership portal  
<http://www.southwestsportscentre.com.au/Pages/Membership-Portal.aspx>
- Click on the *Group Fitness* icon



## STEP TWO

### Choose session

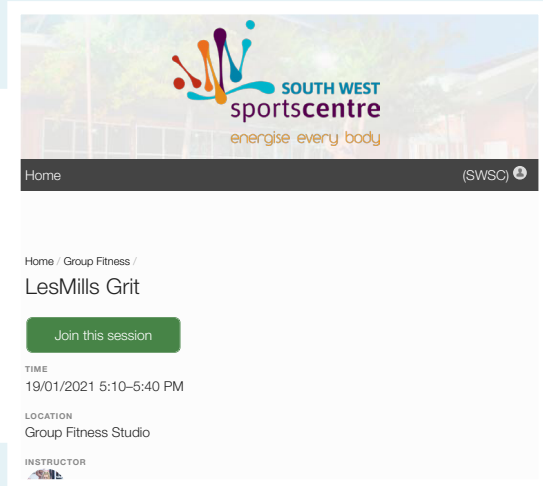
- Here you can book into a Group Fitness session or view sessions already booked
- All classes being held in the next 24 hours will show
- Click on your chosen class



## STEP THREE

### Join a session

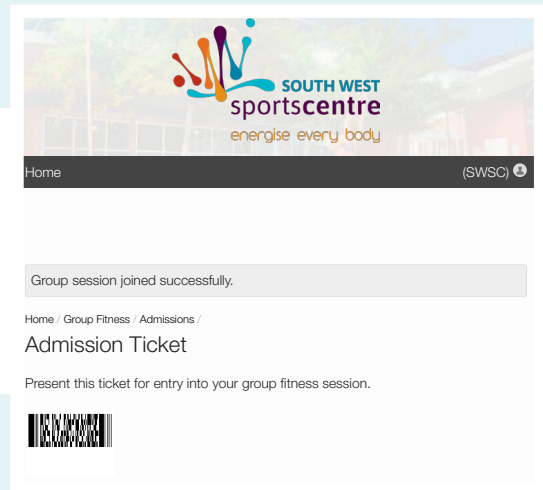
- Once in the selected session, click on *Join this session* to secure your place
- Remaining visits are also viewable here for visit pass holders



## STEP FOUR

### Admission ticket

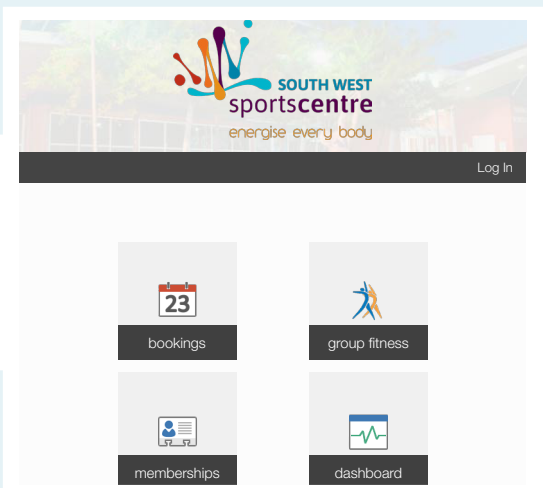
- The admission ticket screen will show
- From here select *Home* to take you back to the home screen



## STEP FIVE

### Home page

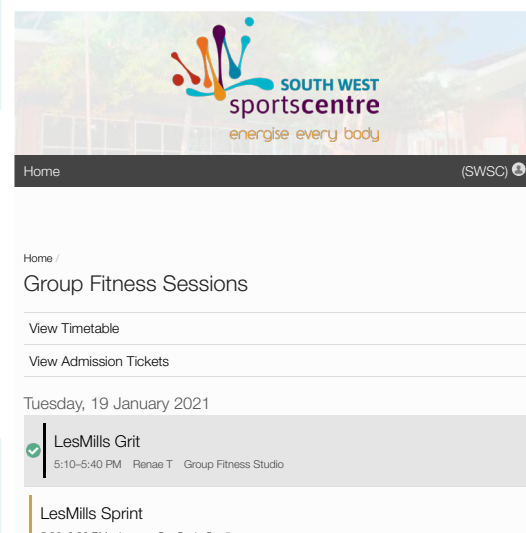
To view your classes booked, click on *Group Fitness*



## STEP SIX

### Group Fitness sessions

- Booked sessions can be viewed by clicking on *View Admission Tickets*
- Alternatively you can click on the green tick next to the class name

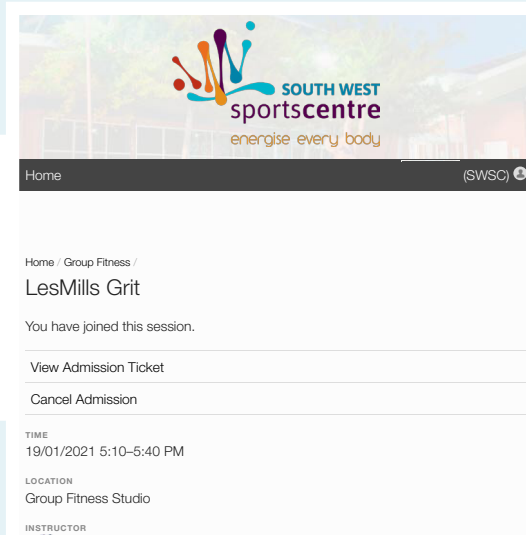


The screenshot shows the South West Sportscentre website. The header includes the logo and the tagline "energise every body". The navigation bar has "Home" and "(SWSC)". The main content area shows the breadcrumb "Home / Group Fitness Sessions" and links for "View Timetable" and "View Admission Tickets". Below this, the date "Tuesday, 19 January 2021" is displayed. A list of sessions follows, with "LesMills Grit" (5:10-5:40 PM, Renae T., Group Fitness Studio) highlighted with a green checkmark, and "LesMills Sprint" (5:20-5:50 PM, Emma C., Cycle Studio) listed below it.

## STEP SEVEN

### Cancelling a session booking

- From the previous screen, select the booked session
- Click on *Cancel Admission*

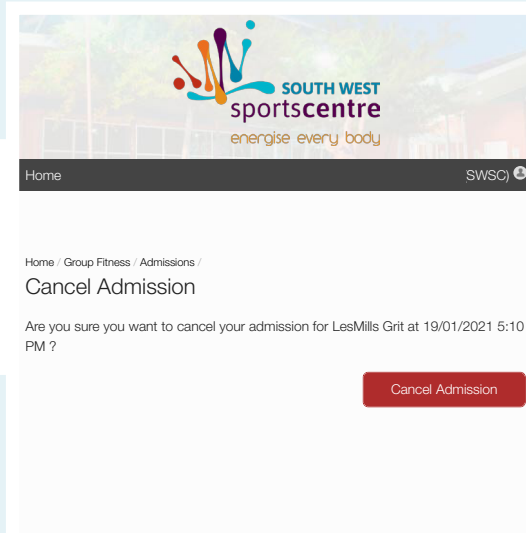


The screenshot shows the South West Sportscentre website. The header includes the logo and the tagline "energise every body". The navigation bar has "Home" and "(SWSC)". The main content area shows the breadcrumb "Home / Group Fitness / LesMills Grit" and the message "You have joined this session." Below this, there are links for "View Admission Ticket" and "Cancel Admission". The session details are listed: "TIME: 19/01/2021 5:10-5:40 PM", "LOCATION: Group Fitness Studio", and "INSTRUCTOR: [Name]".

## STEP EIGHT

### Cancel Admission confirmation

A confirmation page will show - please click on *Cancel Admission*



The screenshot shows the South West Sportscentre website. The header includes the logo and the tagline "energise every body". The navigation bar has "Home" and "(SWSC)". The main content area shows the breadcrumb "Home / Group Fitness / Admissions / Cancel Admission" and the message "Are you sure you want to cancel your admission for LesMills Grit at 19/01/2021 5:10 PM?". A red button labeled "Cancel Admission" is visible at the bottom right.