

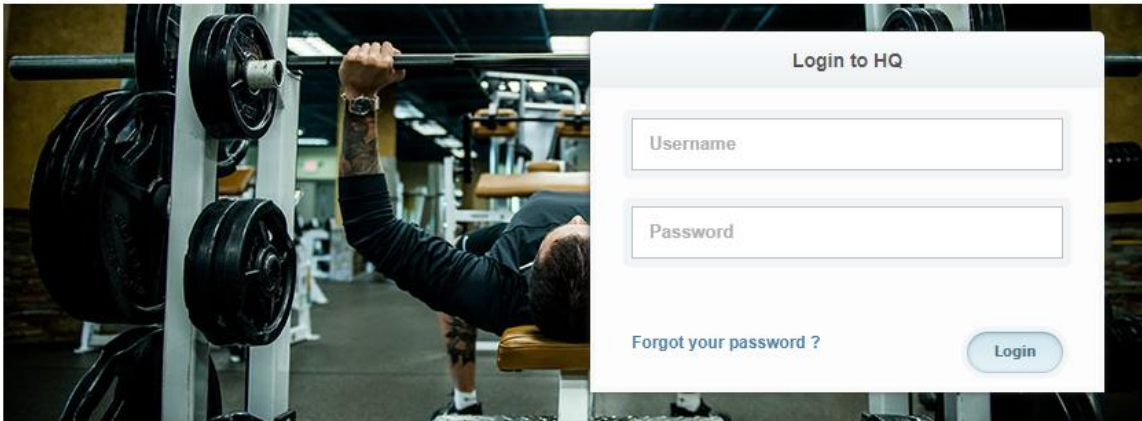
Registering for Youth Programs via Member Portal

Log into your member portal on a desktop/iPad etc. at hqfit.com



HealthQuest Fitness Club

Online Access



NOTE: The Member Portal will only show you the classes that active members on your membership are eligible for (i.e. if you only have a child on your membership that is 4 years old, you will only see the 4 year old programs. You will always see the 13 and up programs since as an adult you fit that age criteria)

- On the left side of your home page select 'Programs'
- Find the program that you want to enroll your child in and click the name of the program or 'Learn More'

PROGRAMS

Search by keyword All Events

Event time to Sun Mon Tue Wed Thu Fri Sat

Search by Age From to

Program Name	Location	Department	Days of Week	
All Sports	HQ		Thu	Learn More
Boys Lev 1	HQ		Mon, Tue, Fri, Sat	Learn More
Boys Lev 2 - By Evaluation	HQ		Wed	Learn More
Dance Age 3 Mini Movers	HQ		Mon, Tue, Wed, Thu, Sat	Learn More
Dance Ages 11 to Adult	HQ		Tue, Wed, Thu, Fri, Mon, Sat	Learn More
Dance Ages 4-5 Preschool	HQ		Mon, Tue, Wed, Thu, Fri, Sat	Learn More

- Once you have selected the program name or learn more, all available sessions for the program will be listed.
- Select the green “Sign Up” for the class you would like to register for.

Class #	Date/Time	Location	Session	Price	
190792	Wed 05:45pm - 06:30pm	Sports Center	Dodgeball - Oct-Nov 2020 10/07/2020 - 11/11/2020	\$40.00	Sign Up

- If the class is not available for online registration, it will say “Not Yet Open”
- If the green tab reads “Please Call” this means that the program is currently on a waitlist status. Note the class age range, class name, day and time and follow prompts on your home page under ‘Regarding the Call button’
- You will then be asked to select the person who will be registering for the class
 - **Note:** if you are the primary account holder and have family members linked to your account, all eligible people will be listed in this screen

Dodgeball on Wednesday ×

Sign Up / Add family members

Select which profile(s) to register in this class. By proceeding with registration, you are agreeing to the [terms and conditions](#).

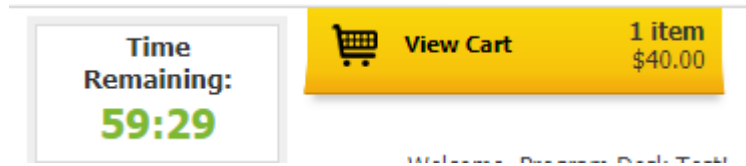
Test 9yr Child - \$40.00 ✓

Test 5-6yr - \$40.00

Cancel
Add to Cart

- After selecting the participant’s name, click “Add to Cart” to proceed with registration


- Select “View Cart” in the top right corner to complete your registration to process.
- The program has now been added to your “cart”. You will now have 1 hour to complete your registration.




- If you do not complete your check out/cart you will NOT be registered for the program.
- In your cart, confirm all class information and select the green “Continue to check out”/’Submit Payment’ button

SHOPPING CART

Please review the items in your shopping cart before checking out

- To remove an item, click the  icon on the item you would like to remove
- When you are ready to pay, click the "SUBMIT PAYMENT" button to check out

SHOPPING CART ITEMS		Member	Remove	Price	Quantity	Total
Dodgeball Dodgeball - Oct-Nov 2020 Wednesdays 05:45pm - 06:30pm (Sports Center) Dodgeball - Oct-Nov 2020		Test 9yr Child Test		\$40.00	1	\$40.00
				Sub Total		\$40.00
				Total		\$40.00

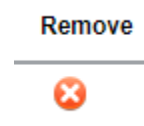
Select Payment Method:

Payment Amount: Total: **\$40.00**

[SUBMIT PAYMENT](#)

or [Cancel & Clear the Cart](#)


- Follow the prompts to complete registration.
- PLEASE NOTE: This is the ONLY time that you will be able to cancel your selection(s) by selecting the orange ‘Remove’ button




How to confirm Registrations


If at any time you forget what you signed up for, you may view that via your online portal.

- On the home screen of your member portal use the name dropdown and select the name on the member you wish to view.

- *Note – ONLY the Primary account holder, the member with the gold star  next to their name will be able to view all associated member registrations


Program Desk Test Member	
 Program Desk Test Member	(\$0.00)
Test Nanny	(\$0.00)
Test Spouse	(\$0.00)
Test 4yr Child Test	(\$0.00)
Test 1yr Child Test	(\$0.00)
Test 5-6yr Childtest	(\$0.00)
Test 13 Yr Child Test	(\$0.00)
Test 9yr Child Test	(\$0.00)
Test 3yr Child Test	(\$0.00)
Test Baby	(\$0.00)

- On the Right side of the screen you will see all registrations for the selected member

MY EVENTS Next 7 days 

YOUR REGISTRATIONS

Program: Dodgeball
Wed | 05:45pm - 06:30pm
Dodgeball - Oct-Nov 2020 (10/07/2020 - 11/11/2020)



- Use the drop down box to see the Next 7 days, 14 days or next month
- Choose 'Next month' when checking classes for Fall or Summer registrations since classes begin more than 2 weeks from registration dates