Chelsea Group Fitness Class Registration System Cheat Sheet:

- The Chelsea Fitness Class Registration system is set up to only allow members **1 class "Request" per day**. If there are multiple classes a member wants to attend that are held on the same day, the member will have to register on different days for those classes. In other words, if you want to attend multiple Monday classes don't wait until Sunday to register, because you will only be allowed 1 class.

- A member may register for (2) classes per day only when the class is 7 days or less from start date and resides in the "**Reservation"** portal. For questions about this or registering for classes please contact the Fitness & Wellness Manager Bethany Reul: bethany@bpowerfulnow.com

- At this time, the "Guest" option of registering guests has been deactivated. You can call or email the Class Manager Bethany the day before to see if there is room for you to bring your guest. We need to ensure firstly, members are getting into classes.

- Class Registrations are set to 25 members indoor classes and 40 members for outdoor classes maximums. Fitness Center Management will be lenient with these #s and allow walk-ns over this # until it poses a safety or class experience problem or issue.

- Members are required to book online to get priority of attending class and help class instructors with planning and equipment.

- If the class is not booked up, the class registration will operate as a "first come first served" when it comes to sign-ups.

- If class becomes booked, the lottery system will kick in automatically giving all members equal opportunity of getting into classes.

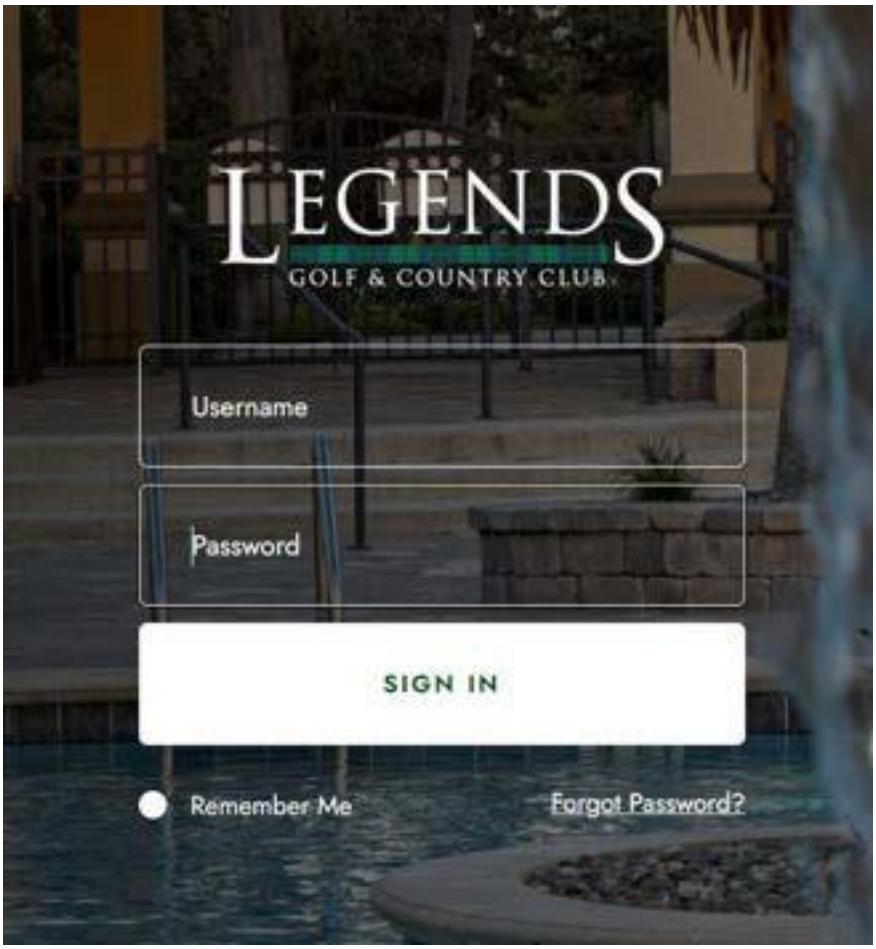
How to Sign Up for Fitness Classes in Chelsea

Step 1:

Go to the Legends Golf & CC homepage – login screen via this link:

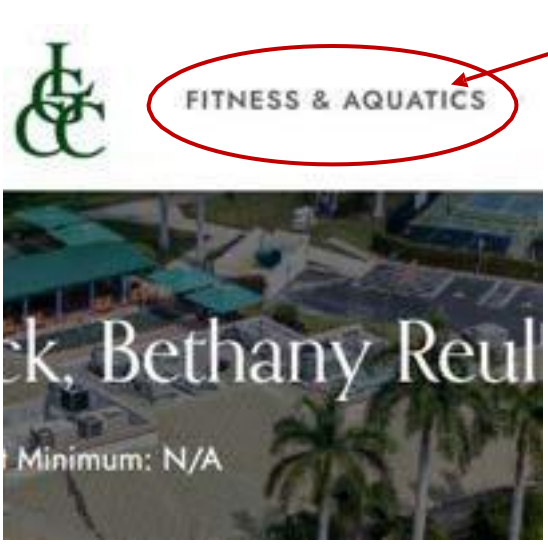
https://www.legendscc.com/member-login

Enter your **username** and **ID**, click **Sign IN**



Step 2A Viewing from your Desktop:

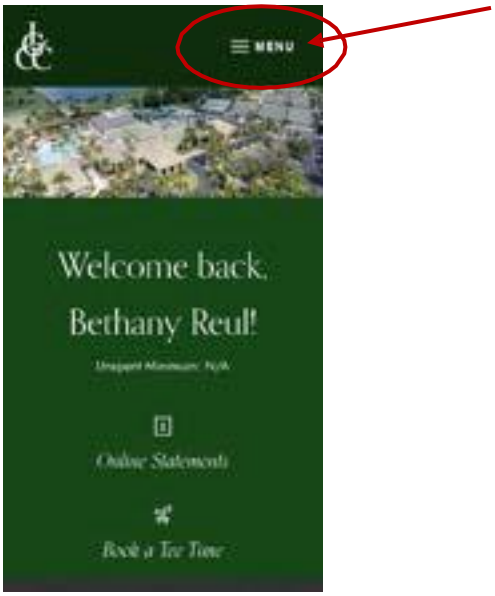
At top of Legends Golf & CC page on your desktop (top toolbar) click on the **Fitness & Aquatics Department.** A **drop-down menu** will appear, click on **Book a Fitness Class**.

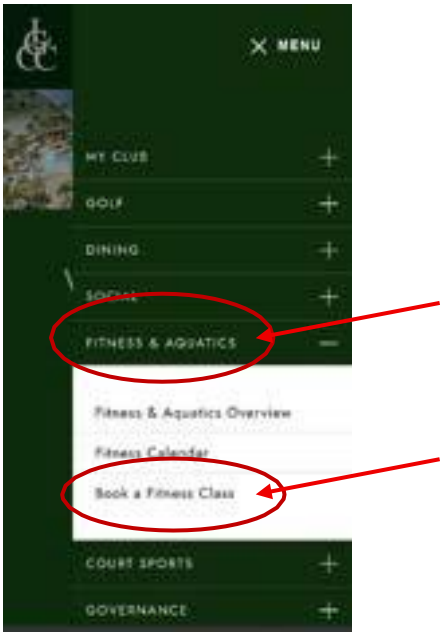




Step 2B Viewing from your Cellphone:

At the right-hand corner of your screen of Legends Golf & CC page cellphone view) is Menu. Click Menu for a **drop-down menu** will appear. Click on the Fitness & Aquatics Department. Then click on **Book a Fitness Class.**





Step 3 Log into the **Fitness Class Registrations** (same instructions for desktop & cellphone registration from Step 3 and on)**.**

Member #: Enter 0 in front of your 4-digit member #, then add a 1 if you are the main member, or a 2 if you are the secondary member at the END of your member #.

Password: Welcome1 (same password for everyone ; you cannot change it at this time)

Member # Help:

- Your account # is **2345**
- All members will add a 0 to the front of their account #
- So now your account # is 02345
- If are the "primary" member on the account, you would place a 1: 023451
- If you are the "secondary" member on the account, you would place a 2: 023452

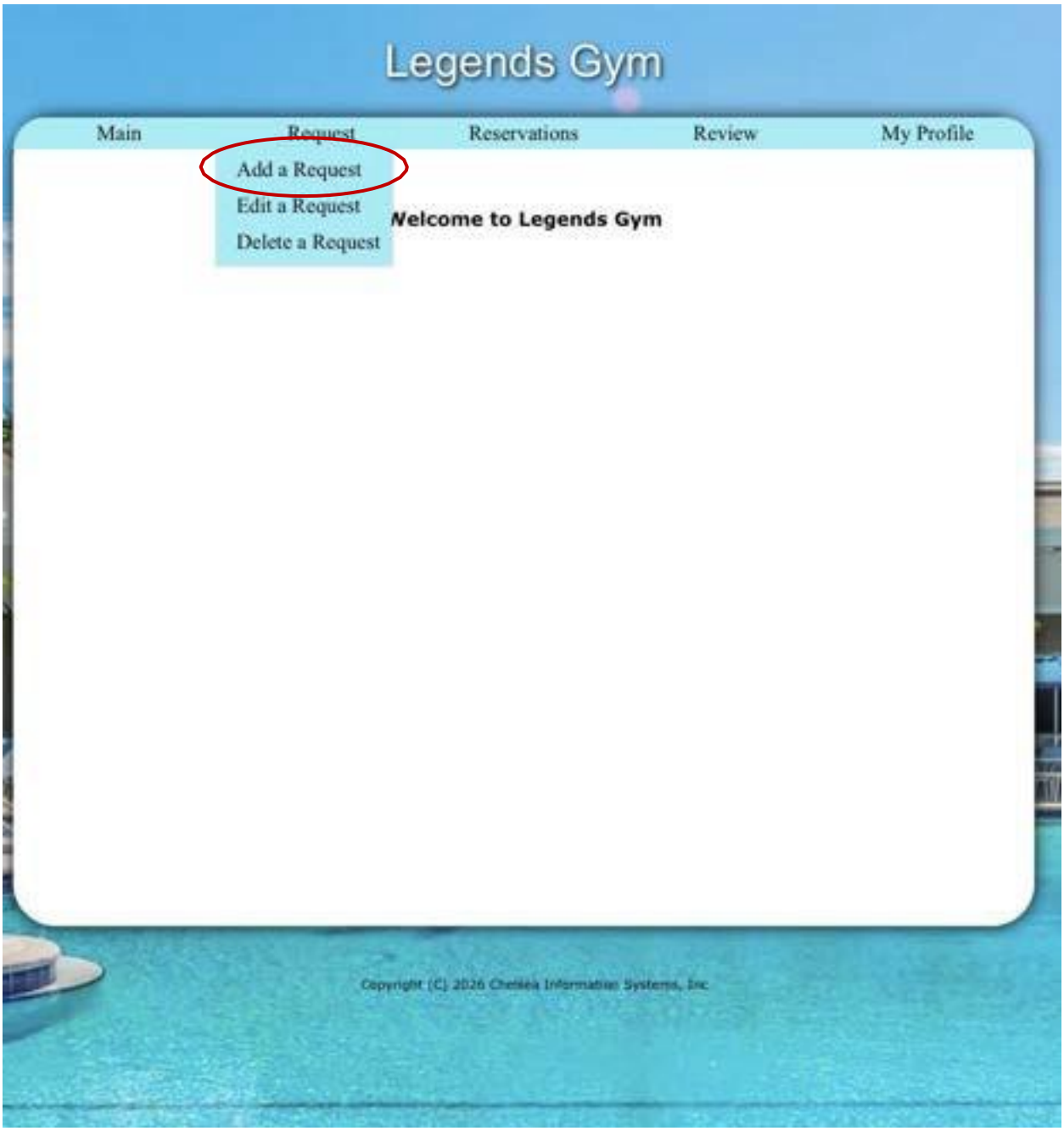


Step 4: You will click either **Request** or **Reservations** for Fitness Classes:

- **Request:** Fitness Classes available for registration 8 days out of class date will appear here. Click when the class you are registering for is 8 days out to be placed into the "lottery" to give every member equal opportunity of attending. **Members can only "Request" 1 class per day** to ensure fairness of getting into classes.
- **Reservations:** Fitness Classes open for registration 7 days or less from class date will appear here.
    - **Rule of thumb: Request** are current open registration classes and **Reservations** are future open registration classes.



Step 5A: To **Request** to be placed in the "lottery" for a fitness class registration (8 days out from class date), click **Request**, then **Add a Request**.



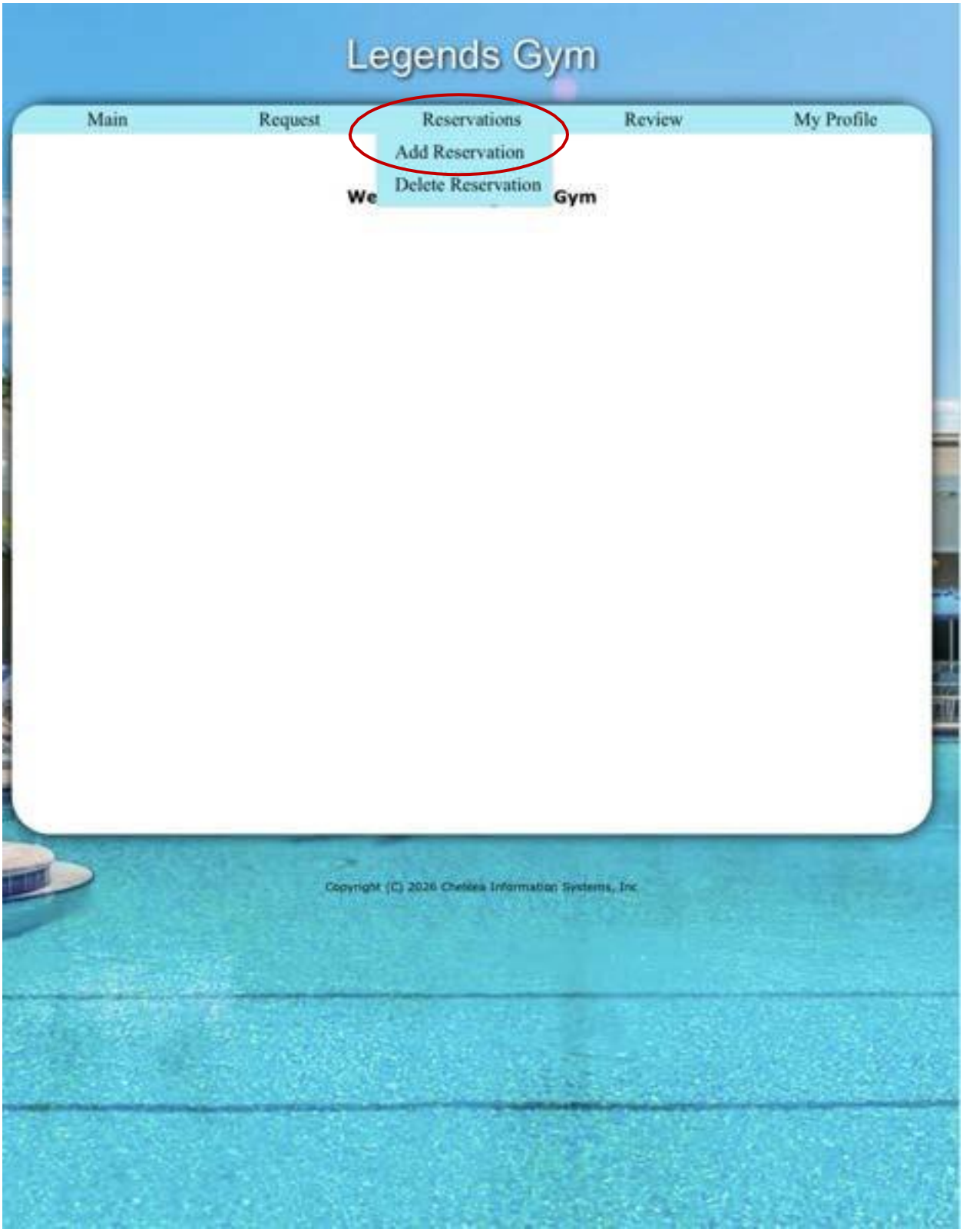
Step 5B: Click on fitness class you want to attend from the list.



Step 5C: Type in your Member # inside the **Attendee #**, **First Name**, **Last Name**, then click **Save**. You will then be entered into the "lottery" system and notified via email on the 7th day out from the class date to know if you are in class or on the waitlist.



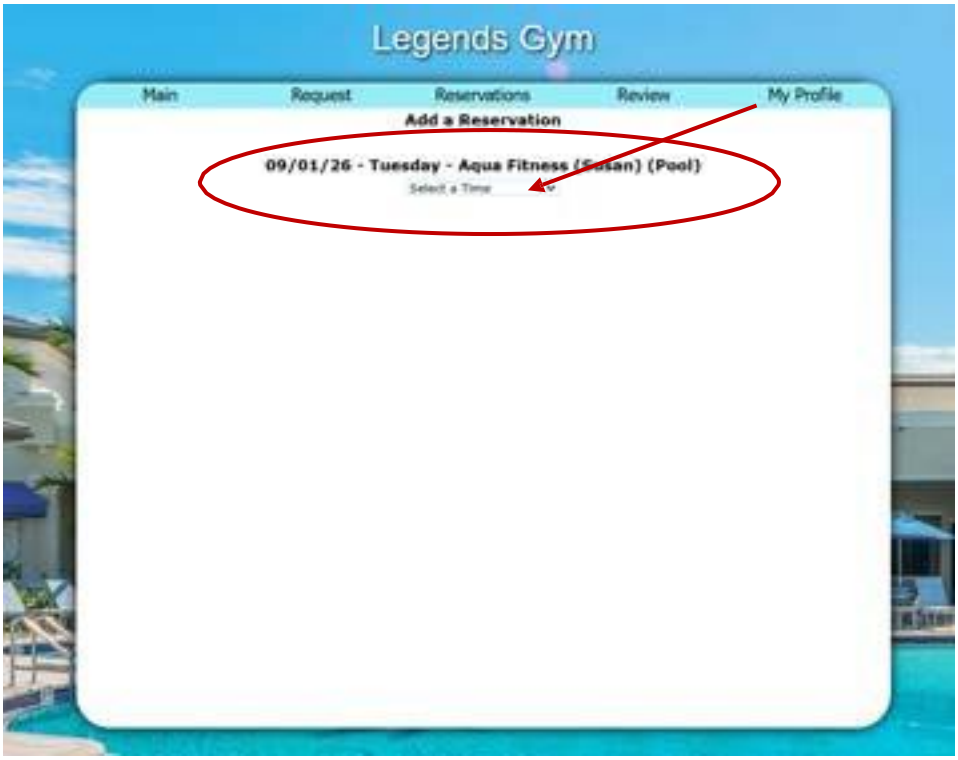
Step 6A: You will choose **Reservation, then Add Reservation** when the fitness class you want to attend is 7 days or less from the class date.

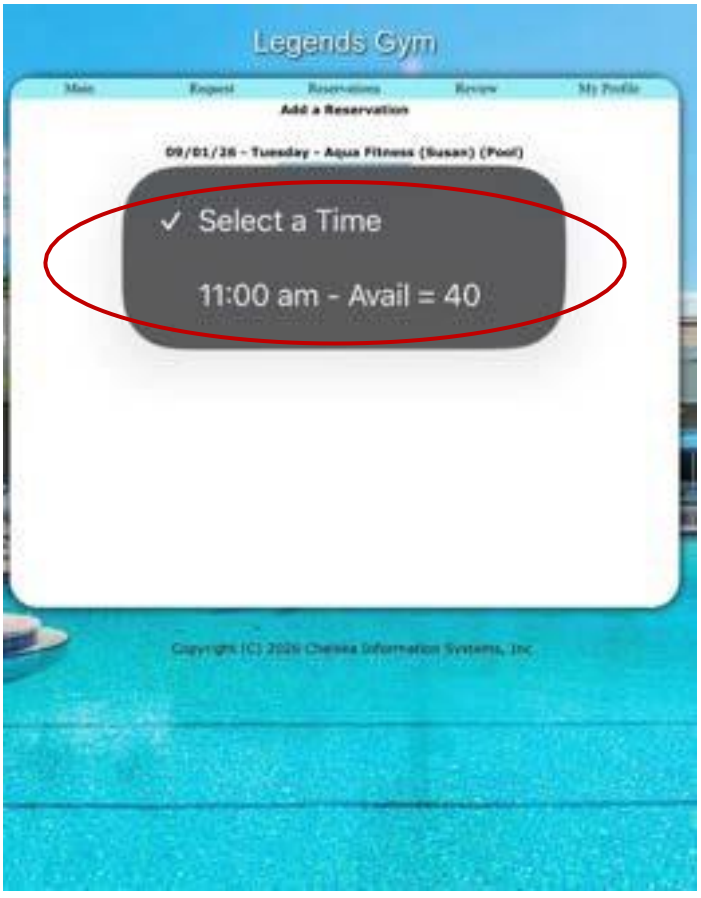


Step 6B: Click on fitness class you want to attend from the list.



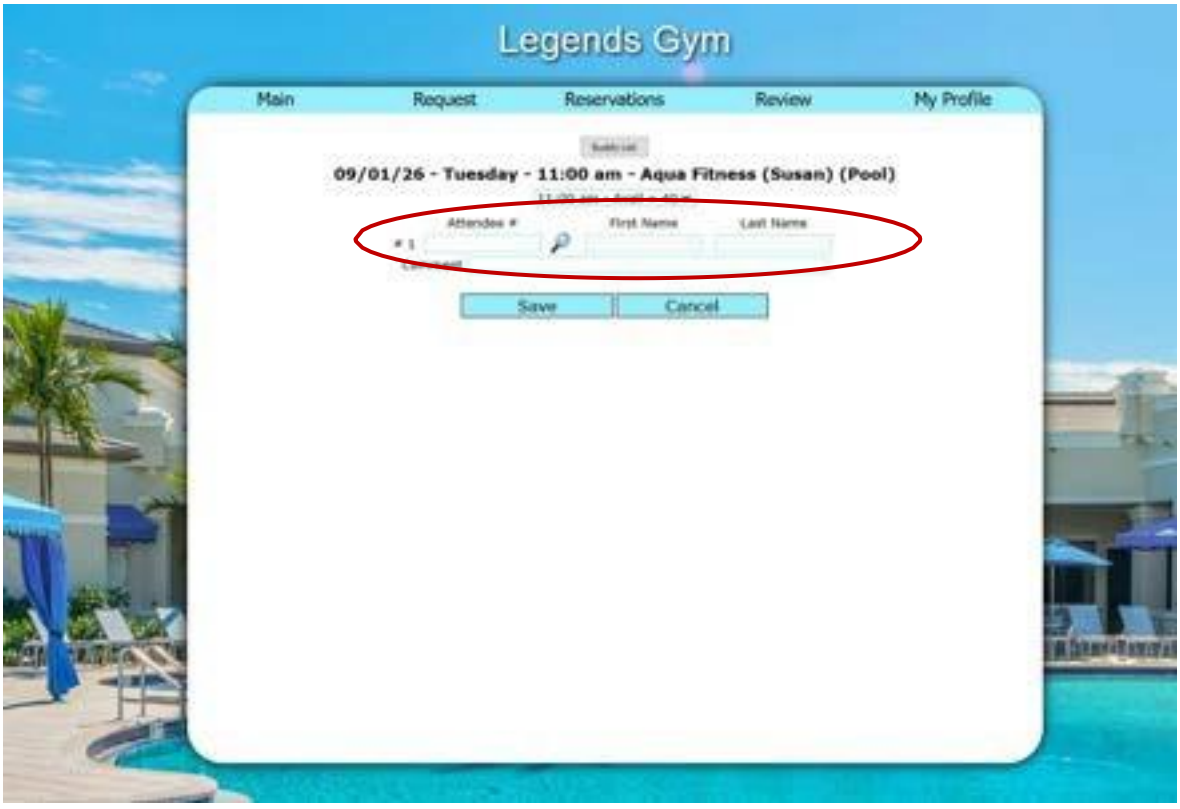
Step 6C: Select the class time from the drop-down menu.



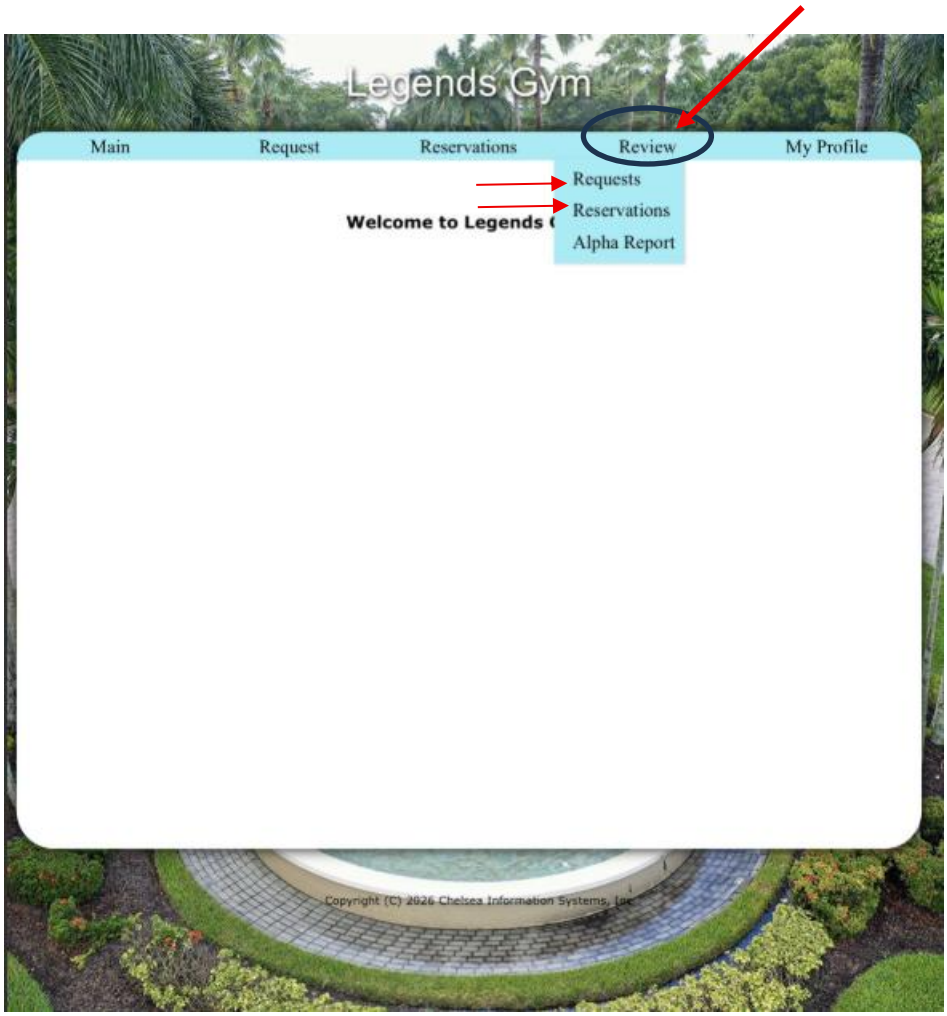


Step 6D: The Chelsea system will show under the name of class and instructor the available attendee "slots" in class still open. This determines if you automatically get into class or added to waitlist. Type in your Member # inside the **Attendee #**, **First Name**, **Last Name**, then click **Save** to complete class registration.

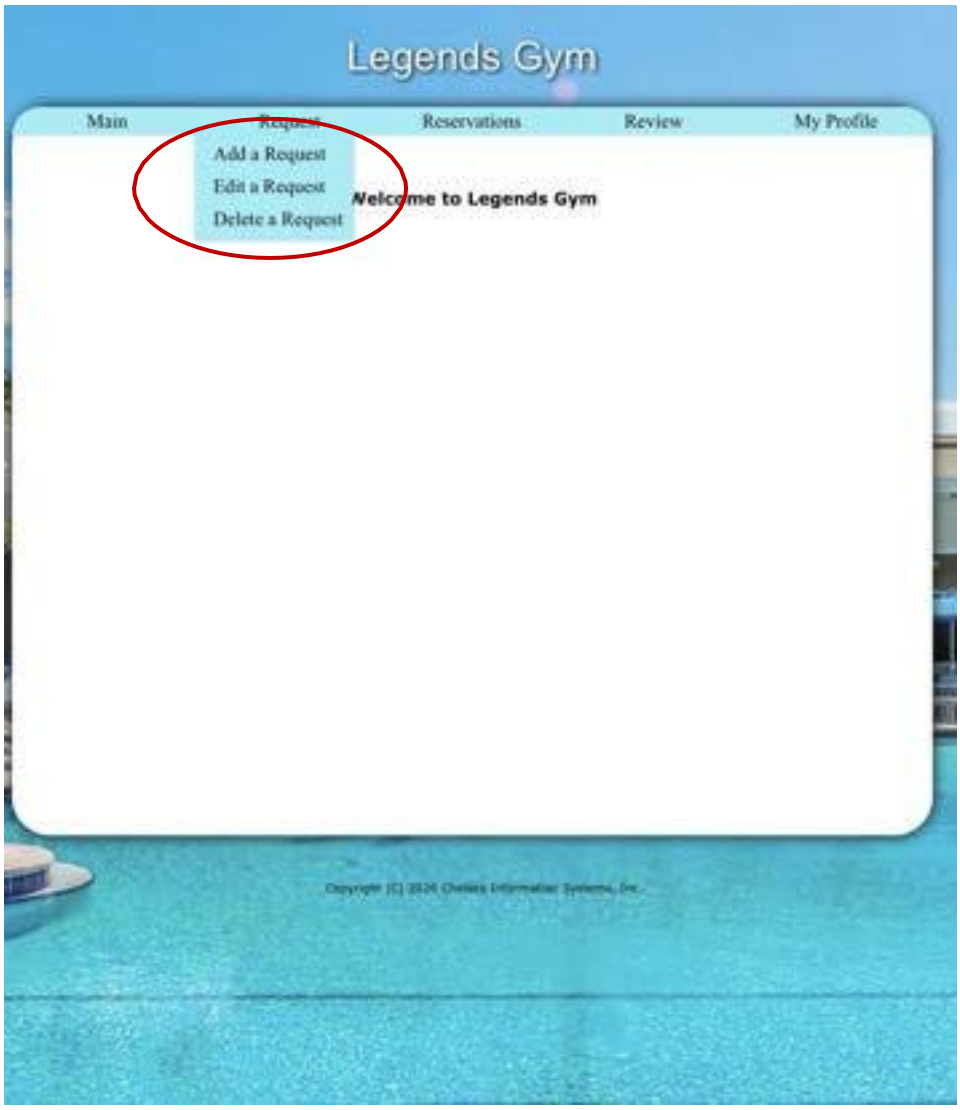




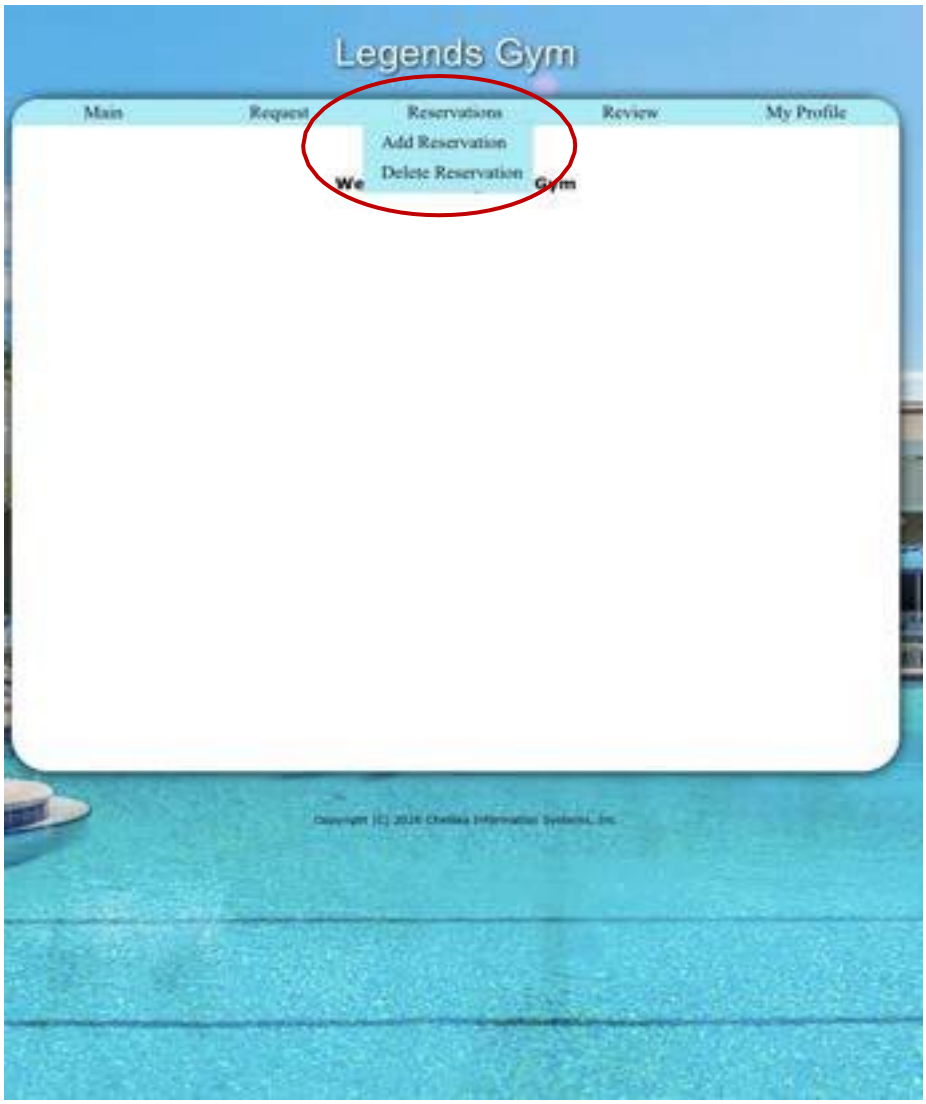
Step 7: To review or confirm your Request or Reservation, click on the Review tab.



Step 8: For Fitness Class **Request** you can **add**, **edit**, or **delete**. Be courteous to other members and delete your class registration 24 hours or more before class start time so others can attend.



Step 9: For Fitness Class **Reservations** you can add, edit, or delete. Be courteous to other members and delete your class registration 24 hours or more before class start time so others can attend.



For questions about this or registering for classes please contact the Fitness & Wellness Provider and Fitness Class Manager Bethany Reul:
Email: bethany@bpowerfulnow.com (Monday – Friday 9 AM – 5 PM)
Cell : 941-504-4767 (Monday – Friday 9 AM – 5 PM)
B Powerful – Legends Website: https://bpowerfulnow.com/legends-golf-and-cc