



## Online Scheduling Portal Reservation Process

To get you set up with our online scheduling portal, you will need to set up your account with creating a new password. Below are the steps on how to get started:

*\*Also, some members have received a separate email to reset your password. The email will come from [noreply@razorsharpfit.com](mailto:noreply@razorsharpfit.com) and the subject will be "Member Self Service Password Assistance. Please follow the steps in this email to get set up\*\**

For those who didn't receive a separate email, use the following steps below:

Website: [Click Here](#) (some of you might have received an email to reset your password already)

Then click on "Forgot?" (next to "Password")

Create your Password

Then go back to the login in page and use the following credentials:

Username: **\*Your Keytag Number\***

Password: **\*The new password you created\***

*\*Important Note - Once you get your access set up in the portal, be sure to BOOKMARK the website and also save your password. This will allow you to get back into the portal in the future.\**

Once you get into the portal, click on "appointments".

Then click, "schedule an appointment".

In the first option "Where do you want to make this appointment", select which club you would like to access (Razor Sharp Fitness – Washington Ave or Razor Sharp Fitness – Erie St)

In the second option "What are you interested in doing", select which specific area you would like to workout in for your 55 minutes (Options are: Main Workout Floor, Therapy Pool, Lap Pool or Erie St Workout)

In the third option "What type", select "55 Minute Workout Timeslot (for the option you selected above)"

Then click "View Available Appointments"

The scheduling options will pop up below. First select the date that you are looking to schedule and then click on the timeslot that you are looking to. Once the timeslot is highlighted, scroll to the bottom of the page and click "Schedule Appointment".

It will bring up another screen to confirm that the date and time selected is correct. Once you confirm that information, click "schedule appointment".

**\*You will receive an email confirmation of this appointment as well\***

Also, once you login, you may see that you have a balance due on your account. Please disregard this completely. This portal is only being utilized for scheduling these reservations.

If you have any issues with getting your Online Scheduling Portal access setup, please reach out to [jthomas@razorsharpfit.com](mailto:jthomas@razorsharpfit.com) to assist.

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