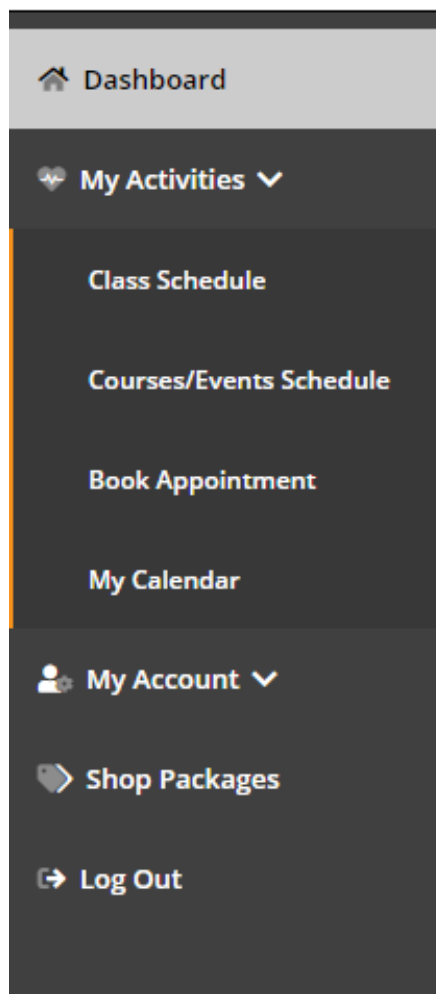


# MEMBER PORTAL INSTRUCTIONS – STUDIO CLASSES

We require all members to reserve a spot for in-person studio classes. Each class will also have a virtual option. You can do all of this through your member portal! Follow these instructions **AFTER** you have set up and have access to your portal. If you do not have access, please go to “**Member Portal Instructions**”.

## 1) Reserving for in-person classes

- a. Your dashboard will appear as soon as you login. In the side bar, click my activities, then class schedule.



- b. Registration for all classes open 3 days in advance. Select day you want to attend class. "Select Category" will be "ALL" by default. You can sort your category view by selecting "Washington Studio Classes". Virtual Classes are represented by the camera icon. In-person classes are represented by the clock.

Class Filters

Select Date: Day Of | Week Of | 1/18/2021

Select Club: Razor Sharp Fitness - Washington Ave

Select Category: ALL

MORE FILTERS

Monday		1/18/21
	VIRTUAL GROUP FIGHT MONDAY 5:25AM Inst: Free	>
	GROUP FIGHT MONDAY 5:25AM Inst: Free	>
	LEVEL UP GRIT 5:30AM Inst: Kyle Free	>
	GROUP ACTIVE MONDAY 8:05AM Inst: Free	>
	VIRTUAL GROUP ACTIVE MON 8:05AM Inst: Free	>

- c. Click the class to enroll, hit "sign up" and "continue" on the next screen. **Success!** You will receive a confirmation e-mail.

	<b>9:15 AM</b> 60 Min	<b>GROUP FIGHT WEDNESDAY 9:15AM</b> Inst: Free
	<b>12:00 PM</b> 30 Min	<b>R30 WEDNESDAY 12PM</b> Inst: Free
	<b>4:45 PM</b> 30 Min	<b>R30 WEDNESDAY 4:45PM</b> Inst: Free
	<b>5:25 PM</b> 60 Min	<b>GROUP POWER WEDNESDAY 525PM</b> Inst: Free

## 2) Joining a Virtual Class

- a. Your dashboard will appear as soon as you login. In the side bar, click my activities, then class schedule.
- b. Registration for all classes open 3 days in advance. Select day you want to attend class. "Select Category" will be "ALL" by default. You can sort your category view by selecting "Virtual Studio Classes."

The screenshot shows a class schedule interface. At the top, there are filters: "Select Date" with "Day Of" and "Week Of" buttons, "Select Club" with a dropdown menu showing "Razor Sharp Fitness - Washington Ave", and "Select Category" with a dropdown menu showing "ALL". A "Class Filters" icon is also visible. Below the filters is a "MORE FILTERS" link. The main content area is titled "Monday" and shows a list of classes for "1/18/21". Each class entry includes a virtual class icon, the class name, the instructor, and the price. The classes listed are:

Class Name	Instructor	Price
VIRTUAL GROUP FIGHT MONDAY 525AM		Free
GROUP FIGHT MONDAY 5:25AM		Free
LEVEL UP GRIT 5:30AM	Kyle	Free
GROUP ACTIVE MONDAY 805AM		Free
VIRTUAL GROUP ACTIVE MON 805AM		Free

- c. Click the class to enroll, hit "sign up" and "continue" on the next screen. Success!

This is a close-up view of the class schedule for Monday. It shows three virtual classes, each with a virtual class icon, the class name, the instructor, and the price. The classes listed are:

Class Name	Instructor	Price
VIRTUAL GROUP FIGHT MONDAY 525AM		Free
VIRTUAL GROUP ACTIVE MON 805AM		Free
VIRTUAL GROUP POWER MON 915AM		Free

d. You will receive an e-mail as follows.

Dear MEMBER,

You have been successfully enrolled in the following class.

Instructor:

Location: Razor Sharp Fitness - Washington Ave

Class Name: Virtual Group Active Mon 805am

Class Time: 1/18/2021 8:05 AM

Class Duration: 60 minutes

Date Enrolled: 1/15/2021 11:35 AM

When it is time to join your virtual class, you must:

- Log into the member portal.
- Click on the class in the My Upcoming Classes window or go to My Calendar to display the information needed to join.
- Use the Click to Join button to join.
- If a password is required, it will be displayed below the Click To Join button


**PLEASE NOTE THE CLICK TO JOIN BUTTON WILL NOT BE DISPLAYED UNTIL 10 MINUTES BEFORE START TIME.**

e. On the dashboard under **My Upcoming Classes**, you will see the class you are registered for. No more than **10 Minutes** prior to class, click to join and it will take you directly to zoom. Password will not be required.

### Too Early..

#### My Upcoming Classes

01/15/2021 VIRTUAL VINYASSA FLOW FRIDAY 12PM  
12:00 PM 45 Min  
Razor Sharp Fitness - Washington Ave


  
**We know you're excited...**  
but this class is not ready yet. Please log in 10 minutes  
before the class starts to join.

[Add To Calendar](#) [Unenroll](#)

### Ready to Join!

#### My Upcoming Classes

01/15/2021 VIRTUAL VINYASSA FLOW FRIDAY 12PM  
12:00 PM 45 Min  
Razor Sharp Fitness - Washington Ave

  
**We are ready to sweat!**  
[Click To Join](#)  
Password: Razor123

[Add To Calendar](#)