

HOW TO REGISTER FOR A CLIMB WALL RESERVATION

Using USDFit App

**The app is still in development and these instructions will update as we get the app design updated.

Updated 8/28/20

1. Open the USDFit App
2. Click on the Specialty Fitness icon and click on Climb Wall to get the reservation options to show.
3. Find the day you want to register for and click on it.
4. Click on the “register” button
5. If you are not logged in to the app, it will prompt you to log in. Students and Faculty/Staff should use the Shibboleth log in and community members should use the Fusion log in. If this is your first time, use the same log in information as your Fusion portal log in. The main office can assist you with this if you are unsure what that log in is. Email wellness@usd.edu to get assistance.
6. Choose the time you want to register for and click register.
7. If you have family members tied to your account, choose the family member you want to register. This will add the class to your account.
8. Click check out and then checkout again when you are prompted to confirm this is what you want to do.
9. The screen will let you know that your order was successfully processed.
10. You will receive a confirmation email to confirm you are registered.

Using Fusion Member Portal

1. Visit wellness.usd.edu and click on the “Log In” link in the top right corner.
 - a. USD students and faculty/staff will use credentials to log in and will use their USD log in to access the system. Members will use the local log in. If you do not already have an account, you will need to create one.
2. There are 2 different ways to access the Reservations from this screen.
 - a. Click on the menu at the top left corner, click on the Climb Wall Reservations menu.
 - b. Click on the Climb Wall option under the banner and when the sub menu pops up, choose the Climb Wall Reservation option.
3. Find the class you want to attend and click on it to see a list of classes available for registration.
4. Find the date/time you want to attend the class. Click “Register.” Choose the family member you are signing up by clicking the register button next to their name.
5. Click the “Checkout” button to complete sign up. Verify you see “Payment was successful” at the top of the screen.
6. You will receive both a purchase receipt and a confirmation email once you have registered. To add to your personal calendar, click on the “ProgramSchedule” attachment in the confirmation email.
- 7.

HOW TO CANCEL YOUR RESERVATION

Using USDFit App

1. Choose My Membership
2. Find the Programs menu on the left hand side of the screen.
3. Choose “registrations.” Scroll down to see a list of registrations.
4. Click on the reservation you need to cancel the registration for.

5. Click on the more options (3 stacked dots) at the end of the row for that class.
6. Click on “cancel registration.” When the confirmation box pops up, confirm that you want to cancel the registration.

Using Fusion Member Portal

7. Log into the member portal (wellness.usd.edu.)
8. Click on the menu found in the top right corner. Go to the “My Membership” menu.
9. Find the Programs menu on the left hand side of the screen.
10. Click on the reservation you need to cancel the registration for.
11. Click on the more options (3 stacked dots) at the end of the row for that class.
12. Click on “cancel registration.” When the confirmation box pops up, confirm that you want to cancel the registration.