# HOW TO REGISTER FOR A GROUP FITNESS CLASS

**Using USDFit App**

1. Open the USDFit App
2. Click on the Group Fitness icon
3. Find the class you want to register for and click on it.
4. If this is a class you will attend regularly, click on the "FAV" star to save it to the favorite classes list on the app. To add to your calendar you can click on the "EVENT" icon.
5. Click on the "register" button
6. If you are not logged in to the app, it will prompt you to log in. Students and Faculty/Staff should use the credentials log in and community members should use the local log in. If this is your first time, use the same log in information as your Wellness Center website 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.
7. Choose the class time you want to register for and click register.
8. 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.
9. Click check out and then checkout again when you are prompted to confirm this is what you want to do.
10. The screen will let you know that your order was successfully processed.
11. You will receive a confirmation email to confirm you are registered. If you are registering for a Virutal class you will get a second email with a link to the class. Please note that this may go to your junk email, so if you do not receive it within 5 minutes of registering, please check there.
12. Once you have your classes added to the "Favorites" area, you can replace steps 2-3 with clicking on the "Favorites" icon.

**Using The Website 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.
   b. Members will use the local log in. If you do not already have an account, you will need to create one.
2. To access the Group Fitness classes from this screen.
   Click on the Group Fitness icon on the screen and then click on group fitness icon that pops up.
   OR

Click on the menu at the top left corner, click on the Fitness menu and go to "Group Fitness."

3. Classes are listed alphabetically. 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 cofirmation email once you have registered. To add to your personal calendar, click on the "ProgramSchedule" attachment in the confirmation email. If the class you registered for is virtual, you will receive a separate email with the link to the class you are registered for.

## <span style="color:red">**HOW TO CANCEL YOUR REGISTRATION FOR A GROUP FITNESS CLASS**</span>

**Using USDFit App**

1. Choose My Membershp
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 class you need to cancel the registrtation 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 class you need to cancel the registrtation 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.