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.
5. To add this class to your calendar you can click on the “EVENT” icon.
6. Click on the “register” button
7. If you are not logged in to the app, it will prompt you to log in. Students and Faculty/Staff should use the “USD Credentials” log in and community members should use the “Local” login. 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.
8. Choose the class time you want to register for and click register.
9. 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.
10. Click check out and then checkout again when you are prompted to confirm this is what you want to do.
11. The next screen will let you know that your order was successfully processed.
12. You will receive a confirmation email to confirm you are registered. 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.
13. Once you have your classes added to the “Favorites” area, you can replace steps 2-3 with clicking on the “Favorites” icon.
14. Those interested in attending virtual classes should contact Dottie.Kerkman@usd.edu for more details.

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 3 different ways to access the Group Fitness classes from this screen.
   a. Click on the Group Fitness banner that scrolls at the top of the screen.
   b. Click on the menu at the top left corner, click on the Fitness menu and go to “Group Fitness.”
c. Click on the Fitness icon under the banner and when the sub menu pops up, choose the group fitness icon.

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 confirmation email once you have registered. To add to your personal calendar, click on the “ProgramSchedule” attachment in the confirmation email. (Please note we have experienced that this is currently not working for those using Outlook 2016.)

7. Those interested in attending virtual classes should contact Dottie.Kerkman@usd.edu for more details.

**HOW TO CANCEL YOUR REGISTRATION FOR A GROUP FITNESS CLASS**

**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 class 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 class 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.