

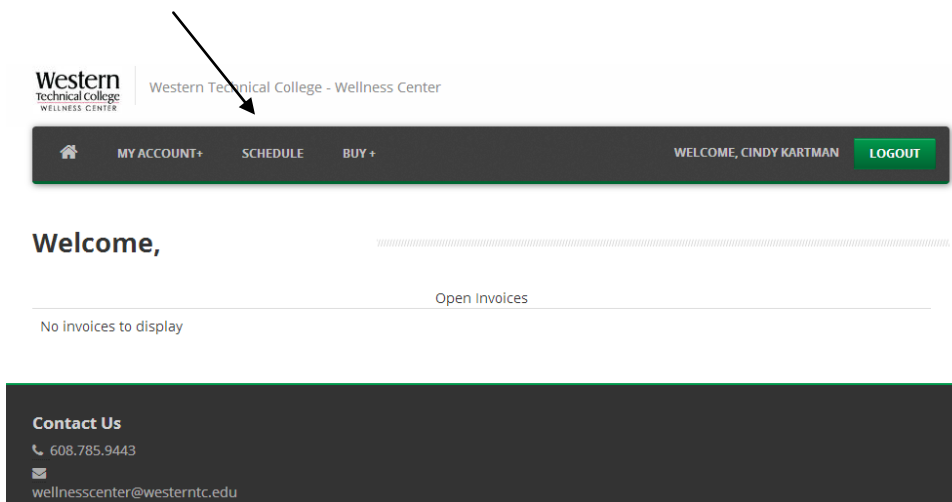
Group Fitness Reservation Guidelines:

To ensure participants receive one-on-one attention from the instructor and there is enough equipment, we ask participants to reserve a spot for class beforehand. Once capacity has been reached, the class will be closed for reservations unless cancellations are made.

- Reservations for classes can be made as far as two weeks in advance and up to 1 hour before the class start time via the self-service website or the MemberMe iPhone app.
- Reservations within one hour of the class start time can be made by calling the Member Services Desk or in-person at the Member Services Desk.
- If you know you won't be able to make a reservation, please cancel as soon as possible to open your spot for another participant. Reservations can be cancelled up to 15 minutes before class on the self-service website or the MemberMe iPhone app.
- You will be marked as "No Show" if you reserve a spot for class, and do not show up for the class. A class will be deducted from your Group Fit Pass if marked as a "No Show."
- If you are set up to receive 'Session Reminders', you will receive an email and/or text message reminder 24 hours before the class.

Making a reservation for a Group Fitness Class on the Self-Service website

1. Go to www.westerntc.edu/wellness.
2. Click <Log-in> under the 'Wellness Links' on the right side of the screen.
3. Enter Username and Password. If the Self-Service option has not been set up. Please contact the Member Services Desk – 608-785-9443 or wellnesscenter@westerntc.edu.
4. Click on <Schedule>.



5. Click on <Group Fitness>. All classes scheduled for the next 2 weeks should be listed. Use 'Search Filters' to search by day or time.

- Click <**Book Me**> for the class you want to make a reservation for.

Western Technical College - Wellness Center

MY ACCOUNT+ SCHEDULE BUY + WELCOME, CINDY KARTMAN LOGOUT

Find New Sessions

Click Session Type To View Available Sessions

Member

Location

Western Technical College - We

Session Types

VIEW ALL

GROUP FITNESS (19)

Search Filters

Days of the Week

All Weekdays Only Weekends Only

☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☒ Sun

Time Frame

All Time Slots

Start: 12:00 AM

End: Midnight

Trainer/Venue

All Resources

Apply Filter

| | Time | With | Type | Title | Openings |
|--------------------------------|---------------------|--------------------|---------------|--------------------|----------|
| - Monday, September 09, 2013 - | | | | | |
| Book Me | 11:30 AM - 12:15 PM | Group Fitness Room | Group Fitness | 2 for 1 | 20 |
| Book Me | 11:45 AM - 12:15 PM | Coleman - 131 | Group Fitness | Express - Strength | 12 |

- Click <**Book Session**> to confirm.

Canceling a reservation for a Group Fitness Class on the Self-Service website

- Go to www.westerntc.edu/wellness.
- Click <**Log-in**> under the 'Wellness Links' on the right side of the screen.
- Enter Username and Password.
- Click on <**Cancel**>.

Western Technical College - Wellness Center

MY ACCOUNT+ SCHEDULE BUY + WELCOME, CINDY KARTMAN LOGOUT

Welcome,

Your Upcoming Sessions

| | Time | Client | With | Status | Type | Title |
|--------|--------------------------------|--------|--------------------|-----------|---------------|---------|
| Cancel | Mon 9/9/2013 11:30 AM-12:15 PM | | Group Fitness Room | Scheduled | Group Fitness | 2 for 1 |

Open Invoices

No invoices to display