# How to Book Into Our Fitness and Wellness Classes

To attend one of our Fitness and Wellness classes you will need to:

Step 1: Set up an account within Brighton Rec's Customer Portal

Step 2: Purchase a Fitness and Wellness Pass Card

Step 3: Book in to the class of your choice via your Fitness and Wellness Pass Card.

## Step 1: Set up an account within Brighton Rec's Customer Portal

To access our Customer Portal click <u>here</u>. You can also access our Customer Portal by clicking on the Book Online Button on our website's class pages or the Customer Portal button in the top right hand corner of our website's home page.

Select "Create Account".



Enter your email address, click on the "yes, I agree" and hit Submit.

You will then be sent a verification code to the email you just provided. Copy this verification code from your email and paste it into the verification area as per below.



Follow the prompts to enter your personal details. When you get to the page asking about "your relationship to the student" select "I am the enrolee".



Once you've entered your personal details you will be asked to create a password for your account. Review all of your details and "Create an Account.

Next you will be asked to read and accept our family policies. There are 3 policies in total, scroll down the page to review all 3.

You will now need to register as a Student. Enter your details as promoted.

You will be asked to read and accept our 2 student policies.

Once accepted, your registration has been completed. Click the Brighton Rec logo at the top of your page to return the home page to purchase your Fitness and Wellness pass.



# Step 2: Purchase a Fitness and Wellness Pass Card

Click on the "Buy Fitness and Wellness Passes"



#### Select the Passes tab

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Select the Fitness and Wellness pass that is right for you. Please note: Concession passes are only available if you possess a Health Care/Pension Card. This card must be presented to reception at the time of your first visit.



Once you select the type of pass, select the quantity you require and the student that the pass will be used by, add to cart and proceed to check out.

## Step 3: Book into the class of your choice via your Fitness and Wellness Pass Card

On your customer page, click on your initials in the top right hand corner or go to the My Account Menu.

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Your details will appear, including the passes icon in the bottom right of your account details.

Click on Passes. Here you will see the number of passes you have available on your Fitness and Wellness Pass.

Click on Use for Class.

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Select the date on which you are seeking to attend the class and a list of available classes on your selected date will be visible. Please note: only the classes available within the next 7 days will be available to book into.



Select the class you would like to attend and click "Punch In". You are now booked into the class and you will receive an email confirmation.

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