How to Register for a Program Online
Ex: Group Fitness Class

1. Navigate to the Group Fitness Classes Page

The Customer will need to navigate to the Group Fitness Classes page. First click the Fitness & Wellness circle on the main page then click Group Fitness Classes circle.
2. Choose the Program

2.1 Overview of the program page

Search Programs

<table>
<thead>
<tr>
<th>Classification</th>
<th>All Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Classifications</td>
<td><strong>Beacon Total Body w/ Liat (Virtual)</strong> $0.00</td>
</tr>
</tbody>
</table>
| Group Fitness        | Tone and strengthen your full body while building cardio without the knee pain. Participants will leave the class feeling ch...
|                      | **Cardio Kickboxing w/ Liat (Virtual)** $0.00       |
| Semesters            | A combination of martial arts techniques with fast-paced cardio to build stamina, improve coordination and flexibility, and burn calories. This class is for beginners all the way t...
| Spring 2021          | **Open-Level Vinyasa Yoga w/ Genna (Virtual)** $0.00 |
| Category             | An open-level Vinyasa flow for beginners through advanced practitioners focusing on deep stretching. Participants will be guided through a multi-tempo practice with the intention o...
| All Categories       | **Open-Level Vinyasa Yoga w/ Krysta-Lyn (Virtual)** $0.00 |
| Group Fitness        | This class includes elements of the history of yoga, fundamental principles of alignment, and breath work. Students will be introduced to postures through step-by-step verbal descr...

the patron will need to select an option to load the Programs list. The page is structured as follows:

1. Classification,
2. Semesters (or other name you may have changed this to),
3. Category,
4. Programs currently available in your selected filters.

Double click on the Program you want to register for
2.2 Select a Group Fitness Class

Program Details
Cardio Kickboxing w/ Liat (Virtual): $0.00

Return to Programs / Cardio Kickboxing w/ Liat (Virtual)

A combination of martial arts techniques with fast-paced cardio to build stamina, improve coordination and flexibility, and burn calories. This class is for beginners all the way through seasoned athletes who are looking to challenge themselves with a new mode of exercise.

Program Instances

<table>
<thead>
<tr>
<th>Monday, February 1, 2021</th>
<th>Wednesday, February 3, 2021</th>
<th>Monday, February 8, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00 PM - 4:45 PM</td>
<td>4:00 PM - 4:45 PM</td>
<td>4:00 PM - 4:45 PM</td>
</tr>
<tr>
<td>100 spot(s) available</td>
<td>100 spot(s) available</td>
<td>100 spot(s) available</td>
</tr>
</tbody>
</table>

Use the Register button to select the class offering or instance you would like to register for. If the user is not currently logged in, this button will instead say Sign In.

2.3 Custom Prompts

Please review/provide the following information:

**General Information**

You will be able to register in advance for each group fitness class. Once you go through the registration and check out process you will receive 2 emails. One will be an order confirmation and the second one will have that individual fitness class link. When you click the link you will be directed to the UMBRec Connect Portal to enter your UMB username and password. After a successful login you will be automatically redirected to the ZOOM class.

**Virtual Group Fitness Code of Conduct**

1. Please arrive early so you don’t disrupt the flow of class. 2. It is strongly recommended that participants wear proper attire. 3. Participants will be respectful of the instructor and other participants. Any unsafe or lude behavior will result in ejection from the class, possible membership suspension, and a report to the Dean of Students when appropriate.

Those required to be completed are tagged as such. When finished with the prompts, use the Add to Cart button to continue.
3. Review Shopping Cart

Baby Yoda

<table>
<thead>
<tr>
<th>Item</th>
<th>Customer Name</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program: Cardio Kickboxing w/ Liat (Virtual) Program Instance: Mon, Feb 1 2021 4:00 PM to 4:45 PM</td>
<td>Baby Yoda</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Enter promo code... APPLY

Subtotal: $0.00  
Tax: $0.00  
Total: $0.00

After adding it to the Cart, use the **Check Out** button to complete the sale. Remember if you would like to cancel your registration you will need to go into your profile → programs → registrations → click the 3 dots on the far right → cancel registration.