Duke Center for Living

at Fearrington

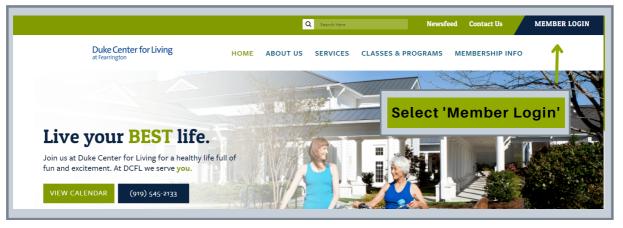
Member Self-Service Portal

The Member Self-Service portal allows you to:

- View account history and transactions
- Register for classes and pool lanes
- Cancel classes and appointments
- Check your calendar for upcoming classes and appointments
- Update your general information (email, phone, address, etc.) as well as billing and credit card information

The portal can be accessed by visiting our website at

dukefitnessfearrington.com and selecting 'Member Login' at the top right corner.



Du at Fe	ke Center for Living arrington
	Welcome to
	Empower M.E.
Usernam	ie
26	
Passwor	d
••	
Reme	mber Username
	→3 Login
	④ FORGOT PASSWORD?

Enter the following information when logging in for the first time:

- Username: Scan Tag ID (the number on the back of your DCFL scan tag)
- Password: Scan Tag ID (same number as above)

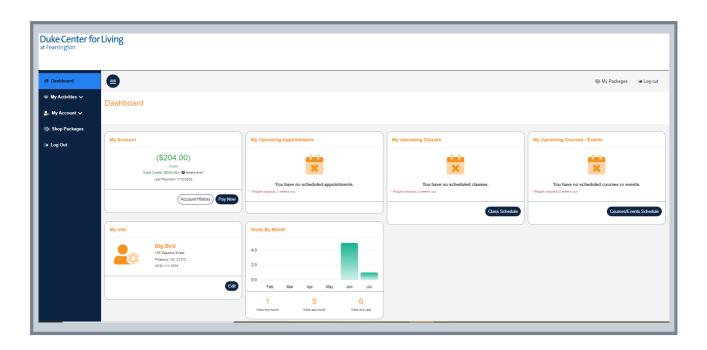
After entering your information you will be prompted to update your username but this is *optional.* It is **REQUIRED** to change your password. When you are prompted for your current password, you will re-enter your scan tag ID as the current password then you will need to enter your new password twice. Your username and password can be changed at any time within your account.

REGISTRATION GUIDELINES - CLASSES

- Only select classes that require registration. Refer to our Group Exercise schedule for more information.
- Registration will open **7 days in advance at midnight**.
- Group cycle registration will reserve your space in the class and bike selection will be determined on first-come, first-served basis.
- You may cancel registrations using the portal or by calling or visiting Member Services.
- Waitlisted participants will automatically be enrolled at least 2 hours before the reservation if there is a cancellation. You will receive an email alert of this auto-enrollment.

REGISTRATION GUIDELINES - POOL LANES

- Registration will open **7 days in advance at 8PM**.
- Lanes 1, 2, and 3 are drop-in. Lanes 4 & 5 are available for reservation.
- There is no transition time between lane reservations. Please promptly exit your lane once your reservation has ended.
- Members are limited to 1 reservation per day.
- You may cancel registrations using the portal or by calling or visiting Member Services.



REGISTRATION FOR CLASSES

Duke Center for at Fearrington	Living				
A Dashboard	•			⊛ My Packages 🛛 😁 Log out	
♥ My Activities ✓ ♣ My Account ✓	Dashboard				
Shop Packages My Account		My Upcoming Appointments	My Upcoming Classes	My Upcoming Courses / Events	
	(\$204.00) Credit Total Credit: (\$264.00) () @whar's this? Last Payment: 71/2/022	You have no scheduled appointments.	You have no scheduled classes.	You have no scheduled courses or events.	
	Account History Pay Now	* Widget displays 2 weeks out	*Wdget displays 2 weeks out Class Schedule	"Winget displays 2 weeks out Courses/Events Schedule	
	My Info	Visits By Month	1		
	Big Bird 1258 Saare Steel Pesboro, NC 27312 (919) 111-1234	40			
	Edit	0.0 Feb Mar Apr May Jun Jul			
		1 5 6 Vaits this month Vaits last month Vaits this year	Select 'Class S	chedule'	

- Select 'Class Schedule' on your main Dashboard
- Then, filter as needed to find your desired date, time, and activity
- Select 'Sign Up'

A Dashboard	•			Filter opti	ONS → My Packages → Log out
₩ My Activities ∨	Select Classes				
🌲 My Account 🗸	Dashboard / Select Classe	S			
Shop Packages					
⇒ Log Out		'Select Date'	\heartsuit Class Filters	↓ ·	
	Select Date		Select Club	Select Category	
	Day Of Week Of		Duke Center for Living	✓ Group Exercise	~
				Filter options	MORE FILTERS
	Wednesday		Outdoor Strong	×	7/27/22
	Wednesday () 8:05 AM 45 Min	OUTDOOR STRONG AND LIMBER Inst Burnerfed, Taylor, Free	Outdoor Strong	×	201521 >
	0 8:05 AM	Inst: A Blumenfeld, Taylor: Free CHAIR FITNESS Inst:		×	
	8:05 AM 45 Min 9:00 AM 45 Min	Inst: Blumenfeld, Taylor: Free CHAIR FITNESS	Class Instructor: Class Length: 45 min Date: 07/27/2022	g and Limber	>
	© 8:05 AM 45 Min © 9:00 AM	Inst: A Blumenfeld, Taylor: Free CHAIR FITNESS Inst:	Class Instructor Class Length - 45 min Date: 07272022 Time: 8.05 AM - CLASS DESI	g and Limber	>

Outdoor Strong and Limber				
Blumenfeld, Taylor Prese Total				
Cancellation Policy Press analysis of the institute setup	(@	_	Select 'Co	ontinue'

REGISTRATION FOR POOL LANES

🏶 My Activities 🗸	Dashboard
Class Schedule	
Courses/Events Schedule	
Book Appointment	My Account My Upcoming Appointments
My Calendar	\$0.00 12/20/2022 30 MINUTE POOL RESERVATION Eatone Due 1:00 PM
🍰 My Account 🗸	Total Charges: 90.00 € what's this? 30 Min ♦ Last Payment: 12/1/2022 Pool Lane 1 Duke Center For Living
Shop Packages	Account History Pay Now
🕞 Log Out	Widget displays 2 weeks out
	My Upcoming Courses / Events Book Appointment
	Visits By Month
	You have no scheduled courses or events.
	* Widget displays 2 weeks out
	Courses/Events Schedule
	Select 'Book Appoin

- Select 'Book Appointment' on your main Dashboard

- *Step 1*: Duke Center for Living, *Step 2*: Pool, *Step 3*: 30 Minute Pool Reservation, *Step 4*: Select desired lane or 'All Resources.'

- Click on Calendar for Desired Date
- Click Morning, Afternoon, or Evening for available times
- Select your preferred time then BOOK

Duke Center for Living Sunday Monday Tuesday Wednesday Thursday Pool Lan Step 2: Select Category Image: Select Category	AFTERNOON	
27 28 29 30 MORMO Sam-12pm	AFTERNOON	<u>,</u>
Step 2: Select Category	12pm-5pm	EVE 5pm
Pool •		C
Step 3: Select Product 11 12 13 14 14		
30 Minute Pool Reservation		
Step 4: Select Resource(s) 25 26 27 28 2		

HOW TO CANCEL CLASS REGISTRATIONS

•		⊛ My Packages 🛛 争 Log out
Dashboard		
My Account	My Upcoming Appointments	My Upcoming Classes
S0.00 Balance Due Total Charges: 50.00 Ø what's two? Last Payment: 7202022	07/27/2022 30 MINUTE PERSONAL TRAINING 5:00 PM 30 Min Spradey, Ja'dah Duke Center For Living	07/25/2022 GROUP CYCLE 10:05 AM 45 Min Duke Center For Living
(Account History) Pay Now	* Widget displays 2 weeks out	07/27/2022 OUTDOOR STRONG AND LIMBER 8:05 AM 45 Min Select 'Unenroll' Duke Center For Living
My Upcoming Courses / Events	Book Appointment	07/28/2022 POOL LANES 8:30 AM 30 Min
×	My info	Duke Center For Living
Vau hava no echadulad coureae ar avante		

- Find 'My Upcoming Classes' on your Dashboard
- Click on the class you wish to cancel
- Select 'Unenroll'
- Confirm 'Unenroll' on next pop up screen (make sure you complete this step)

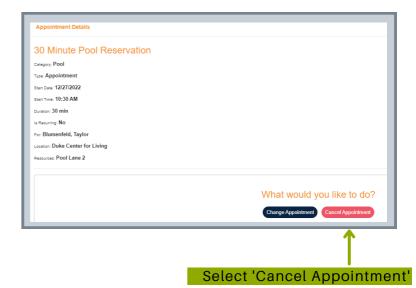
HOW TO CANCEL POOL RESERVATIONS

중 Dashboard	a	
🐳 My Activities 🗸	Dashboard	
Class Schedule		
Courses/Events Schedule		
Book Appointment	My Account	My Upcoming Appointments
My Calendar	\$0.00 Balance Due	12/27/2022 30 MINUTE POOL RESERVATION 10:30 AM
[₽] [™] Click on	Appointment then click 'Edit"	30 Min Pool Lane 2 Duke Center For Living
Shop Packages	Account History Pay Now	
ເ⇒ Log Out		* Widget displays 2 weeks out
	My Upcoming Courses / Events	Book Appointment

- Find 'My Upcoming Classes' on your Dashboard

- Click on the class you wish to cancel
- Select 'Unenroll'

- <u>Confirm</u> **'Unenroll'** on next pop up screen (make sure you complete this step)



VIEWING UPCOMING APPOINTMENTS, CLASSES, & OTHER ACTIVITIES

Duke Center for at Fearrington	Living	
		Т
☆ Dashboard		u
🐱 My Activities 🗸 🤟	Dashboard	S
Class Schedule	Dashboard	le
Courses/Events Schedule		
My Calendar 🗧 🧲	My Account	— т
🌲 My Account 🗸	(
Shop Packages	Total Cree Las	
🕞 Log Out		

To view your personalized calendar of upcoming appointments and classes:

Select **'My Activities'** on the toolbar to the left of your Dashboard.

Then, select 'My Calendar'.

A Dashboard			⊛ My Packages	🗭 Log out
🏶 My Activities 🗸	My Calendar			
Class Schedule	Dashboard / My Calendar			
Courses/Events Schedule				
Book Appointment	VIEW ACTIVITIES AT			
My Calendar	ALL			~
💄 My Account 🗸	ADDITIONAL FILTERS			
Shop Packages	=	D History	Choose List View, Calendar View, or History	,
⊫ Log Out	List View Calendar View	History		
			Θ	Print Schedule
			< July 2022 >	
	Taylor Blumenfeld			
	07/25/2022 10:05 AM	GROUP CYCLE Group Exercise 45 Min Type: Class Duko Center For Living		۵
	07/27/2022 8:05 AM	OUTDOOR STRONG AND LIMBER Group Exercise 45 Min Type: Class Duke Center For Living		۵
	07/27/2022 5:00 PM	30 MINUTE PERSONAL TRAINING Personal Training 30 Min Type: Recurring Appointment		۵