

SHEPHERD UNIVERSITY

*Wellness
Center*

GROUP EXERCISE GUIDE

Live Classes Begin July 6

PARTICIPANT PROTOCOL

Participation Requirements

- Be a current Wellness Center Member- no guests are permitted at this time
- Adhere to all current policies (i.e. must be at least 16 years old, wear proper attire, etc.)
- Reserve a spot on our website www.shepherdwellness.com
- Wear a face covering or a face shield while in our building
- Practice social distancing of at least 6 feet from other members and staff
 - Members are permitted to remove their face coverings during classes being held outside only. Must wear a mask for temperature check and front desk check-in.
- Complete a temperature check with a temperature 99.7 or lower
- Sanitize hands
- Check in at the front desk
- Bring a mat to class if needed- mats are not available
- Wipe down all equipment before and after use.

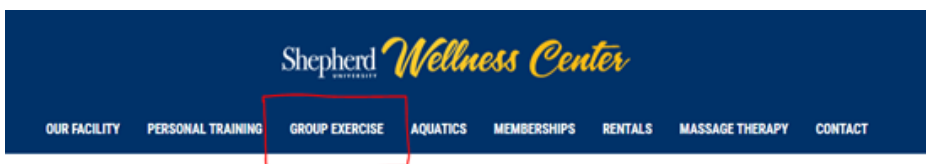
Participation Policies

- All participants will be required to register for class (if you want a guaranteed spot)
- Participants must reserve their spot for the class through our website www.shepherdwellness.com
 - Participants will not be able to call the front desk to reserve a spot
- Participants can sign up as early as 72 hours before the scheduled class
- Participants have up to 12 hours before the class to sign up
 - If there are less than 2 participants registered, the class will be cancelled.
 - If the weather is bad, classes will be cancelled
 - The group exercise schedule on our website will reflect the cancellation and a text message will be sent out
- Participants should cancel their reservation if they cannot make it as far in advance as possible.
- Each class has a limited of 10 participants per class
- There will be a wait list consisting of 3 participants
 - If there are no call/no shows within the first 8 minutes of class, the first person on the list will be permitted to take the class and so on
 - If there are less than 10 people in the class, and there are open spots, walk-ins will be permitted as long as they are a current member and have completed the front desk check-in process

CLASS RESERVATION

- VISIT WWW.SHEPHERDWELLNESS.COM

- CLICK "GROUP EXERCISE TAB"

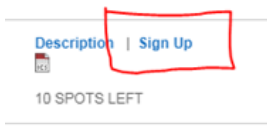


- SCROLL DOWN TO THE CLASS YOU ARE RESERVING

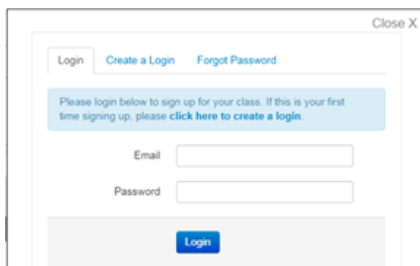
5:00pm-5:30pm	Wild Card	Devon G.	Moderate Intensity	Online- Zoom	Description
5:00pm-5:00pm	🔊 Boot Camp	Josh N.	High Intensity	Outside	Description Sign Up

10 SPOTS LEFT

- CLICK "SIGN UP"

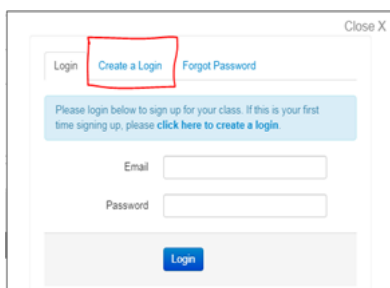


- YOU WILL BE PROMPTED TO USE YOUR LOGIN/PASSWORD TO SIGN UP FOR THE CLASS. IF YOU DO NOT HAVE CREDENTIALS, PLEASE FOLLOW THE STEPS BELOW.



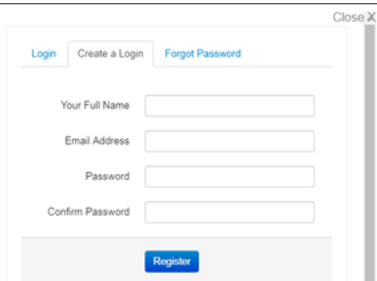
The image shows a login form with the following elements: 'Login', 'Create a Login', and 'Forgot Password' links. A blue instruction box says: 'Please login below to sign up for your class. If this is your first time signing up, please click here to create a login.' Below this are input fields for 'Email' and 'Password', and a 'Login' button.

- CREATE A LOGIN BY CLICKING ON "CREATE A LOGIN"



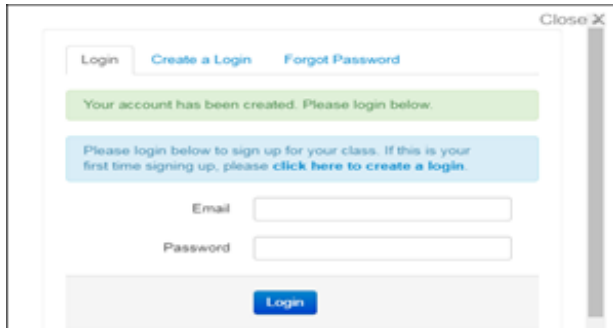
The image shows the same login form as above, but with the 'Create a Login' link highlighted by a red box.

- ENTER YOUR FIRST AND LAST NAME, EMAIL, AND CREATE A PASSWORD



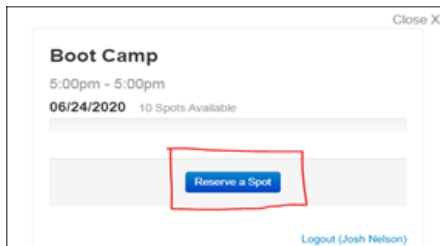
A registration form with a 'Close X' button in the top right corner. At the top, there are three tabs: 'Login', 'Create a Login', and 'Forgot Password'. Below the tabs are four input fields: 'Your Full Name', 'Email Address', 'Password', and 'Confirm Password'. A blue 'Register' button is located at the bottom of the form.

- YOU WILL THEN BE PROMPTED BACK TO THE SIGN-UP SCREEN WHERE YOU WILL USE YOUR CREDENTIALS TO SIGN UP FOR THE CLASS.



A login screen with a 'Close X' button in the top right corner. At the top, there are three tabs: 'Login', 'Create a Login', and 'Forgot Password'. Below the tabs is a green message box that says 'Your account has been created. Please login below.' Below that is a blue message box that says 'Please login below to sign up for your class. If this is your first time signing up, please [click here to create a login](#)'. Below the messages are two input fields: 'Email' and 'Password'. A blue 'Login' button is located at the bottom of the form.

- CLICK "RESERVE A SPOT"



A class reservation screen with a 'Close X' button in the top right corner. The screen displays the following information: 'Boot Camp', '5:00pm - 5:00pm', and '06/24/2020 10 Spots Available'. Below this information is a blue 'Reserve a Spot' button, which is highlighted with a red rectangle. At the bottom right of the screen, there is a 'Logout (Josh Nelson)' link.

- ONCE RESERVED, THERE WILL BE A CONFIRMATION MESSAGE OF YOUR RESERVATION.

Hi Josh Nelson,

You have reserved a space in the following class:

Class: Boot Camp

Date: 06/24/2020

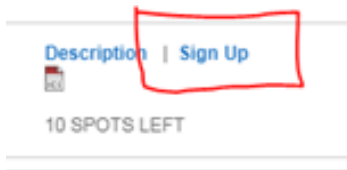
Time: 5:00pm

Thanks and we'll see you soon!

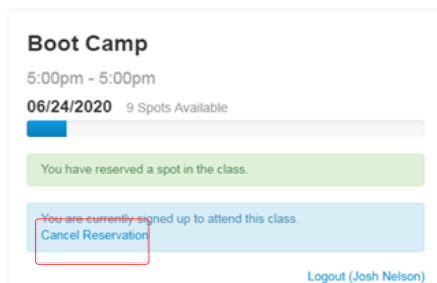
GXP

CANCEL RESERVATION

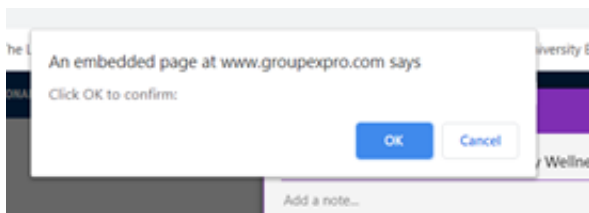
- TO CANCEL YOUR RESERVATION, GO TO THE GROUP EXERCISE SCHEDULE AND CLICK "SIGN-UP" NEXT TO THE CLASS YOU RESERVED A SPOT.



- CLICK "CANCEL RESERVATION"



- CLICK "OK" TO CONFIRM CANCELLATION



- YOU WILL RECEIVE A CONFIRMATION YOUR RESERVATION HAS BEEN CANCELED

