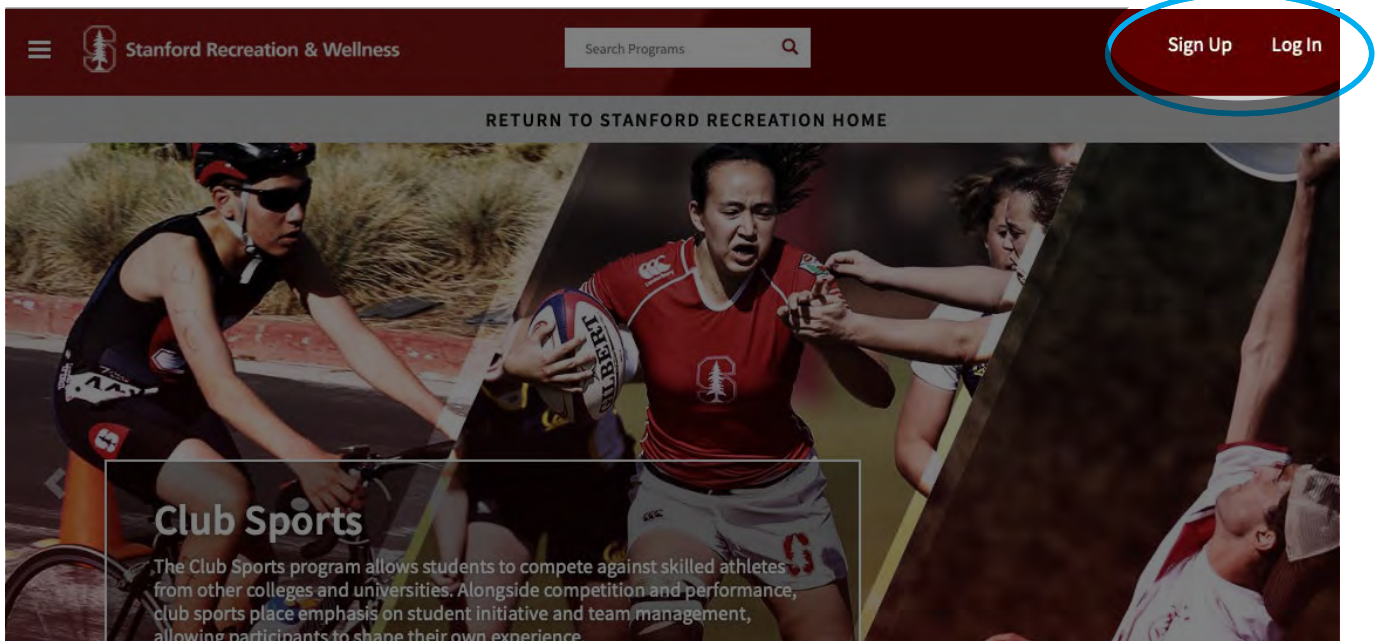


How to register for Stanford Recreation & Wellness Group Fitness classes

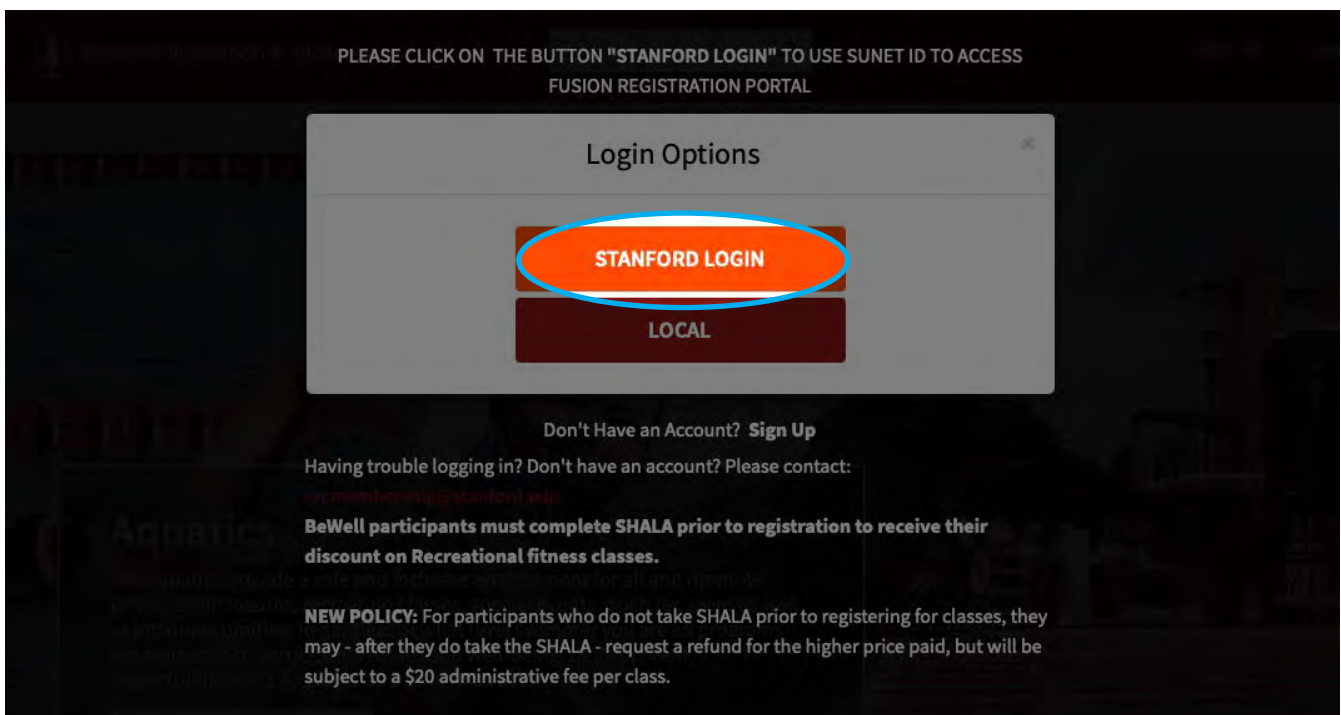
A STEP-BY-STEP TUTORIAL

1 Log in at recwell.stanford.edu.

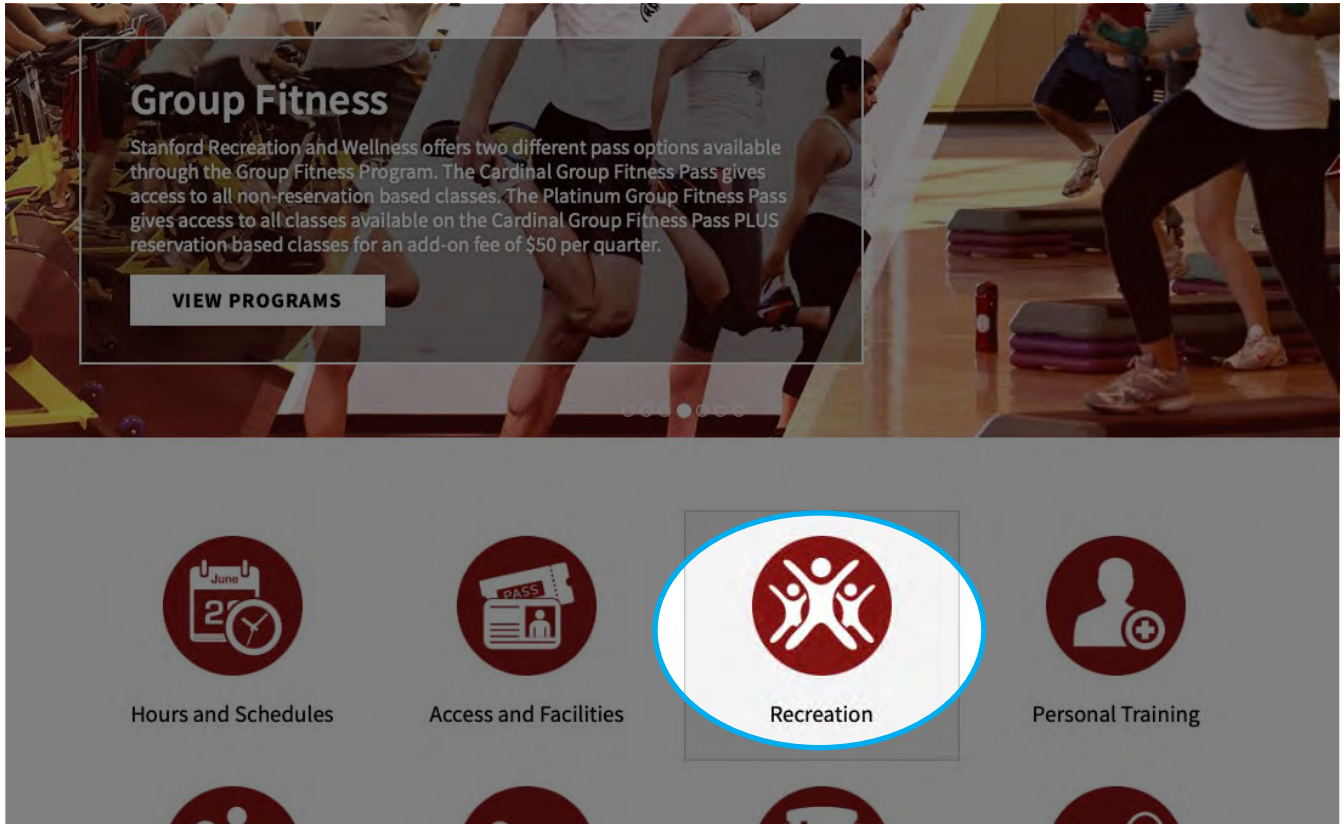


2 Use **Stanford Login** only to log in.* Will take you to Web Auth.

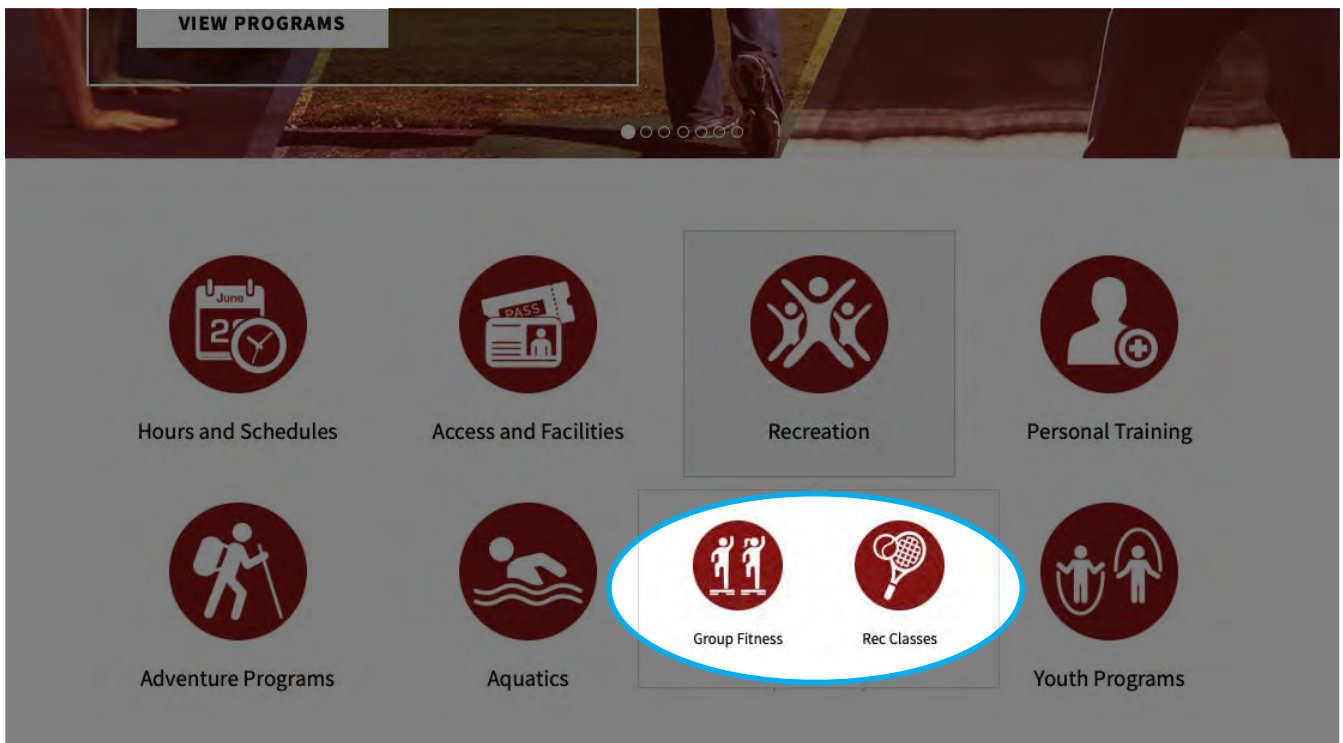
**If you do not have a SUNet ID, but are eligible for a courtesy card, please visit the front desk of either fitness center or email recmembership@stanford.edu with the following information and a picture of your courtesy card: Full name, Date of Birth, Email, Phone number, Affiliation to Stanford. We will assist you in setting up an account.*



3 Returning to main menu click on **Recreation!**



4 Click on **Group Fitness** or **Rec Classes** based on what type of class you are looking for.



5

 Select from a variety of different offerings.

The screenshot shows the Stanford Recreation & Wellness website. The header includes the logo, a search bar for products, and links for Sign Up and Log In. The main heading is "Search Programs". On the left, there are filter sections for Classification, Semesters, and Category. The Classification filter is expanded to show "Group Fitness" selected. The Semesters filter shows "Fall Quarter 2019" selected. The Category filter shows "Group Fitness" selected. The main content area displays two program options under "All Categories": "Cardinal Pass (Main Campus)" with a price range of \$0.00 - \$120.00, and "Platinum Pass (Main Campus Only)" with a price range of \$0.00 - \$170.00. Both programs include a brief description and a circular icon representing group fitness.

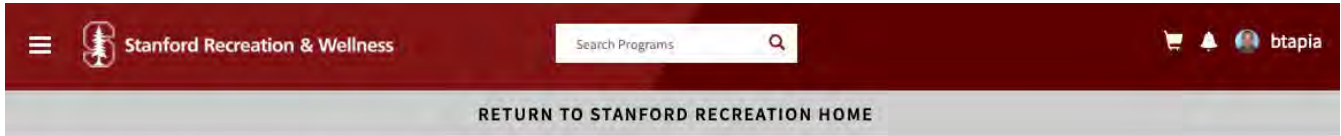
6

 Select your group fitness pass and location.

The screenshot shows the details page for the "Cardinal Pass (Main Campus)" program. The header includes the logo, a search bar for programs, and user icons for a shopping cart, notifications, and a user profile named "btapia". The breadcrumb trail reads "Programs / Cardinal Pass (Main Campus)". The main text provides an overview of the Group Fitness Program, stating that it offers two pass options: the Cardinal Group Fitness Pass and the Platinum Group Fitness Pass. It mentions that the Cardinal pass gives access to all non-reservation based classes, while the Platinum pass gives access to all classes available on the Cardinal pass plus reservation based classes for an add-on fee of \$50 per quarter. It also notes that all participants pay a quarterly fee for either pass to access group fitness classes throughout the quarter. The goal of the program is to provide a safe and fun workout environment. Below the text is a section titled "Program Offerings" which lists the "Cardinal Group Fitness Pass (Main Campus)" for "Fall Quarter 2019" with a price of "\$0.00" and "500 spot(s) available". A "REGISTER" button is present. A note states "This Program schedule is not viewable online." At the bottom, there is a note about usage: "Can be used at the Main Campus or at Stanford Redwood City Recreation & Wellness Center. Eligible faculty/staff should take their SHALA before registering to qualify for BeWell reduced pricing." and a link: "Click HERE for the Summer 2019 Cardinal Group Fitness Pass schedules for both the Main Campus and Redwood City locations as well as FAQ's!"

7

Read and scroll to bottom of waiver.



Waiver - 18-19 Stanford RecWell Waiver

Tennis - All Levels

Please read the following waiver carefully.

Stanford University

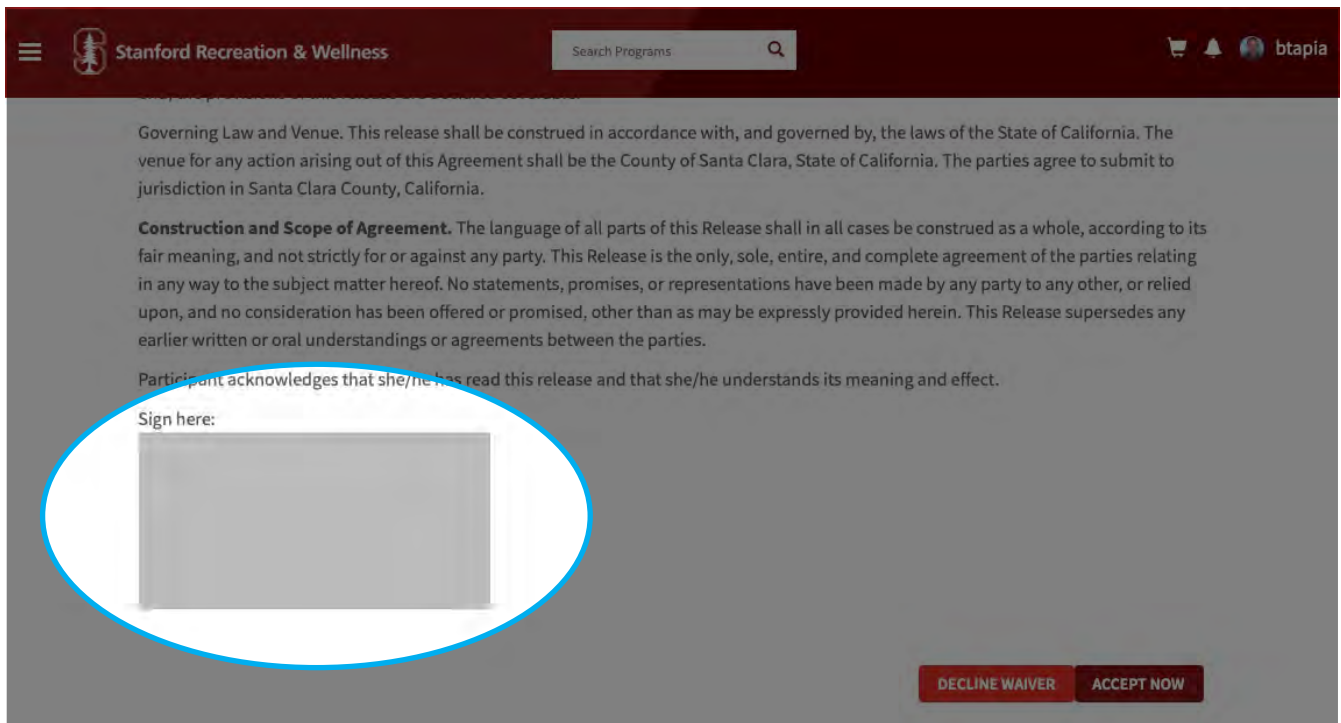
Non-Varsity Athletic Liability Release and Waiver

PLEASE USE SCROLL BAR TO GET BOTTOM OF WAIVER TO ELECTRONICALLY SIGN DOCUMENT

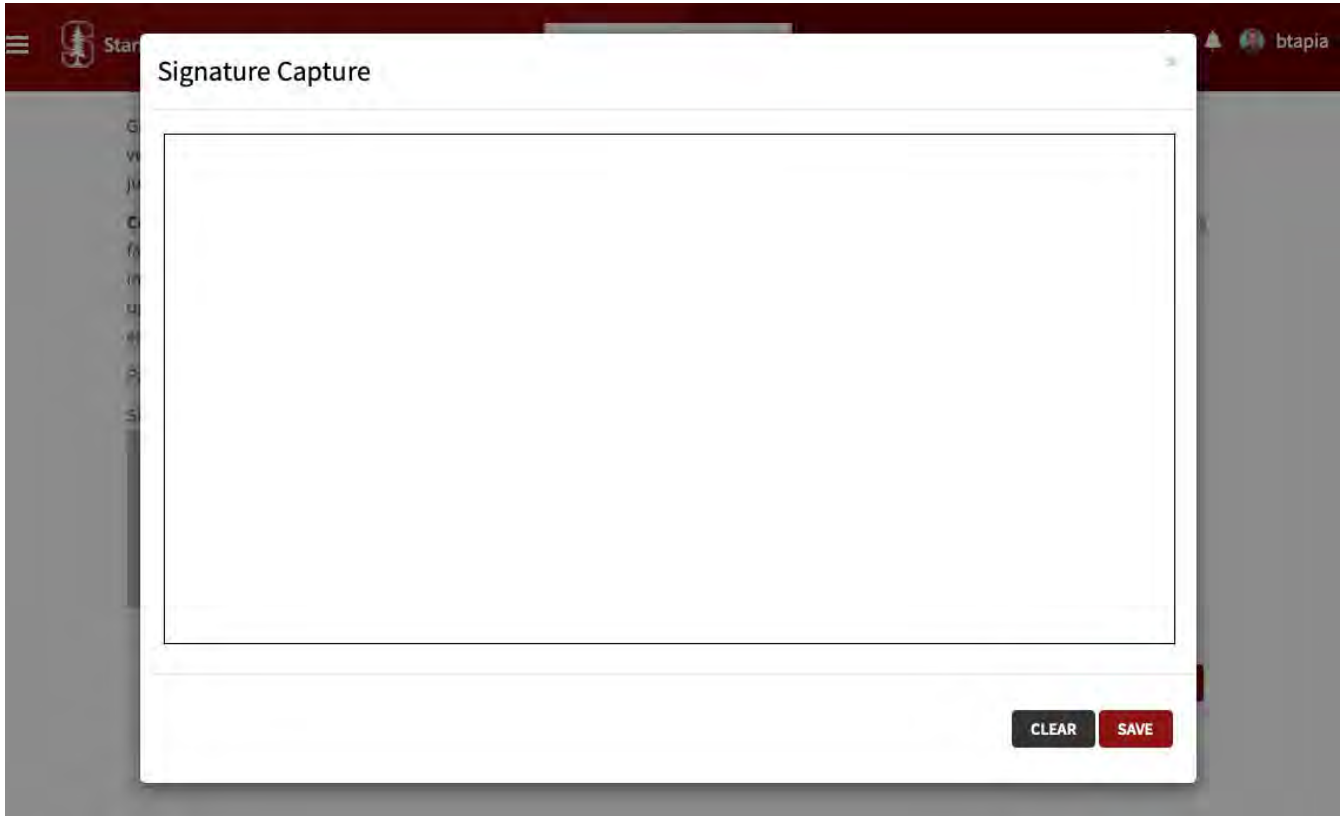
The parties to this Release are (name of Participant whose electronic signature appears below), or (Participant's parents or legal guardian, if participant is under 18), all referred to hereafter jointly and severally as "Participant", and The Board of Trustees of the Leland Stanford Junior University (hereafter "Stanford"). The Participant, with the consent of the Participant's parents or legal guardian (where applicable), has chosen to participate in the Stanford Recreation Class or **BeWell/Health Improvement Class** that pertains to this individual registration (hereafter "Activity"). Participant further understands that **participation in this Activity is entirely voluntary. Any decision not to participate in this Activity will have no negative consequences (academic or otherwise) to Participant.**

8

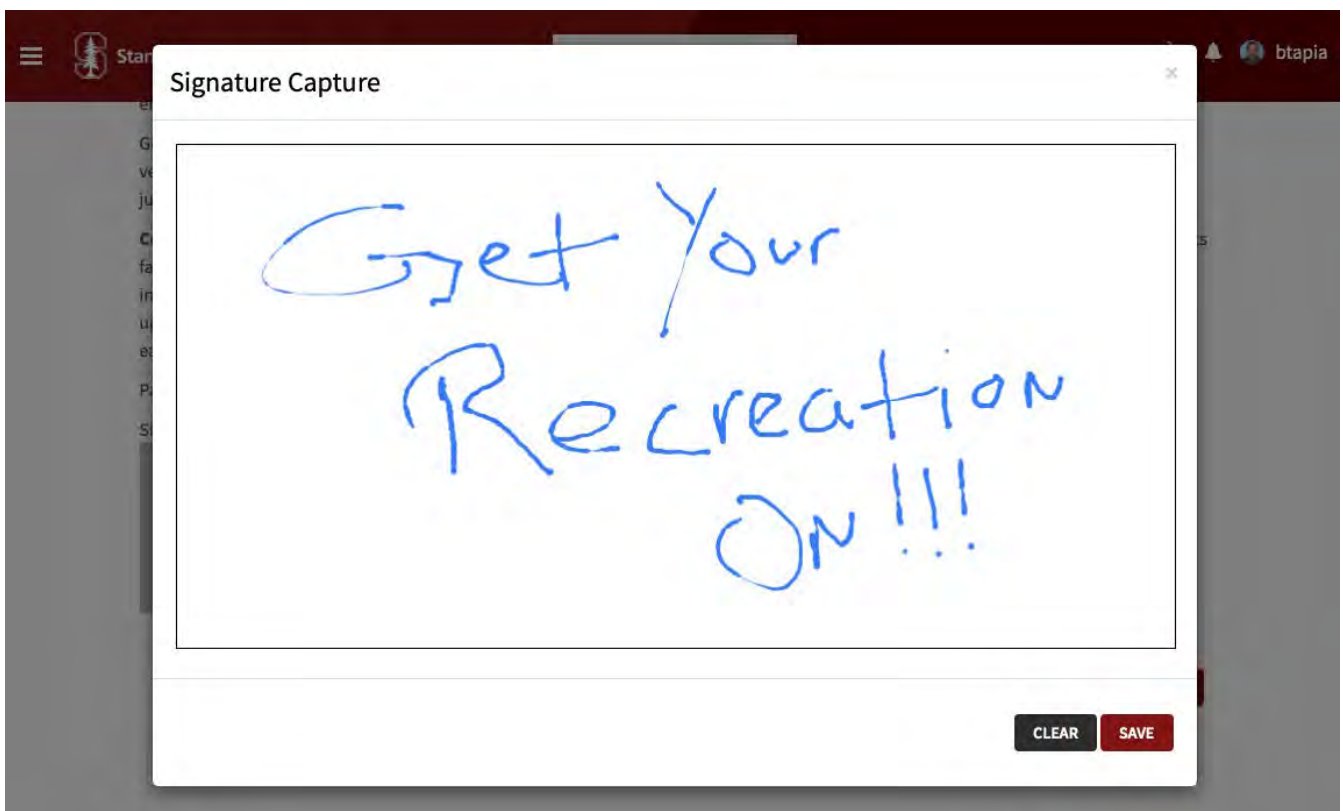
Click the gray box to sign the waiver.



9 Signature Capture Box will the appear and use your mouse to draw your signature.



10 Sign your name.



11

Enter emergency contact(s).

Please provide the following information

Emergency Contacts

First Name	Last Name	Home	Mobile	Email	
Sarah	Tapia	(888) 888-8888		sara@email.com	DELETE
Tara	Weber	(555) 555-5555		tara@email.com	DELETE

ADD A NEW EMERGENCY CONTACT

CANCEL CONTINUE

12

Confirm your campus selection.

Cardinal Pass on Main Campus **REQUIRED**

Are you sure you want to Register for a Cardinal Pass on Main Campus

Yes No

CANCEL ADD TO CART

13

 Verify your cart and click **Checkout**.

Stanford Recreation & Wellness

Search Programs

RETURN TO STANFORD RECREATION HOME

Shopping Cart

Bernardo Tapia

O-36221

Item	Customer Name	Quantity	Unit Price	Total	
Program: Tennis - All Levels Program Offering: Intermediate (Fridays 10:00 - 11:40 AM) with Corinne Mansourian	Bernardo Tapia	1	\$60.00	\$60.00	REMOVE

Enter promo code... **APPLY**

Subtotal: \$60.00
Tax: \$0.00
Total: \$60.00

CONTINUE SHOPPING **CHECKOUT**

14

 Proceed to payment page.

Checkout

Clicking "Save Card" or "Checkout" Will take you to an external site

- Do not click **BACK** on your browser
- Do not click **Refresh/FS** on your browser
- Processing may take a few minutes

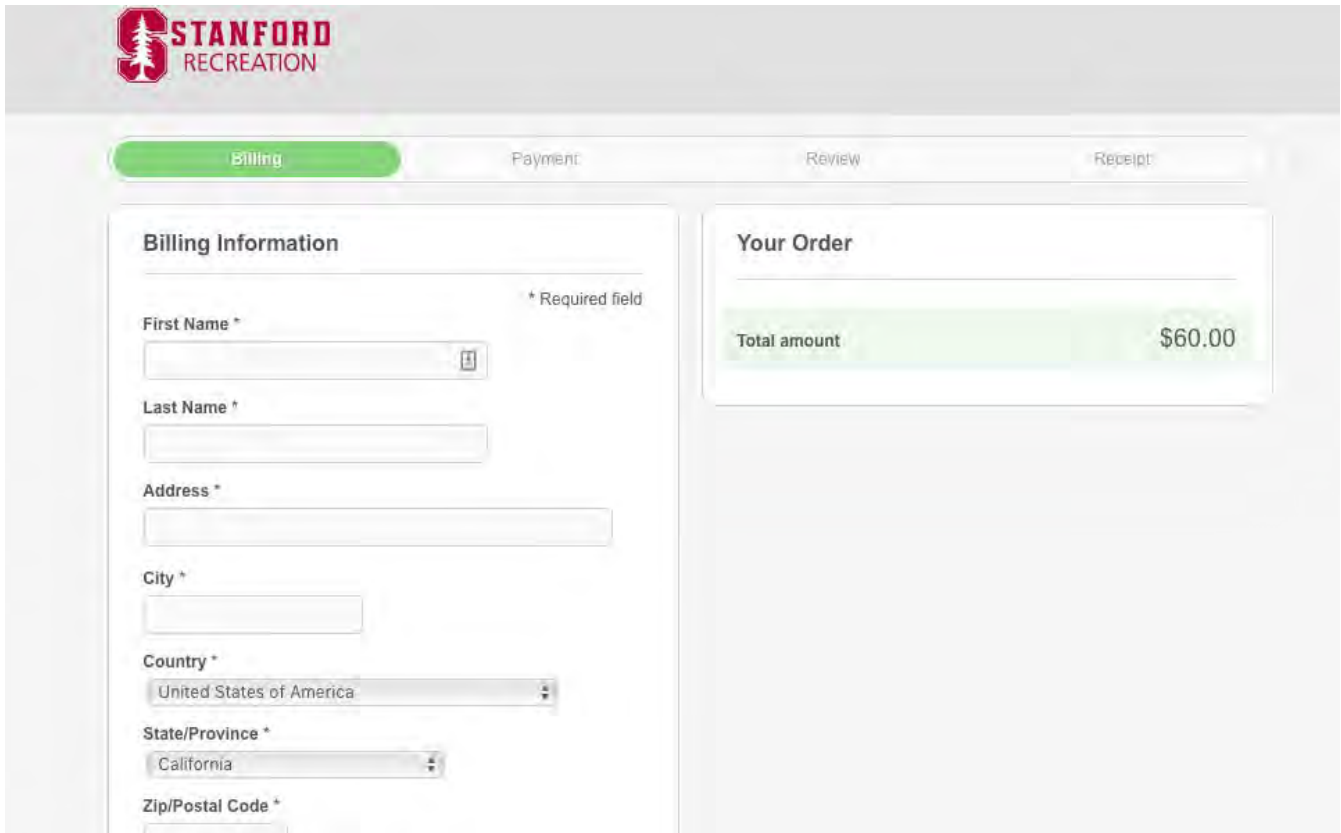
SAVE A NEW CARD

CHECKOUT

CANCEL **MANAGE CARDS**

15

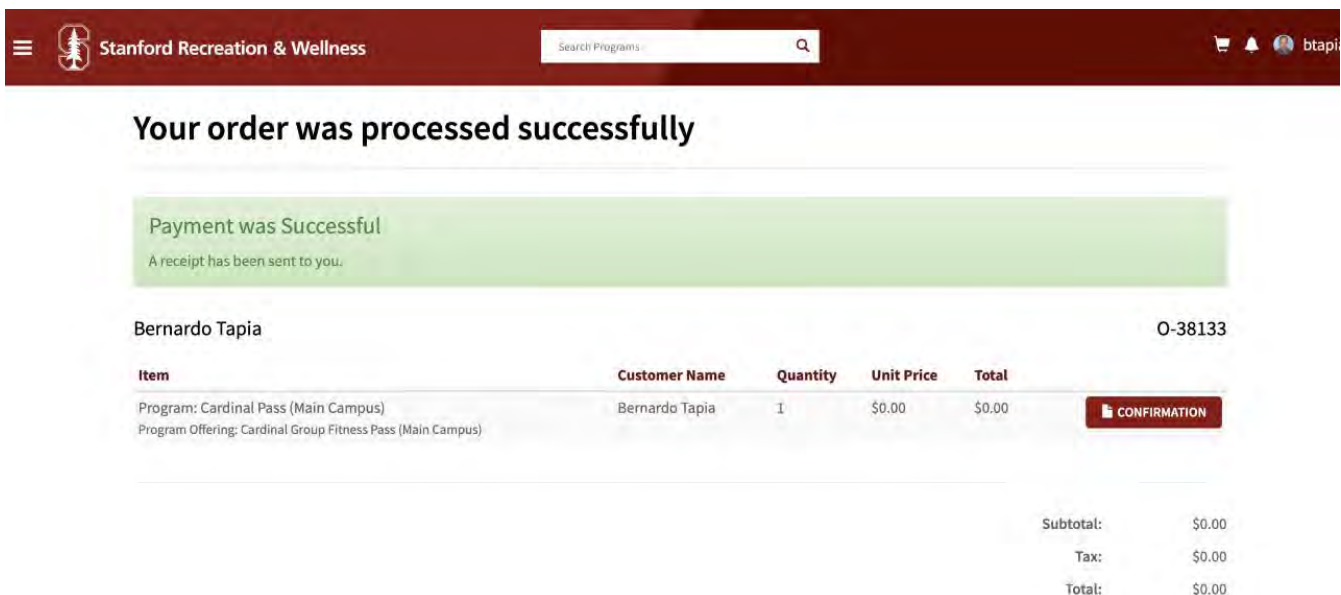
Complete your billing info.



The image shows a web form for Stanford Recreation. At the top left is the Stanford Recreation logo. Below it are four tabs: Billing (highlighted in green), Payment, Review, and Receipt. The main content is split into two columns. The left column is titled "Billing Information" and contains several required fields: First Name, Last Name, Address, City, Country (a dropdown menu currently showing "United States of America"), State/Province (a dropdown menu currently showing "California"), and Zip/Postal Code. The right column is titled "Your Order" and shows a summary: "Total amount" followed by "\$60.00".

16

Success (hopefully)!



The image shows a confirmation page from Stanford Recreation & Wellness. At the top is a dark red header with the logo, a search bar for "Search Programs", and a user profile icon labeled "btapia". The main heading is "Your order was processed successfully". Below this is a green banner that says "Payment was Successful" and "A receipt has been sent to you." The customer's name "Bernardo Tapia" and ID "O-38133" are displayed. A table lists the order item:

Item	Customer Name	Quantity	Unit Price	Total
Program: Cardinal Pass (Main Campus) Program Offering: Cardinal Group Fitness Pass (Main Campus)	Bernardo Tapia	1	\$0.00	\$0.00

To the right of the table is a red button labeled "CONFIRMATION". At the bottom right, a summary shows: Subtotal: \$0.00, Tax: \$0.00, and Total: \$0.00.