



Empower M.E. Member Portal

How to Make a Reservation

1. Bookmark the Empower M.E. Portal link on your home computer or mobile device: <http://www.ourclublogin.com/500092>
2. First time users: your default username name & password will be your member ID # (found on the back of your key tag)
 - a. If you need your member #, please email smac.fitness@smccd.edu
3. Please change your username
3. Please change your password

- Change Username -
OPTIONAL STEP

FIRST TIME LOGGING IN?
Would you like to change your username?
Current Username:
TMP29694

Yes, I Want To Change

NO THANKS, CONTINUE

- UPDATE PASSWORD -
REQUIRED STEP

We take security very seriously and because of that, we have a few password rules:

- Must meet the requirements listed below the input box
- Must not contain your username
- Your 5 previous passwords cannot be used
- Cannot use the same password that was used in the last 6 months

Current Password

.....

New Password

.....

- ✓ 8 to 32 alphanumeric characters
- ✓ 1 lowercase letter
- ✓ 1 uppercase letter
- ✓ 1 number
- ✓ 1 special character
- ✓ No spaces
- ✓ Does not contain the word 'password'

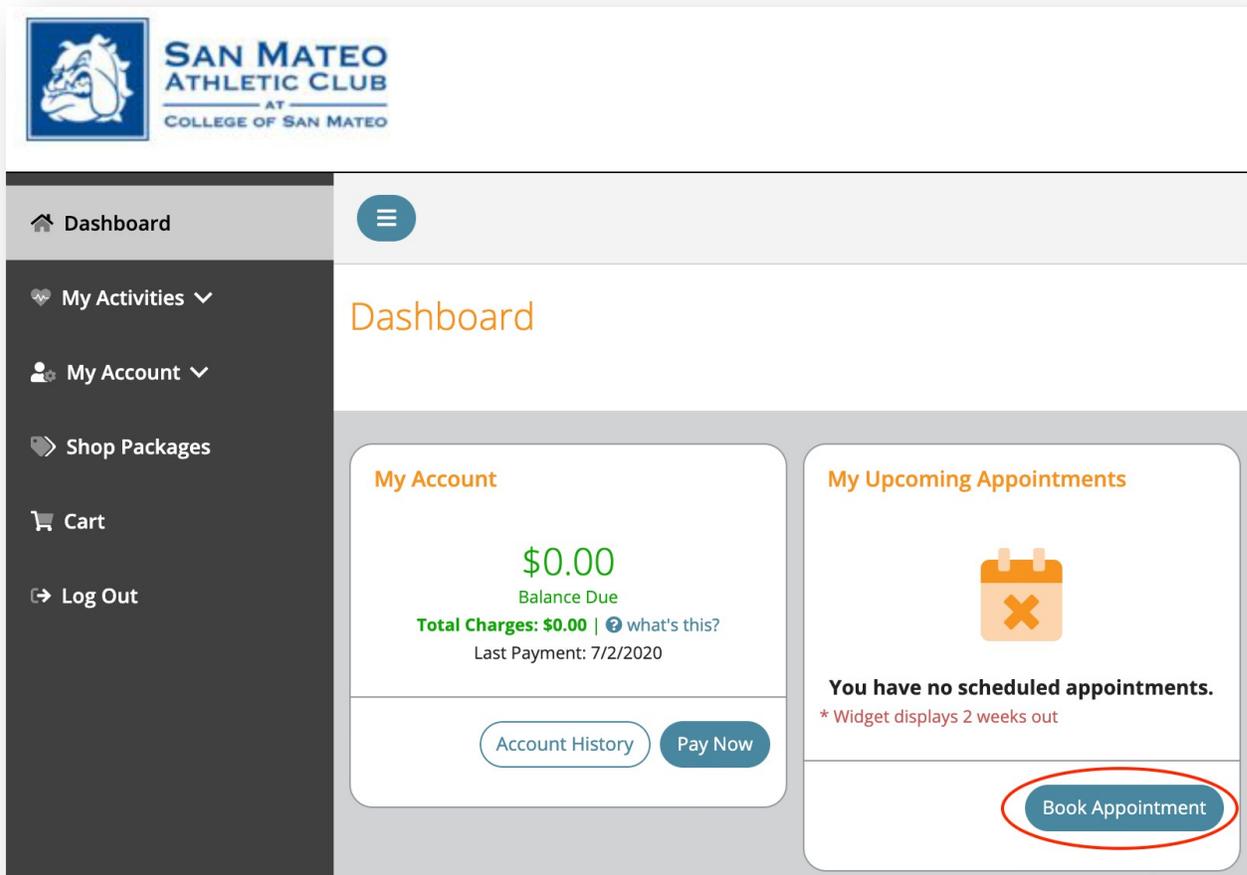
Confirm New Password Passwords

Match!

.....

Save

4. After logging in, Select BOOK APPOINTMENT



5. Step 2: Only has options if you are a senior or student. Otherwise, Club Access Availability will be selected by default

6. Step 3: Select the reservation you would like to make

- a. You may make up to '3' Main Fitness Floor reservations and '3' Pool reservations per week
- b. You may make a Fitness Floor reservation and a pool reservation in the same day, but will need to leave the area and re-check in at the Courtesy desk for the next reservation
- c. You may NOT make two reservations in the same area in one day
- d. Spots available per hour:
 - i. 45 spots for the Main Fitness Floor
 - ii. 20 spots for the Large Pool Lap Swim
 - iii. 3 spots for the Small Pool Walking Lane
 - iv. 3 spots for the Small Pool Lap Swim

- Step 4: Select ALL RESOURCES to see all available time slots. Select one of the available calendar days highlighted in blue.

Appointments

Dashboard / Book Appointment

Calendar will display once all steps are complete.

Step 1: Select Club
San Mateo Athletic Club

Step 2: Select Category
Club Access Availability

Select One
Large Pool Lap Swim
✓ Main Fitness Floor
Small Pool Lap Swim
Small Pool Walking Lane

Step 4: Select Resource(s)
All Resources

July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

- Search for the preferred time slot in sequential order. For instance, if the 6:00 am time slot is not available in Spot 1, check Spot 2, then Spot 3, etc.
 - Please refrain from clicking on random time slots so other members can easily search for their preferred times

Select A Time

for 07/08/2020

Main Fitness Floor- Spot 01

MORNING 5am-12pm AFTERNOON 12pm-5pm EVENING 5pm-5am

7:00 AM 8:00 AM 9:00 AM 10:00 AM

Main Fitness Floor- Spot 02

MORNING 5am-12pm AFTERNOON 12pm-5pm EVENING 5pm-5am

6:00 AM 7:00 AM 8:00 AM 9:00 AM 10:00 AM

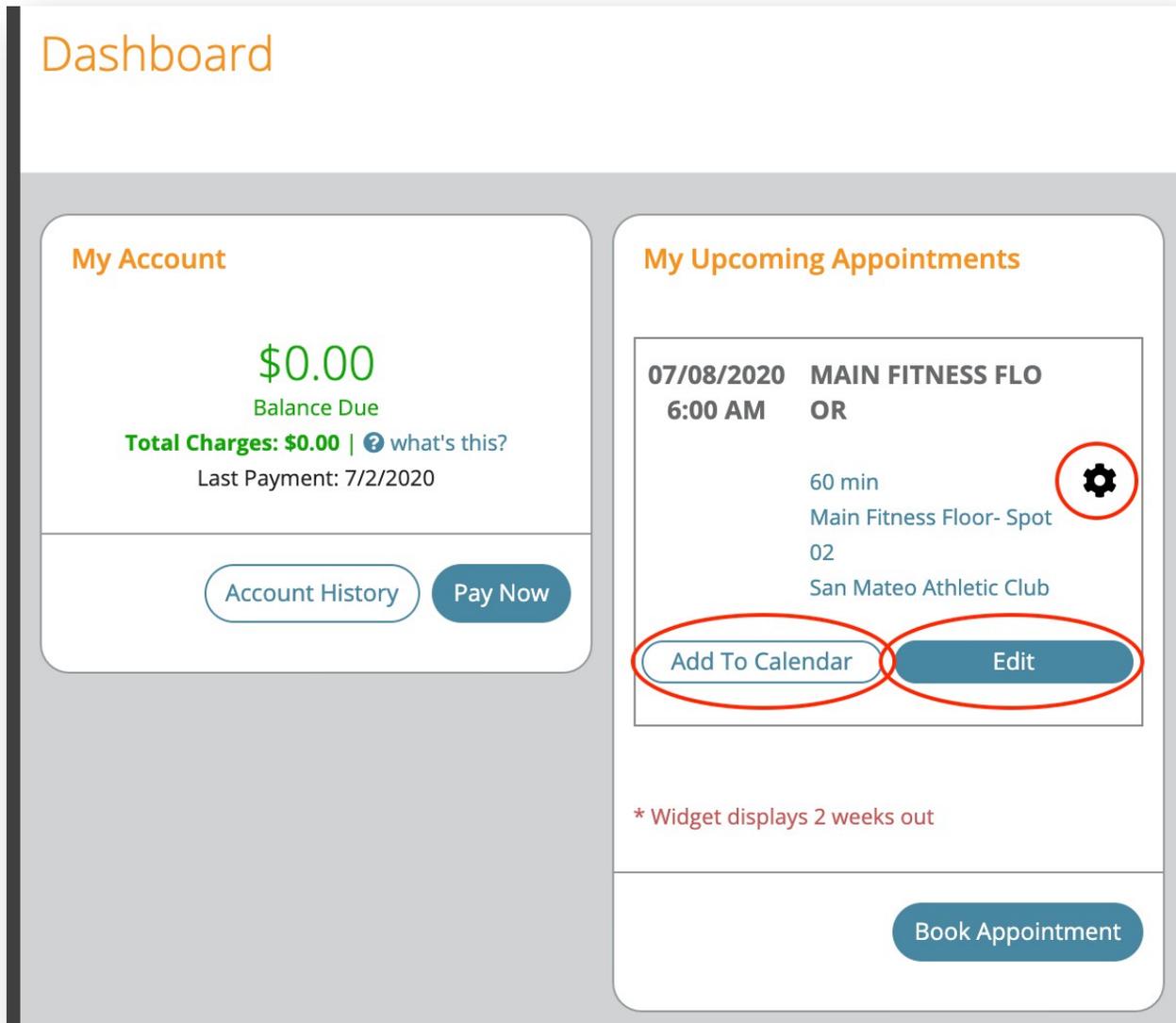
Main Fitness Floor- Spot 03

MORNING 5am-12pm AFTERNOON 12pm-5pm EVENING 5pm-5am

Main Fitness Floor- Spot 04

MORNING 5am-12pm AFTERNOON 12pm-5pm EVENING 5pm-5am

9. Once you click on the time slot, select BOOK. The reservation should show up on your dashboard.
10. Click on the  to:
 - a. You can add the appointment to your calendar
 - b. To CHANGE an appointment, select EDIT



Dashboard

My Account

\$0.00
Balance Due
Total Charges: \$0.00 | [? what's this?](#)
Last Payment: 7/2/2020

[Account History](#) [Pay Now](#)

My Upcoming Appointments

07/08/2020 **MAIN FITNESS FLO**
6:00 AM **OR**

60 min
Main Fitness Floor- Spot 
02
San Mateo Athletic Club

[Add To Calendar](#) [Edit](#)

* Widget displays 2 weeks out

[Book Appointment](#)

c. Select CHANGE > PROCEED WITH CHANGE

Appointment Details

Main Fitness Floor

Category: **Club Access Availability**

Type: **Appointment**

Start Date: **07/08/2020**

Start Time: **6:00 AM**

Duration: **60 min**

Is Recurring: **No**

For: **Tran Wagner, Mai**

Location: **San Mateo Athletic Club**

Resources: **Main Fitness Floor- Spot 02**

?

What would you like to do?

Change Cancel

👍

There are no fees for changing this appointment.

Proceed With Change

d. Be sure to select ALL RESOURCES in Step 4 to see all available time slots

Appointments

Dashboard / Book Appointment

Calendar will display once all steps are complete.

Step 1: Select Club
San Mateo Athletic Club

Step 2: Select Category
Club Access Availability

Step 3: Select Product
Main Fitness Floor

Select One

- All Resources
- Main Fitness Floor- Spot 01
- ✓ Main Fitness Floor- Spot 02
- Main Fitness Floor- Spot 03
- Main Fitness Floor- Spot 04
- Main Fitness Floor- Spot 05
- Main Fitness Floor- Spot 06
- Main Fitness Floor- Spot 07
- Main Fitness Floor- Spot 08
- Main Fitness Floor- Spot 09

July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday
28	29	30	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- e. To Cancel an appointment, select EDIT > CANCEL > PROCEED WITH CANCEL

Appointment Details

Main Fitness Floor

Category: **Club Access Availability**

Type: **Appointment**

Start Date: **07/08/2020**

Start Time: **12:00 PM**

Duration: **60 min**

Is Recurring: **No**

For: **Tran Wagner, Mai**

Location: **San Mateo Athletic Club**

Resources: **Main Fitness Floor- Spot 02**



What would you like to do?



There are no fees for cancelling this appointment.
