



Empower M.E. Member Portal

How to Sign Up for a GEX Class Onsite

1. Bookmark the Empower M.E. Portal link on your home computer or mobile device:
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

- 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

3. Please change your password

>Meeting the specified criteria
(everything ✓ green)

- 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
.....

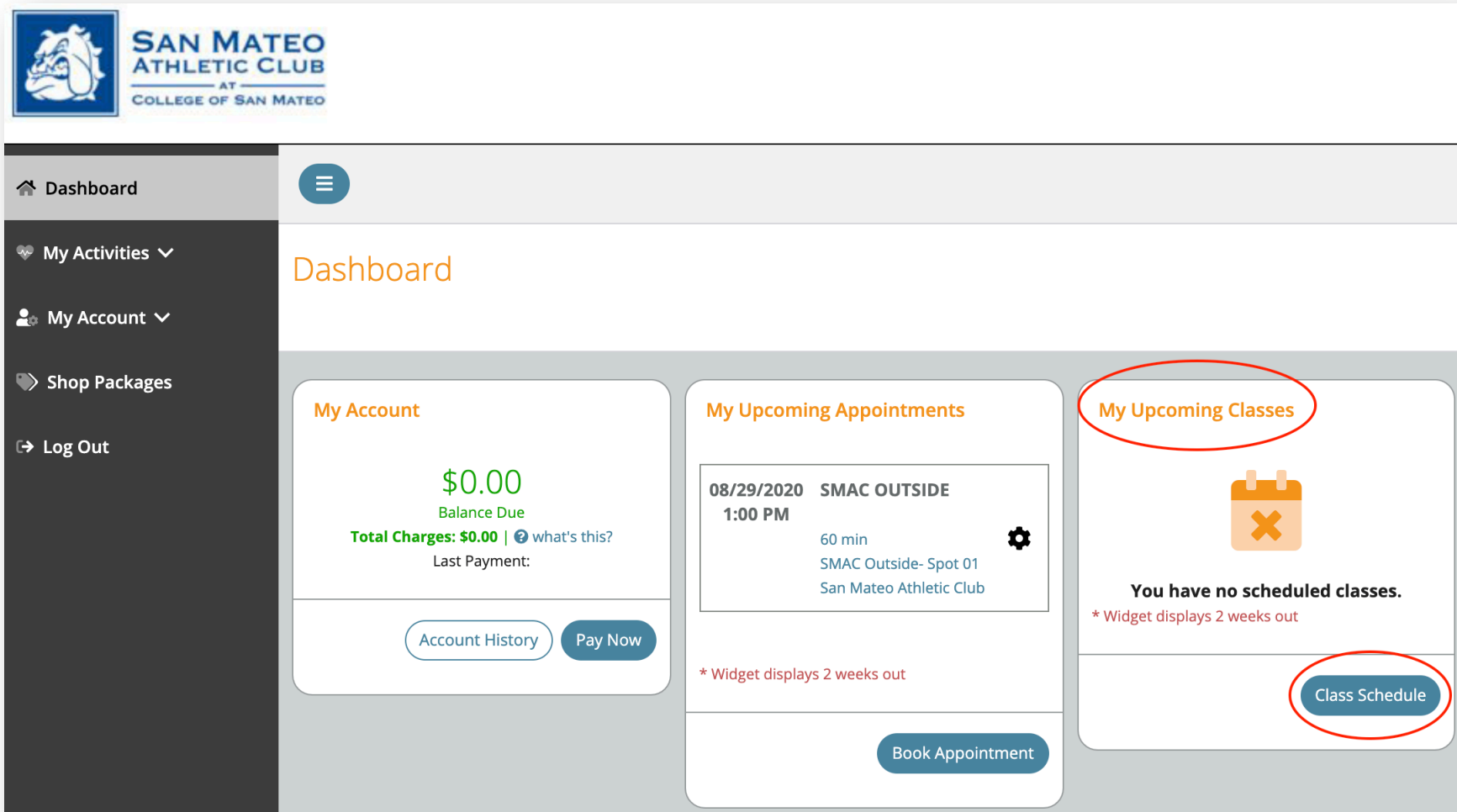
New Password
.....

- ✓ 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, you should see the new section MY UPCOMING CLASSES. Select CLASS SCHEDULE

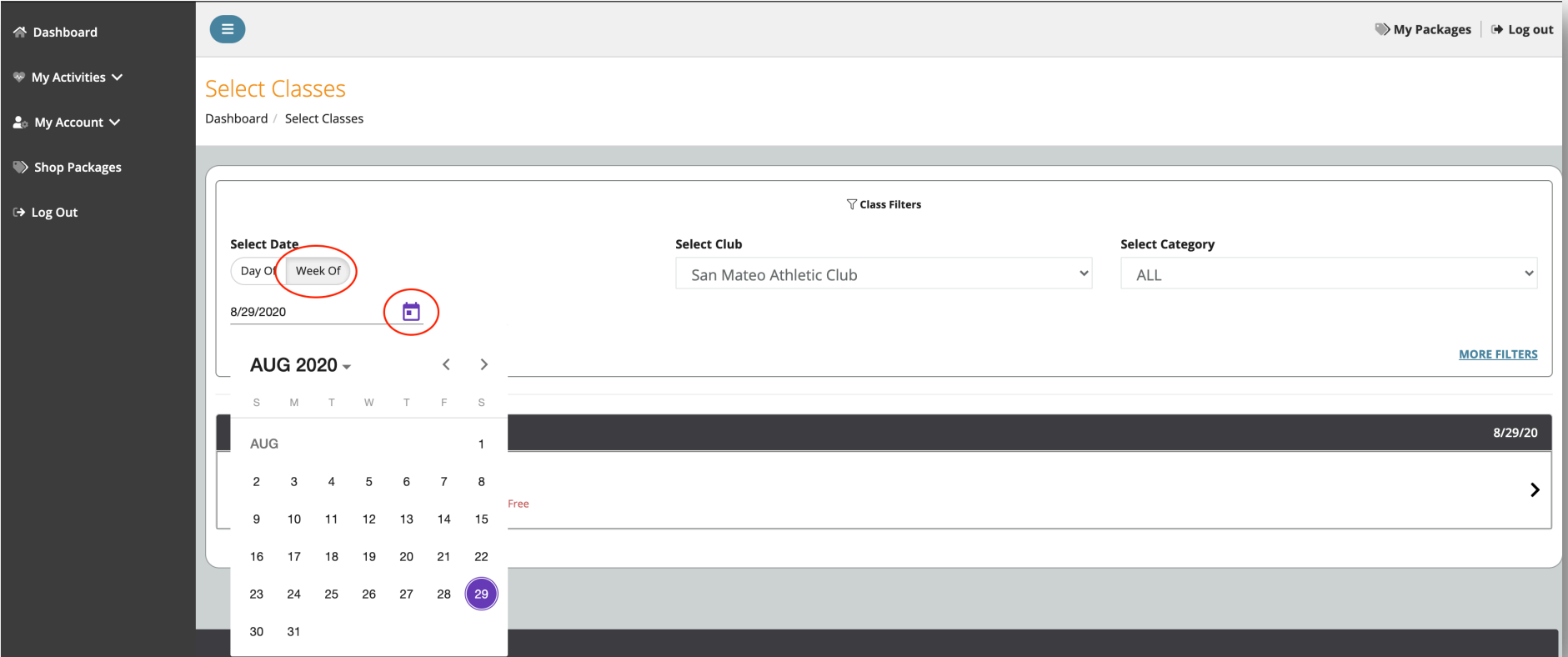


The screenshot displays the user dashboard for the San Mateo Athletic Club. The top left features the club's logo and name. A dark sidebar on the left contains navigation links: Dashboard, My Activities, My Account, Shop Packages, and Log Out. The main content area is titled "Dashboard" and is divided into three primary sections:

- My Account:** Shows a balance due of \$0.00, total charges of \$0.00, and a "Pay Now" button.
- My Upcoming Appointments:** Lists an appointment for 08/29/2020 at 1:00 PM for "SMAC OUTSIDE" (60 min) at "SMAC Outside- Spot 01". A "Book Appointment" button is at the bottom.
- My Upcoming Classes:** Displays a calendar icon with a red 'X' and the message "You have no scheduled classes." A "Class Schedule" button is located at the bottom right of this section.

Red circles highlight the "My Upcoming Classes" section header and the "Class Schedule" button.

5. Under Select Date, click on WEEK OF. Select the week you would like to view



Dashboard / Select Classes

Select Date

Day Of **Week Of**

8/29/2020

Select Club

San Mateo Athletic Club

Select Category

ALL

[MORE FILTERS](#)

AUG 2020

S	M	T	W	T	F	S
						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					

Free

8/29/20



6. Classes will only be eligible to register 2 DAYS IN ADVANCE

- You will be able to view the schedule for the week you select, but the class will be listed as "NOT ELIGIBLE" until registration is open

Select Date Day Of Week Of 8/30/2020

Select Club San Mateo Athletic Club

Select Category ALL

[MORE FILTERS](#)

Tuesday 9/1/20

6:00 AM
60 min

GROUP CYCLE TUE 6AM- SMAC OUTSIDE
Inst: Jory
👤 Test Member, Test Member: **Not Eligible**

>

Wednesday 9/2/20

9:00 AM
60 min

GROUP CYCLE WED 9AM- SMAC OUTSIDE
Inst: Cherie
👤 Test Member, Test Member: **Not Eligible**

>

Thursday 9/3/20

6:00 AM
60 min

GROUP CYCLE THU 6AM- SMAC OUTSIDE
Inst: Jory
👤 Test Member, Test Member: **Not Eligible**

>



7. You may filter your selection by:

a. Select Category

- i. Select Group Exercise- SMAC Outside or
- ii. Group Exercise- SMAC Pool Deck

b. More Filters

- i. Enter Keyword or
- ii. By Instructor

Select Date

Day Of Week Of

8/30/2020

Select Club

San Mateo Athletic Club

Select Category

- ✓ ALL
- Group Exercise- SMAC OUTSIDE
- Group Exercise- SMAC POOL DECK

[MORE FILTERS](#)

Tuesday 9/1/20

GROUP CYCLE TUE 6AM- SMAC OUTSIDE

6:00 AM
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Inst: Jory
👤 Test Member, Test Member: Not Eligible

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Wednesday 9/2/20

GROUP CYCLE WED 9AM- SMAC OUTSIDE

9:00 AM
60 min

Inst: Cherie
👤 Test Member, Test Member: Not Eligible

>



8. Select the eligible class you would like to reserve a spot for
 - a. Select SIGN-UP
 - b. Select CONTINUE to confirm the reservation
 - i. See example below "TESTING- NOT A REAL CLASS"

TESTING- NOT A REAL CLASS

Class Instructor: Mai
Class Length: 60 min
Date: 08/30/2020
Time: 12:00 PM

- CLASS DESCRIPTION -

Cancel Sign Up

TESTING- NOT A REAL CLASS
Inst: Mai
Test Member, Test Member: Free

TESTING- NOT A REAL CLASS



Start Time: 12:00 PM
Date: 08/30/2020
Class Instructor: Mai



Test Member, Test Member

Payment Options

Free

Cancellation Policy

Please contact your club regarding the cancellation policy.

Cancel

Continue


- c. A **SUCCESS** window will pop up to verify your reservation went through. The reservation should show up on your dashboard.



Success

Enrollment succeeded, receipt number: 1184376

OK

9. Click on the  to:
- a. You can add the appointment to your calendar
 - b. To UNENROLL

Dashboard

My Account

\$0.00

Balance Due

Total Charges: **\$0.00** |  what's this?

Last Payment:

Account History

Pay Now

My Upcoming Appointments

08/29/2020 SMAC OUTSIDE
1:00 PM

60 min
SMAC Outside- Spot 01
San Mateo Athletic Club



* Widget displays 2 weeks out

Book Appointment

My Upcoming Classes

08/29/2020 TESTING- NOT A RE
12:00 PM AL CLASS

60 min
Mai
San Mateo Athletic Club



08/30/2020 TESTING- NOT A RE
12:00 PM AL CLASS

60 min
Mai
San Mateo Athletic Club



Add To Calendar

Unenroll

* Widget displays 2 weeks out

Class Schedule


c. Select UNENROLL

Details

TESTING- NOT A REAL CLASS

Type: **Class**
Date: **08/30/2020**
Start Time: **12:00 PM**
Duration: **60 min**
Instructor / Trainer: **Mai**
Location: **San Mateo Athletic Club**
Category: **Group Exercise- SMAC OUTSIDE**

Restrictions

 There are no cancellation fees for unenrolling in this class.

Refund

This class is non-refundable.

Please call San Mateo Athletic Club at [\(650\) 378-7373](tel:6503787373) with questions and concerns.

d. An UNENROLLED window will pop up to verify the unenrollment went through.

