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: [www.ourclublogin.com/500092](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

   ![Change Username Form]

3. Please change your password

   ![Update Password Form]

   - **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**
   
   ********

   **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’ Pool reservations per week, with only ‘1’ Pool reservation per day permitted.
   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. SMAC Outside & Inside Fitness Floor have unlimited visits per week, however a max of 2 (back-to-back) reservations may be made per day.
   d. Spots available per hour:
      i. 45 spots for the SMAC Outside Gym
      ii. 35 spots for the Inside Fitness Floor
      iii. 20 spots for the Large Pool Lap Swim
      iv. 6 spots for the Small Pool Walk/Swim
7. Step 4: Select ALL RESOURCES to see all available time slots. Select one of the available calendar days highlighted in blue.

8. 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.
   a. Please refrain from clicking on random time slots so other members can easily search for their preferred times.
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
c. Select CHANGE > PROCEED WITH CHANGE

d. Be sure to select ALL RESOURCES in Step 4 to see all available time slots
e. **To Cancel an appointment**, select **EDIT > CANCEL > PROCEED WITH CANCEL**
HOW ADD EMPOWER M.E. TO HOME SCREEN

Adding the Empower M.E. to your home screen allows for easy access for making and editing reservations from your smart phone.

Type the web address: www.ourclublogin.com/500092

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**iPhone**

Using Safari, tap the bookmark icon and tap Add to Home screen. The icon will appear on your home screen like any other app shortcut or widget, so you can drag it around and put it wherever you like.

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**Android**

Tap the menu button and tap Add to home screen. The icon will appear on your home screen like any other app shortcut or widget, so you can drag it around and put it wherever you like.