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

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

[Image of Change Username page]

3. Please change your password

[Image of Update Password page]
4. After logging in, Select BOOK APPOINTMENT


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

   a. Reservations unlock for booking TWO DAYS in advance at Midnight. 
      *ex) 12:00AM on Monday you will see Wednesday unlock.*

      i. If you search outside of the 'unlocked' parameters you will see the error *"Oops...there is no availability for the selected month."*

   b. As of May 17, 2021 Reservations are NOT required for the Fitness Floor, however, you MUST still scan your Key Tag at the front desk before entering.

   c. Please refer to our website for current capacity limitations:  
      [https://sanmateoathleticclub.smcccd.edu/welcome-back/](https://sanmateoathleticclub.smcccd.edu/welcome-back/)
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. Add the appointment to your personal 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.