Empower M.E. Member Portal
How to make a Reservation for an On-Site Group Exercise Class

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 AND 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. You MAY change your username:

3. You MUST change your password:

>Meeting the specified criteria
(everything √ green)
4. After logging in, you should see the box for **MY UPCOMING CLASSES.** Select **CLASS SCHEDULE** button.
5. Under Select Date, click on WEEK OF. Select the week you would like to view:
6. **Classes will only unlock for reservations 2 DAYS IN ADVANCE at Midnight.**

   a. You will be able to view the schedule for the week you select, but the class will be listed as “NOT ELIGIBLE” until registration opens.

   *Example:* On Monday at 12:00AM you will see that all Wednesday Classes will unlock to become eligible and noted as “FREE” (except for fee-based Fit Pass Small Group Sessions). On Tuesday at 12:00AM you will see that all Thursday Classes unlock, and so forth.
7. You may filter your selection by:
   a. Select Category:
      i. ALL (*recommended)
      ii. Group Exercise
      iii. Group Exercise- SMAC Pool Deck (Group Cycle “Spin” Classes)
      iv. SMAC Fit Pass (Fee-based Small Group Training Sessions):
          https://sanmateoathleticclub.smccd.edu/small-group-training/
   b. You can explore ‘More Filters’ which allows you to search by:
      i. Entering a keyword of a Class Name
      ii. Filter by Instructor Name (applicable to select Group Cycle Classes and Fit Pass Sessions only)
8. Select the ELIGIBLE class you would like to reserve a spot for.
   a. Select SIGN-UP
   b. Select CONTINUE to confirm your Reservation
      i. See example below “TESTING- NOT A REAL CLASS”
c. **A SUCCESS window will pop up to verify your reservation went through.** The reservation will show up on your Dashboard under *My Upcoming Classes.*
9. Click on the 🗓️ icon if you would like to:
   a. Add the appointment to your personal calendar
   b. UNENROLL / Cancel Your Reservation
   i. Please be respectful of other members and reservation capacities and be sure to Unenroll for any class that you do not intend to attend. The club reserves the right to impose a penalty or cancellation fee for any ‘no-show’ appointments.
ii. Be sure to select UNENROLL to complete your Reservation Cancellation. *You may need to scroll down on your device to see the Red ‘Unenroll’ Button.

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

The Reservation will no longer appear in your My Upcoming Classes box.