



Welcome to our Online Portal

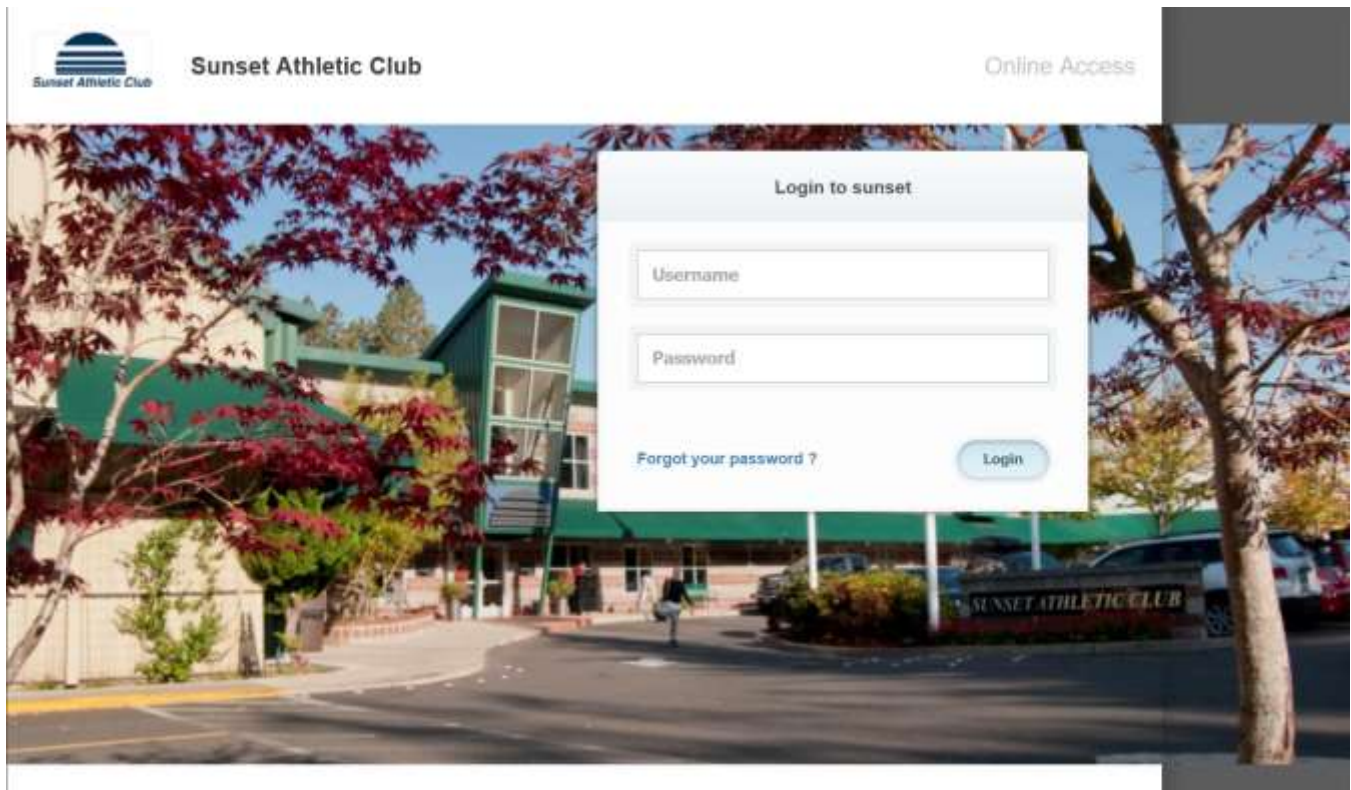
Accessing the portal is easy and allows you to view and update personal information, register for classes, view your statement, and more! If you no longer want a paper statement just let us know, because you may now view your statement on line!

The guide below outlines the various features available to allow for effective use of the online portal.

1 HOW TO LOG IN

Initial Login: To access the online portal for the first time, begin by going to our website and looking for the on line member portal.

Once on the site, locate the “Access My Account” button listed under “First time here?”.





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Register Now ×

Find my account

To search for your existing account please enter your first name, last name and email then click search.

First Name

Last Name

Email

Search

Please use the **Find My Account** option to locate your existing Sunset Athletic Club member account:

Once your account has been identified, you will receive a “We found your account” prompt. *A verification email will then be sent to your email address with the final login instructions.* Please open your email to access these instructions.

Find my Account

✓ **We found your account.**

An email has been sent to **"your email address"** contacting instructions to reset your account.

OK



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The email you receive includes a verification link that must be opened to complete the setup process. Once the link is selected, you will be directed to an information page where you will enter/verify your personal information.

Note: You will only be directed to this information page during your initial log in. Future logins will not require this step.

Finally, complete all required fields on the information page, agree to the standard liability waiver, and select "Save Account". You will then be directed to the online portal home page. See images below:

Please verify & complete your information in the form below

Contact Info

First Name *

Last Name *

Address *

City *

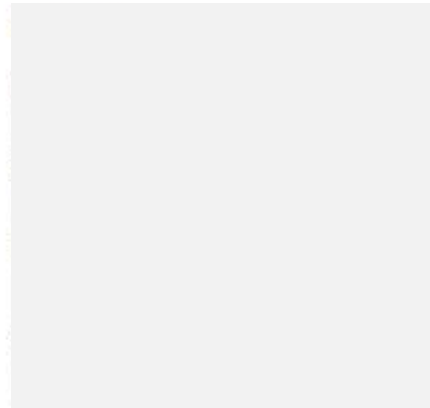
State *

Zip Code *

Home Phone *

 - -

Mobile Phone

 - - 

Emergency Contact Info

Full Name *

Relationship *

Phone *

 - -



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Birthday *
01 01 2017

Login Details

Email *

Password *

Confirm Password *

Enter/confirm correct email address & password. This email address will be your username to login in moving forward.

* Required Field

Please read the following carefully, and check "I agree" when you are ready to proceed.

Liability Release

In checking the box below I agree that HealthQuest Fitness Club is in no way responsible for the safekeeping of my personal belongings while I attend class. I understand that classes at HealthQuest Fitness Club may be physically strenuous and I voluntarily participate in them with full knowledge that there is a risk of personal injury, property loss or death. I agree that neither I, my heirs, assigns or legal representatives will sue or make any other claims of any kind whatsoever against HealthQuest Fitness Club or its members for any personal injury, property damage/loss, or wrongful death, whether caused by negligence or otherwise. I understand that all persons currently under treatment for any health condition and any pregnant women must present written permission from a licensed physician before participating in any exercise class. I understand that any person with any kind of back, knee injuries must consult with a physician before attending exercise class. I agree to disclose upon my first visit to the front desk any history or injury and/or medical limitation or concern.

I agree with the above terms

Save Account

Standard login: After completing the initial log in steps, your account has been created and you no longer need to use "Access My Account" to log in. Going forward, you will enter your "Username" (your email address) and "Password" (the one you created on your first log in) in the "Login to HQ" box.



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Login to sunset

Username

Password

[Forgot your password ?](#)

Login

Questions: If you have any problems accessing your account, select “Forgot your password?” and a new verification link will be sent to your email. If you need to set up a new account or if the email address you provided isn’t recognized by the system, contact the club at [\(503\) 645-3535](tel:5036453535) for further assistance.



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2 ONLINE PORTAL OVERVIEW

Home Page: When logging in you will be directed to your “Home” page. The home page lists the following:

- *Current balance*—listed just below your name
- *Club announcements* – be sure to view announcements from your SAC Family
- *Note:* if you are the primary account holder, select the dropdown menu to the right of your name (highlighted in yellow below) to navigate to different family members’ profiles

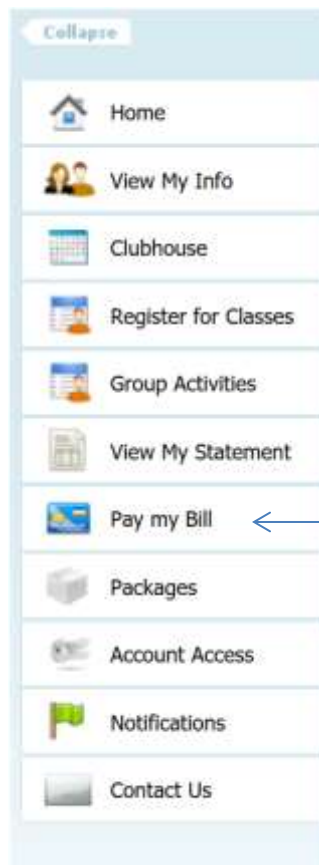
The screenshot shows the user interface of the Sunset Athletic Club online portal. At the top left is the club's logo and name. On the right, it says "Welcome, Joe!" and "Liked Profiles: Joe Test | Logout". Below this are "Home" and "Contact Us" buttons. A left-hand navigation menu includes options like Home, View My Info, Kids Korner/Clubhouse, Register for Classes, Group Activities, View My Statement, Pay my bill, Packages, Account Access, Notifications, and Contact Us. The main content area shows the user's name "Joe Test" in a dropdown menu, followed by the word "ACTIVE" in green. Below this is a large light blue box containing a "No Image" placeholder and a "Current Balance" of "\$0.00". Underneath, it lists "test | \$0.00" and "House Charge: mail bill". To the right of this box are sections for "MY EVENTS" (with a "Next 7 days" dropdown) and "YOUR REGISTRATIONS". Below the main content area is a "CLUB ANNOUNCEMENTS" section with a "Welcome!" message dated "August 7, 2014" and the text "Welcome, Member!".



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Online Portal Tabs: Located on the left side of the online portal are the various tabs you will use to access your account profile information, view your statement, and make a payment. Below is the list of tabs you can access through your online portal.

- **Home:** This will navigate you back to the “Home” page screen outlined above
- **View My Info:** View personal info and update address, email
- **Clubhouse:** Make reservations for clubhouse
- **Register for Classes:** This allows you to register for tennis, programs, aquatics, classes, and Kids Korner
- **View My Statement:** Select to review charges and payments posted to your statement
- **Notifications:** This feature allows you to opt in or out of club email communications



SAC is unable to accept credit card payment. All dues and on line transactions must be paid through electronic funds transfer.



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3 VIEW MY INFO

Select Edit to update personal information or billing information.

PERSONAL INFORMATION				Edit
Name	Brittany Lowen	Phone Number	(847) 555-5555 [H] (444) 444-4444 [E] (Matt, Friend)	
Access Card	-not set-	Email	lowen@clubautomation.com	
Gender	Female	Login	lowen@clubautomation.com	
Date of Birth	01/01/2016	Address	111 main street Chicago, IL 60001	
Age	0.25			

MEMBERSHIP INFORMATION	
Guest	ACTIVE \$0.00

BILLING INFORMATION		Edit
House Charge	Mail Bill	
Statement Delivery Method	email	
Tax exempt	No	

PAYING FOR		Add a Family Member
Ben Lowen	\$0.00	
Daisy Lowen	\$0.00	



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4 REGISTER FOR CLASSES

This tab will allow you to register for all programs currently available for online registration. To complete your registration:

- Begin by locating the program from the list provided. You can also narrow your search using the filters provided at the top of the page, i.e. keyword or by selecting from the drop down list of All Events.
- Once you have identified the class you want to register for, either click on the class name or select “Learn More”.

Program Name	Location	Department	Days of Week	
All Sports	HQ		Thu	Learn More
Boys Lev 1	HQ		Mon, Tue, Fri, Sat	Learn More
Boys Lev 2 - By Evaluation	HQ		Wed	Learn More
Dance Age 3 Mini Movers	HQ		Mon, Tue, Wed, Thu, Sat	Learn More
Dance Ages 11 to Adult	HQ		Tue, Wed, Thu, Fri, Mon, Sat	Learn More
Dance Ages 4-5 Preschool	HQ		Mon, Tue, Wed, Thu, Fri, Sat	Learn More

- Once you have selected the program name or learn more, all available sessions for the program will be listed. Select the green “Sign Up” for the class you would like to register for. If the class is not available for online registration, it will say “Not Yet Open” or “Please Call.” You can call the club to get more information.

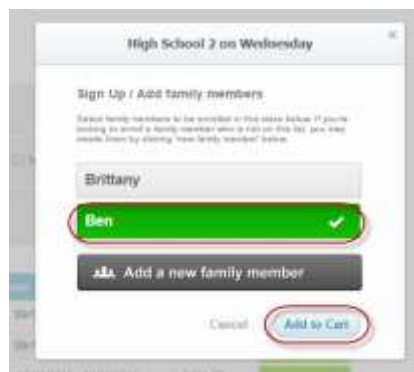
Class #	Date / Time	Location	Session	Price	
82	Wed 06:00pm - 08:00pm		Fall I 09/10/2016 - 10/28/2016	\$258.00	Call
83	Sat 12:00pm - 02:00pm		Fall I 09/10/2016 - 10/28/2016	\$258.00	Call
180	Wed 06:00pm - 08:00pm		Fall II 10/29/2016 - 12/23/2016	\$301.00	Sign Up
181	Sat 12:00pm - 02:00pm		Fall II 10/29/2016 - 12/23/2016	\$301.00	Sign Up

- You will then be asked to select the person who will be registering for the class

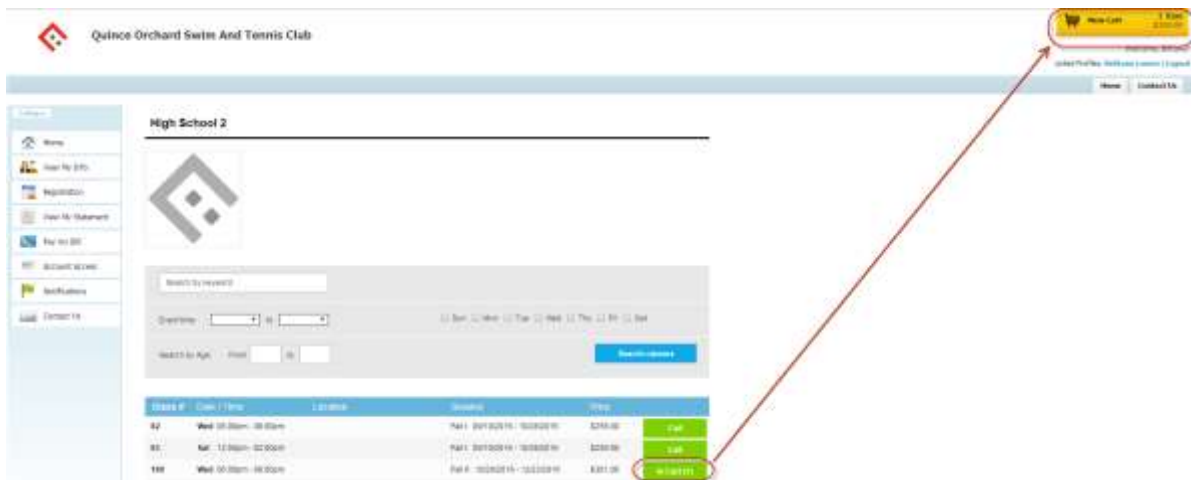
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- **Note:** if you are the primary account holder and have family members linked to your account, all eligible people will be listed in this screen

- After selecting the participant’s name, click “Add to Cart” to proceed with registration



- The program has now been added to your “cart” and payment can be taken
- Select “View Cart” in the top right corner to process payment and complete your registration to process



- In your cart, confirm the class information and select the green “Continue to check out” button
- Follow the prompts for payment to complete registration.
- If you decide at any point during the registration that you do not want to take that class, you can choose Cancel & Clear the Cart and the registration will be voided. You may also call the front desk to make any changes on a registration.



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5 VIEW MY STATEMENT

On the “View My Statement” tab, you can review all charges and payments on your statement.

- When logged in on a primary account, the default setting is to view the Combined Family Statement, but you can navigate between the statements of linked members by selecting the dropdown to the right of your name – highlighted in yellow in the picture below.
- Statements are organized by month and will show all charges and payments generated in the month selected. To navigate between months, select the month dropdown menu found on the right side of the statement screen – boxed in red below.

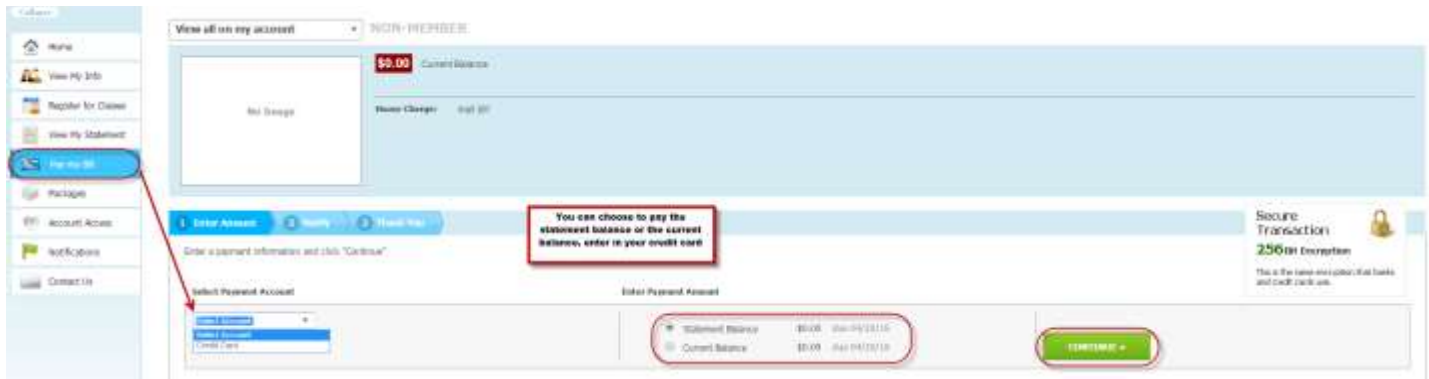


6 PAY MY BILL

On the “Pay My Bill” tab, you can pay the statement balance or current balance by entering a credit card or debit card number, selecting the amount and then choosing Continue. The payment will then be verified and you will get a receipt that a payment was completed.



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7 NOTIFICATIONS

Through the notifications tab you have the ability to turn on and off various forms of club email communication. To edit your notification settings, select “Edit” in the top right corner of the Notifications box.

Note: Only email notifications are currently available. SMS are text message notifications which are currently not available with Club Automation so do not change any settings under that column.

- *To turn notifications on:* ensure the “E-mail” box is checked to the right of the notification type
- *To turn notifications off:* uncheck the “E-mail” box to the right of the notification type

Once the desired notifications have been selected, click “Save changes” in the bottom left corner to confirm notification preferences.



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NOTIFICATIONS Go to settings editing

Table below summarizes the member's communication preferences for notifications.

Notification Type	Send	
Private Lesson Reminder	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Court Time Reminder	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group Event Reminder	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New Private Lesson Created Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New Court Time Booked Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New Group Event Registration Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General Club Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Package Expiration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Package Renewal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Receipts	<input checked="" type="checkbox"/>	<input type="checkbox"/>