Quick Reference Guide

This guide will show you how to search and register for a Fitness Class using the Library, and then View Details of the activity and Register for the Fitness Class wait list.

**STEP 1:** Click on Library icon (header top left).

**STEP 2:** Click the arrow next to Health and Wellness. Then, click on Fitness/Exercise to view all quarterly fitness classes available for registration.

**STEP 3:** To register for a class, click Select and then click Register. Because you will be registering to enter the fitness class lottery, you see a warning that you will be placed on a wait list or your registration is pending approval.

**STEP 4:** Click Register on the bottom right corner.

**STEP 5:** After completing your registration, you will see a non-completion message at the top of the screen, which means your registration is pending approval of the lottery.

**STEP 6:** Check your outlook inbox for an email confirming that that you have registered for a class with a pending approval status.

After the registration window has closed, the EWD team will run the lottery at random and notify selected participants that they have been registered or waitlisted for specific classes.