

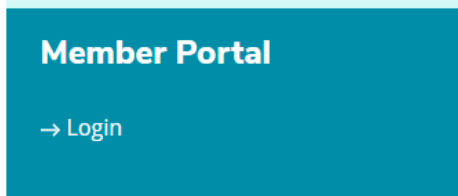
Note:

Before beginning the enrollment process, it is **strongly recommended** you log in to your email account, or open the app on your phone, to ensure you can access it. Opening an email sent from from the Hospital is a **required** part of the registration process.

Step 1: How to Sign up for the Portal

1. Go to <https://www.hfsc.org/community/aquatic-and-fitness-center>

2. Select Member Portal

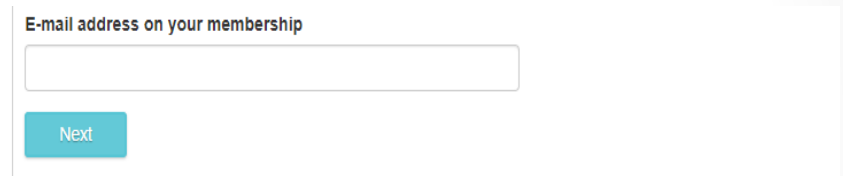


3. Select Register Now (on the right)

Have a membership at this location, but not an online account?



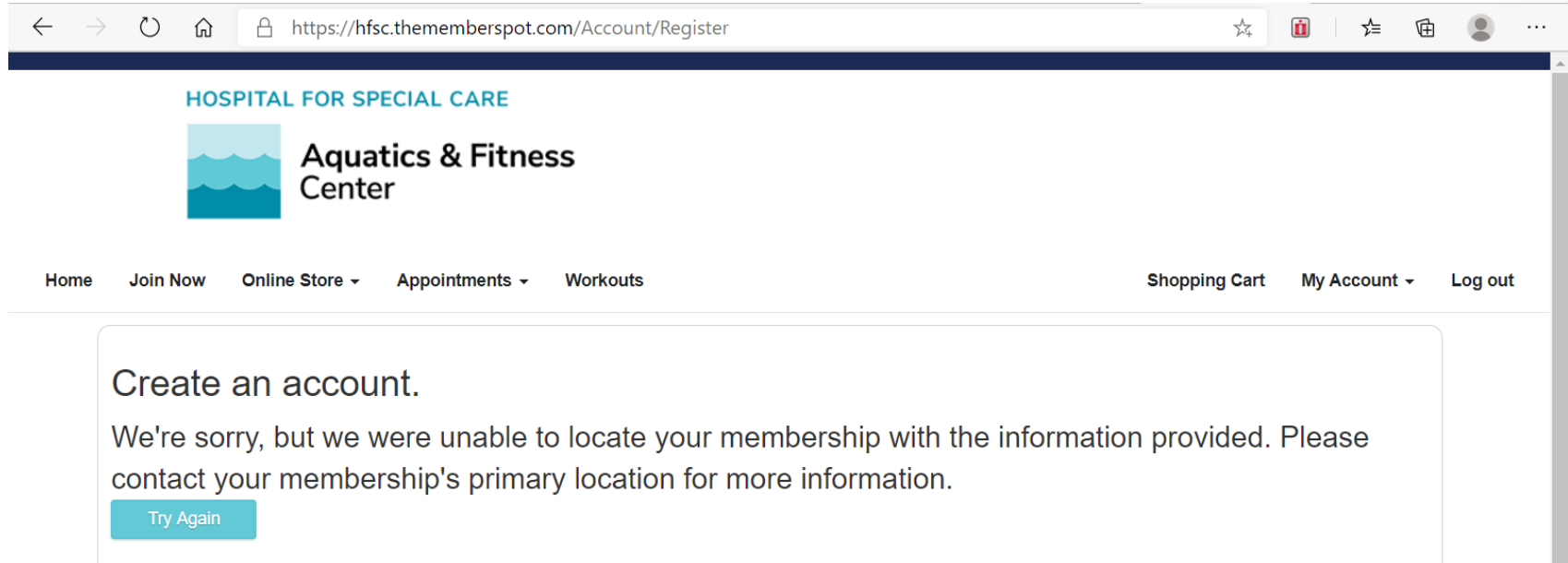
4. Input your email address:

A form with the label "E-mail address on your membership" above a white input field. Below the input field is a teal button with the text "Next" in white.

5. **You'll be emailed a code**, and then prompted to enter it on the following screen.

Continue to next slide.

If you get an error message after submitting your email ...



The screenshot shows a web browser window with the URL <https://hfsc.thememberspot.com/Account/Register>. The page header includes the Hospital for Special Care logo and the text "Aquatics & Fitness Center". The navigation menu contains links for Home, Join Now, Online Store, Appointments, Workouts, Shopping Cart, My Account, and Log out. The main content area displays an error message: "Create an account. We're sorry, but we were unable to locate your membership with the information provided. Please contact your membership's primary location for more information." Below the message is a "Try Again" button.

If we do not have an email address for you on file, you see the screen above.

Please send the email you would like linked to your account to rseier@hfsc.org

Step 2: Create a membership account

1. Once you have a the confirmation code, enter it in the screen

Create an account.

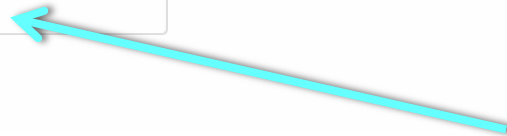
Please enter the fields as prompted to create an online account for your membership.

We've just sent you an email with a confirmation code. Please check your email now and enter the code provided.

The code provided is only good for your current session. Please check your spam filter if you do not receive the email.

Confirmation Code

Next



2. Create a username and password

Create an account.

Please enter the fields as prompted to create an online account for your membership.

User Name

(must be between 6 and 30 characters)

Password

Confirm Password

Create Account

Your password must match the following requirements:

- ✗ Must be at least 8 characters
- ✗ Must contain at least one upper-case letter
- ✗ Must contain at least one lower-case letter
- ✗ Must contain at least one number
- ✗ Cannot contain the word "password"

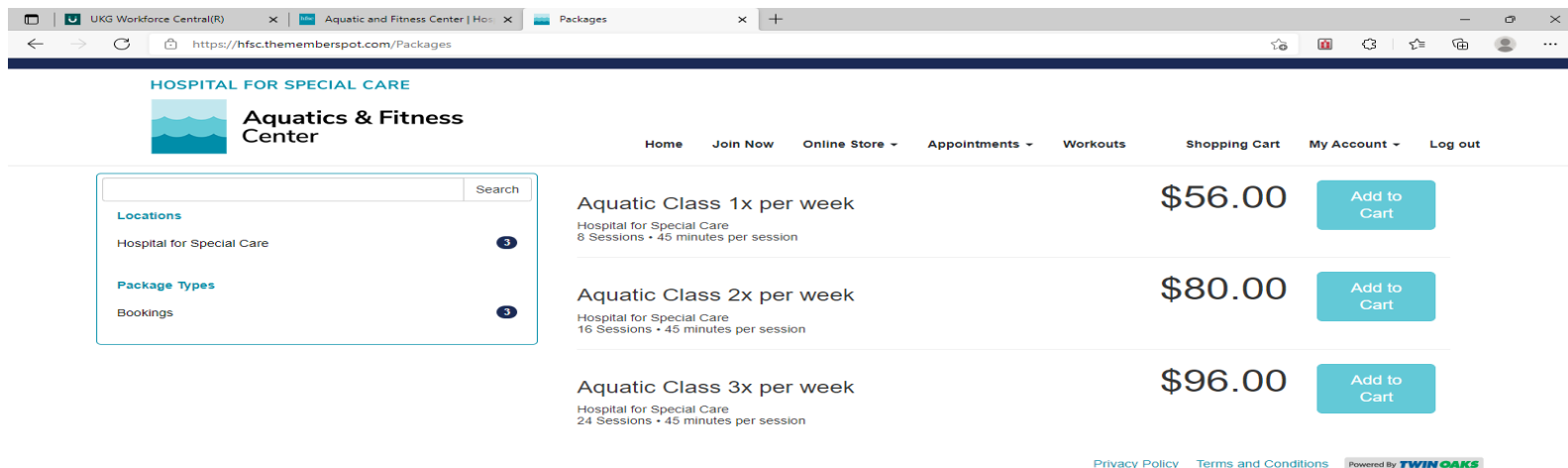
TIP!

Use your email address as a username and **write down your password.**

You'll need it every time you log in.

Step 3: Purchase Class(es)

1. Log in to “Member Portal”
2. Go to “Online Store”, and select “Packages”



The screenshot shows a web browser window with the URL <https://hfsc.thememberspot.com/Packages>. The page header includes the logo for "HOSPITAL FOR SPECIAL CARE Aquatics & Fitness Center" and a navigation menu with links for Home, Join Now, Online Store, Appointments, Workouts, Shopping Cart, My Account, and Log out. A search bar is located on the left side of the page. Below the search bar, there are two dropdown menus: "Locations" with "Hospital for Special Care" selected (indicated by a '3' in a circle) and "Package Types" with "Bookings" selected (indicated by a '3' in a circle). The main content area displays three aquatic class packages for sale:

Package Name	Price	Action
Aquatic Class 1x per week Hospital for Special Care 8 Sessions • 45 minutes per session	\$56.00	Add to Cart
Aquatic Class 2x per week Hospital for Special Care 16 Sessions • 45 minutes per session	\$80.00	Add to Cart
Aquatic Class 3x per week Hospital for Special Care 24 Sessions • 45 minutes per session	\$96.00	Add to Cart

At the bottom of the page, there are links for "Privacy Policy" and "Terms and Conditions", and a logo for "Powered By TWIN OAKS".

3. Select number of classes and “Add to Cart”
4. Select “Go to Cart” and “Proceed to Checkout”

5. Complete payment information and “Submit Order”.

The screenshot shows a checkout page for an aquatic class. The page is divided into two main sections: "PAYMENT INFORMATION" on the left and "ORDER SUMMARY" on the right.

PAYMENT INFORMATION

- Enter a Gift Card:
- Method of payment:
- Name on Account:
- Card Number: (no dashes or spaces)
- Security Code: [What's this?](#)
- Expiration Date:
- Use the same address information as above
- Street Address:
- City:
- State:
- Zip/Postal Code:

ORDER SUMMARY

Enter Promo Code

Aquatic Class 1x per week	8 @ \$7.00	\$56.00
8 Sessions, 45 minutes per session		
Subtotal:		\$56.00
Tax:		\$0.00
Total:		\$56.00

Step 3: Register for Class(es)

1. Go to “Appointments” and select “Classes”.

2. Select the class(es) you want and “Enroll Now”.

The screenshot shows a web browser window with the URL <https://hfsc.thememberspot.com/Classes>. The page header includes the Hospital for Special Care logo and navigation links: Home, Join Now, Online Store, Appointments, Workouts, Shopping Cart (2), My Account, and Log out.

Class Schedule

Club: Hospital for Special Care

Sessions on or after: Today

Class Type: Any

Enrollment Type: Any

Hide classes that are currently full
 Show classes not available online

Day	Class Name	Time	Enrollment Status	Spots Left
Tuesday, January 11, 2022				
T	Therapy Pool Mindful Moves <small>Ongoing Enrollment</small>	9:30 – 10:15 AM Tue, Jan 11, 2022	Enroll Now!	16 spots left
Wednesday, January 12, 2022				
L	Lap Pool Cardio Strength <small>Ongoing Enrollment</small>	7:00 – 7:45 AM Wed, Jan 12, 2022	Enroll Now!	13 spots left
L	Lap Pool Cardio Intervals <small>Ongoing Enrollment</small>	3:00 – 3:45 PM Wed, Jan 12, 2022	Enroll Now!	10 spots left
Thursday, January 13, 2022				
T	Therapy Pool Aquatic Yoga <small>Ongoing Enrollment</small>	3:00 – 3:45 PM Thu, Jan 13, 2022	Enroll Now!	11 spots left
Tuesday, January 18, 2022				

3. Select “Add to Cart” and “Proceed to Checkout”.

4. Hit SUBMIT ORDER (Your registration is not complete until you do this).