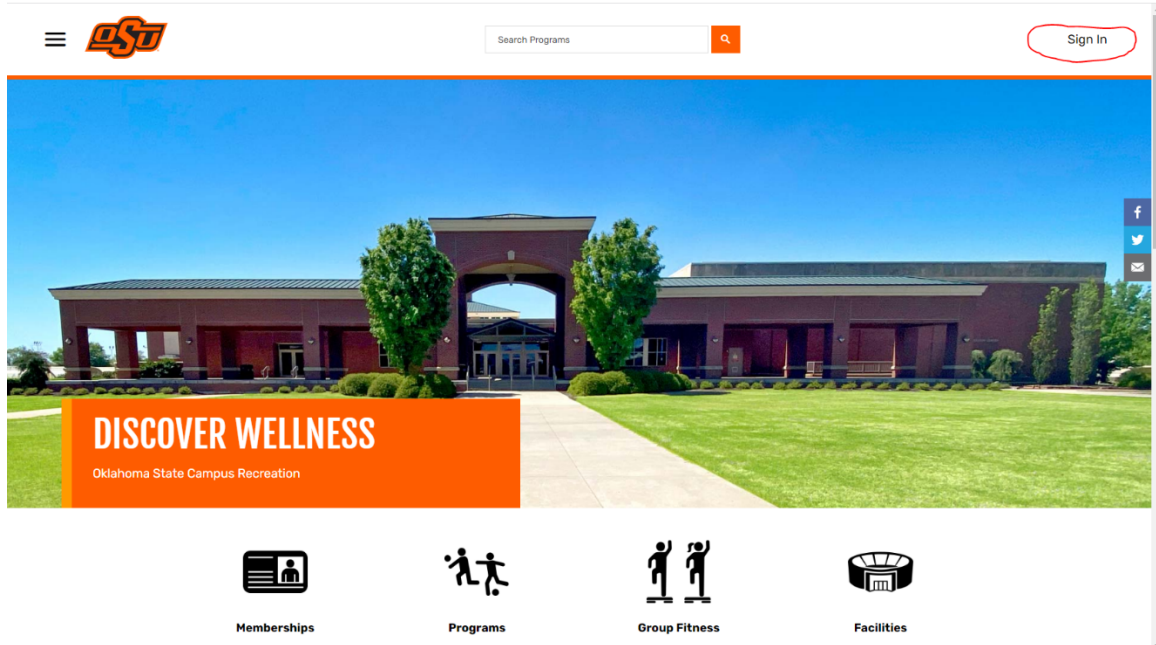


Registration Instruction Sheet

1. First, go to the rec.wellness.okstate.edu website.
2. Click the “Sign In” button in the top right corner of the webpage. This is also pictured below:




3. Once you click “Sign In”, if you are an OSU Student/ Faculty Staff, you will click the orange button above email that says OKEY. You will then input your campus-wide login. All other patrons please input you email below the OKEY button. If you have not created an account yet, you will click the sign up button. Please see below picture:

HELP X

Sign In

OSU Students or Employees use the OKEY button directly below. All other patrons please use the email or username box. If you haven't created an account, please do so by selecting "Sign Up" below.

 OKEY

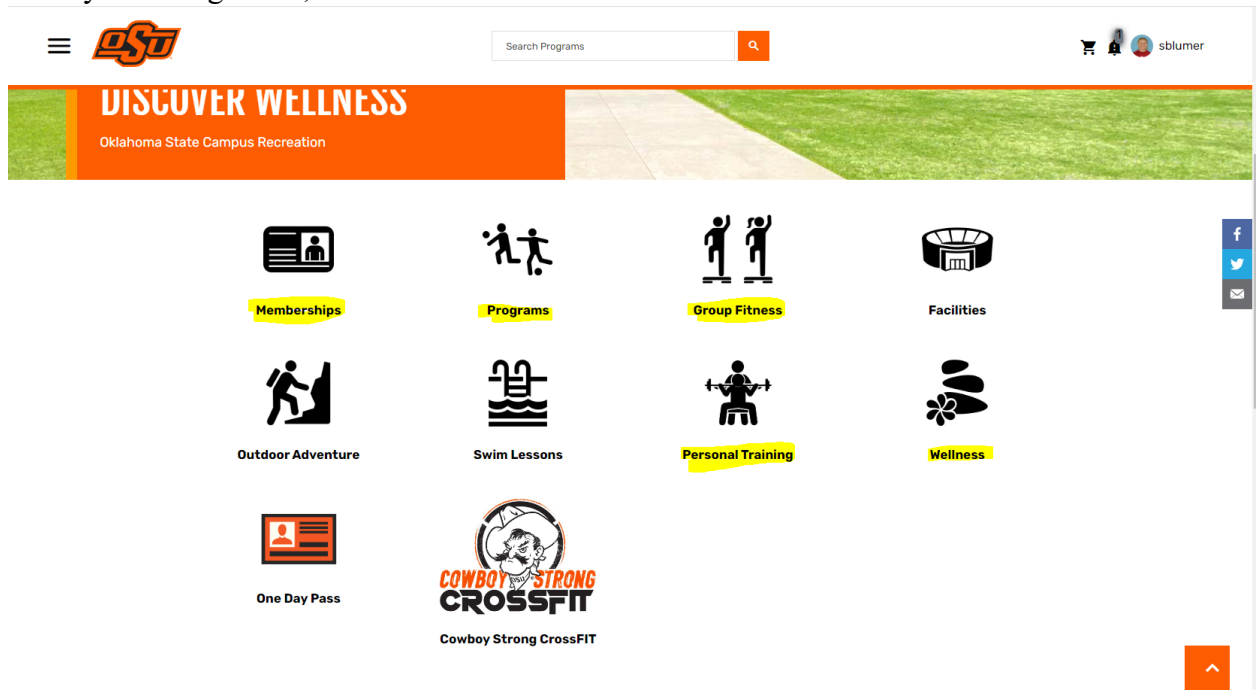
OR

Email or Username

NEXT

Don't have an account? SIGN UP

4. Once you are signed in, the dashboard will look like this:



5. If you want to sign up for memberships such as a Climbing Wall, F45, Group Fitness, or Cowboy Strong CrossFit Semester pass, you will click on the **memberships tab**. You will then select whichever membership you would like to purchase, select the durations period, and then click add to cart.
6. You can see all programs that the Department of Wellness offers under the **Programs tab**. In this tab, you can sign up for group fitness classes, CPR classes, certification classes, and Employee Wellness Programs. You will click whatever program you choose to participate in, select the time you would like to participate in the program, then click add to cart.
7. In the **Group Fitness tab**, you are able to see the group fitness and F45 classes. You will be able to sign up for whichever program you choose and select the time you would like. *Keep in mind, in order to sign up for Group Fitness or F45, you must first purchase the corresponding membership*
8. In the **Personal Training tab**, you will be able to sign up for personal training sessions.
9. In the **Wellness tab**, you will be able to register for the Wellness events. These events include Wellness Wednesday, Painting Parties, and TED Talk Tuesday. You will click the program you wish to participate in and then enter the session you would like to attend, and add to cart.
10. To register for swim lessons, please click the **Swim Lessons** tab. From here, you will be able to sign up for swim lessons. Make sure to complete the required form! **Be sure you are registering the appropriate family member for the program.**
11. When done adding items to the cart, you will click on the cart icon in the upper right corner of the screen next to your profile.
12. You will then review the information in your cart, and hit the checkout button.