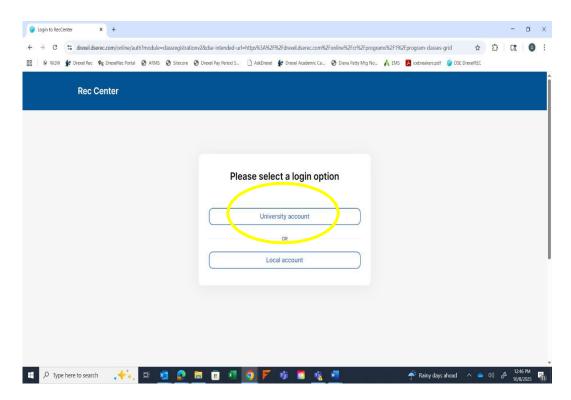


# Group Exercise User Guide for Class Registration and Canceling Registration

#### **REGISTERING FOR CLASSES**

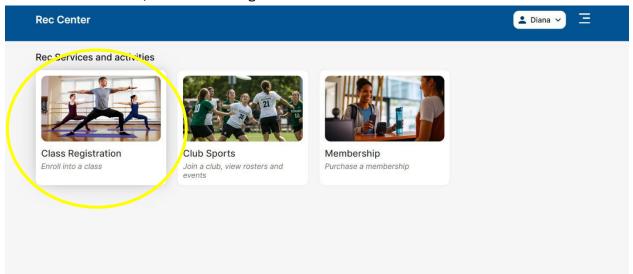
- 1. Go to drexel.dserec.com/online/dashboard
- 2. Click "University Account" and log in with your Drexel One credentials. If you are not a student or employee at Drexel University, go to 2-a. for guidance.



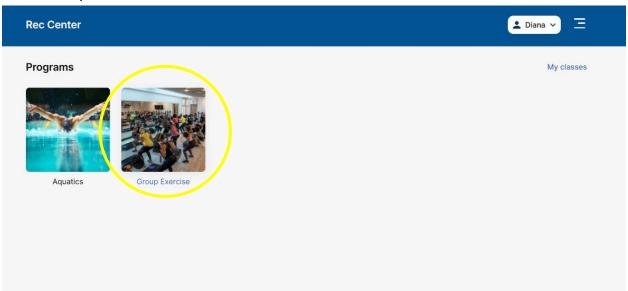
- a. Click "Local Account" and log in. If you are new to the system, click "Create One" and follow the instructions given
- 3. Once you log in you will land on the home page, also known as "Dashboard"



4. From the dashboard, click "Class Registration"

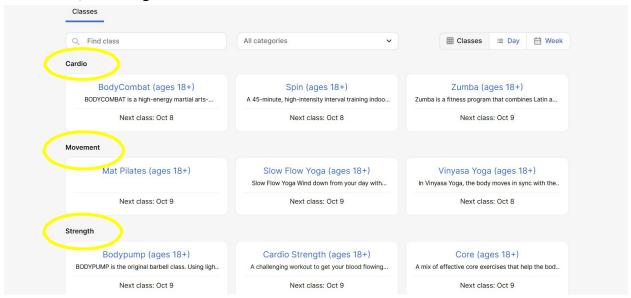


5. Click "Group Exercise"

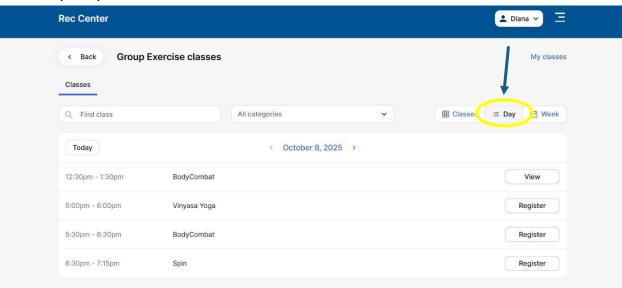




6. Here you will see all class formats listed under a workout "type": Cardio, Movement, or Strength.

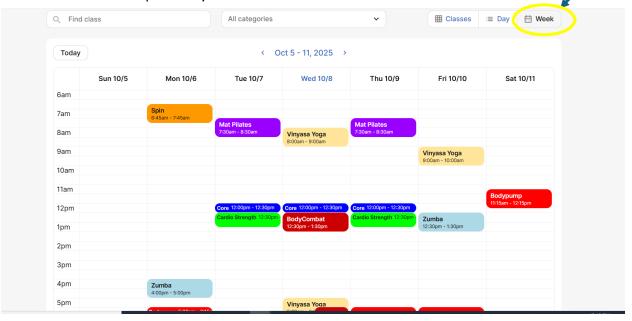


You can also in the upper right-hand corner, change your view of the page to see classes by "Day"

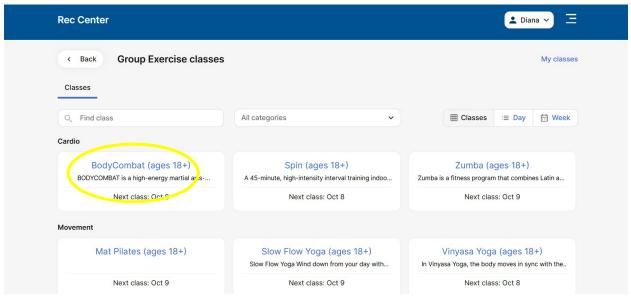




or "Week" which will provide you a color-coded calendar of classes for the week.

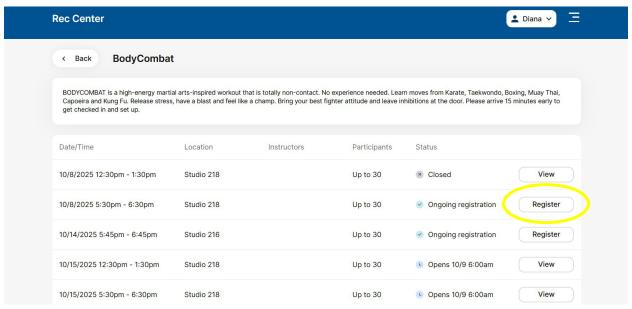


7. Go to the class format you'd like to take. (ie Bodycombat, Yoga, Core..)

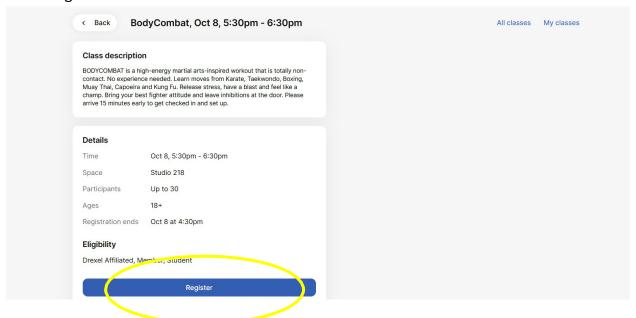




8. You will see all upcoming classes listed along with their dates, times, location, instructor, how many people are signed up and the max number of registrants. You will also see if the class is open for registration, or when registration opens, or if the class is closed.

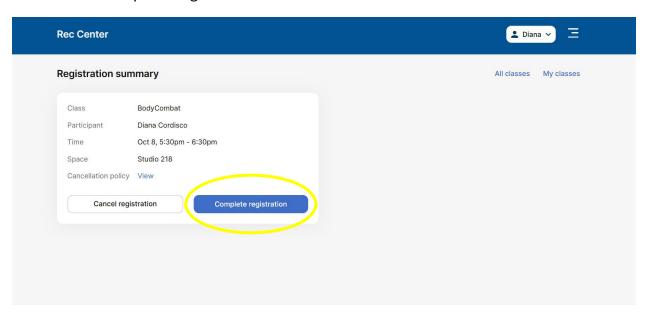


- 9. You can either "View" the class or "Register"
- 10. Click "Register"





### 11. Click "Complete Registration"



12. You will receive the following note and will be all set for class!

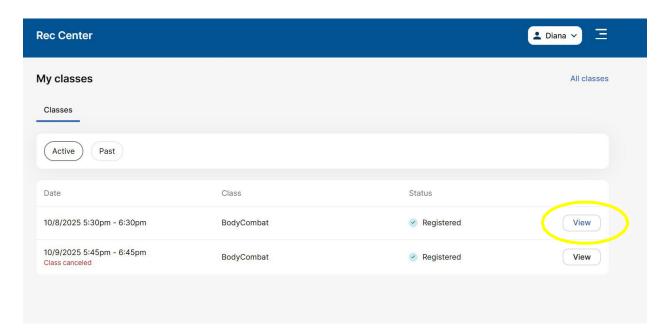
Registration complete
BodyCombat class will take place on Oct 8 at 5:30pm

Register for another class
Go to my classes

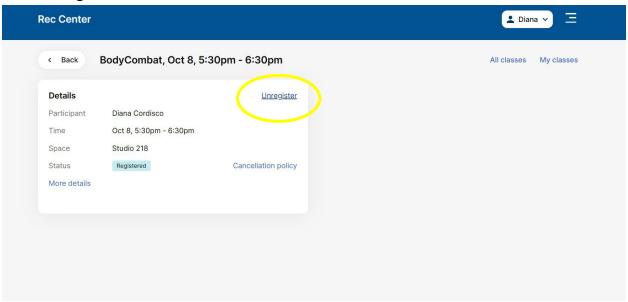


#### **To CANCEL REGISTRATION**

1. Click the 3-lines in the top right corner and then click "My Classes." From there, click "View" on the specific class you want to unregister for

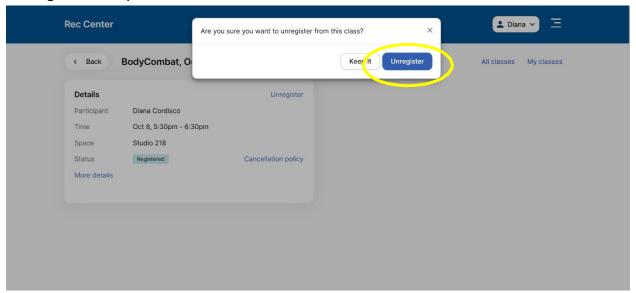


2. Click "Unregister"





3. You will be asked if you're sure you want to be removed from the class. Hit "Unregister" and you are all set.



## **POLICY REMINDERS**

- Class registration opens 6 days in advance of scheduled class
- There are class size limits so please register in advance (30 people at most)
- There are now <u>waitlists</u>- so join a waitlist and you will be added if spots open up
- Please cancel your registration if you cannot attend class so other people can join
- You will be sent an email notifying you if classes are cancelled
- Updates on classes will also be posted on our social media
   @drexelreccenter on Instagram
- Classes will start on time and if you are LATE you WILL NOT be allowed in to class, due to safety reasons and to limit distractions and injury
- Please come 10-15 minutes in advance to get checked in and set up
- Walk-ins are welcome IF there are spots open day of
- If you have continuous no shows, you will be penalized