Step-by-Step Instructions on Using the Fusion Portal

1) To access the Fusion portal, go to https://recreation.udel.edu/
   a. The main page gives you shortcuts to recreation services, news updates, a calendar of group exercise classes, and a live feed of the recreation Twitter account

2) You will then select the “Log In” button on the upper hand corner
   a. Once your screen gets to the “Log In” screen, select “Sign in with CAS” and log in with your UD account and password
   b. After logging in you will be prompted back to the main page

3) If you notice there is a notification on the upper right hand corner next to your name, you will need to sign the liability waiver
   a. You will need to click on the notification to complete this process

4) In order to sign up for group fitness classes, you will need to have purchased the All Access Membership (75 wellness dollars)
   a. You can view if you have purchased this membership by clicking on your name in the upper right hand corner, selecting “profile” in the drop down menu, then selecting the “memberships” tab on the left-hand side
   b. If you have not purchased the All Access Membership, please visit https://sites.udel.edu/wellbeing/ to fill out the Google Form if you have Wellness dollars. If you do not have wellness dollars, please visit the cashier at the Lil Bob. Cash, credit, debit, and check is acceptable.
   c. Please note that if you recently purchased the All Access Membership, that you may have to wait up to 1-2 business days to register for a group fitness class

5) Once you are back at the main page, you will select “Employee Health & Wellbeing” under “Navigation”
   a. To view the group fitness classes offered for employees only, select “Wellbeing Group Fitness (Employee)” under “Classification” on the left hand side
      i. You can also view group fitness classes based on semester and days offered which are located on the left hand side
      ii. To look at the complete group fitness class schedule, please visit https://sites.udel.edu/wellbeing/fitness/
   b. After selecting on the class you would like to participate in, it will provide you a description of the class along with the date, time, and spots available
      i. Please note that you are only able to register for group fitness classes 24 hours in advance. If the class date and time is not present, that means it is too early to sign up!
ii. In addition, you can still register up until 1 minute before class start as long as there is space available.

c. You will then select “register”, which will prompt you to reading a fitness waiver to participate in the class, after reading select “accept now”

d. Following registration you will receive an email confirmation of your “online purchase receipt”

i. This confirms your reservation in the class along with check-in and cancellation instructions; for further information on policies please visit the Employee Health & Wellbeing’s main site.

6) Overall by registering in advance for the group fitness class, allows you to reserve your spot in class and benefit by knowing you have a guaranteed spot to participate in your favorite class!

FAQ’s

1. How do I cancel my class registration?
   a. If you need to cancel a reservation on Fusion:
      i. Click on your name on the upper right hand corner
      ii. Click on “Profile” on the dropdown menu.
      iii. On the left hand side, you will click on “Programs” which will show you what classes you are registered for.
      iv. Click on “Cancel” to cancel your reservation.

2. I want to sign up for a class a week from today, but I am unable to see the class date and time in fusion. It currently says no classes are available. How do I sign up for the class?
   a. You may only sign up for classes within a 24-hour window of the start of the class. If the class started on 7/16/18 at 5:15pm, you would have from 7/15/18 5:15 pm until 1 minute before the start of the class to sign up as long there were spaces available.

3. How do I purchase an All-Access Membership?
   a. If you have wellness dollars, you can use those by filling out the Google Form on our home page at https://sites.udel.edu/wellbeing/. Please note that if you recently purchased the All Access Membership, that you may have to wait up to 1-2 business days to register for a group fitness class
   b. If you do not have 75 wellness dollars, you must pay with cash, credit, debit, or check at the Lil Bob cashier register.

4. Is there an easier way to register for classes instead of using my computer?
   a. If you have a smart phone, go to Safari and search for https://recreation.udel.edu.
   b. Click on center, bottom button on screen shaped like a square with an arrow pointing up.
   c. A window will pop up asking what you want to do with this webpage. Scroll to left, and find “Add to Home Screen” button. This will allow you add the website as an “app” on your
phone to click on and send you directly to the Fusion portal.

5. **Who can I ask to show me how to register for classes?**
   a. If you would like a review of how to sign up for classes, email Chelsea Finch at cfinch@udel.edu to set up a meeting.
   b. If you are taking a class at the Carpenter Sports Building, ask one of the fitness monitors (who signs participants in) to show you.
   c. If you are at the Library, South Campus, or ELC, ask the instructor to show you.

6. **Can I register for the class at the door?**
   a. Unfortunately, we are unable to register employees at the door unless you use YOUR phone! Our fitness monitors/instructors are able to show you how to sign up using your phone to sign in if there is space available. We encourage you sign up ahead of time because in some classes, space is VERY LIMITED!

7. **Whom should I contact if I have any direct questions, feedback, or comments about Fusion, the class schedule, and/or fitness services?**
   a. You may contact the Fitness Coordinator of Employee Health and Wellbeing, Chelsea Finch, at cfinch@udel.edu