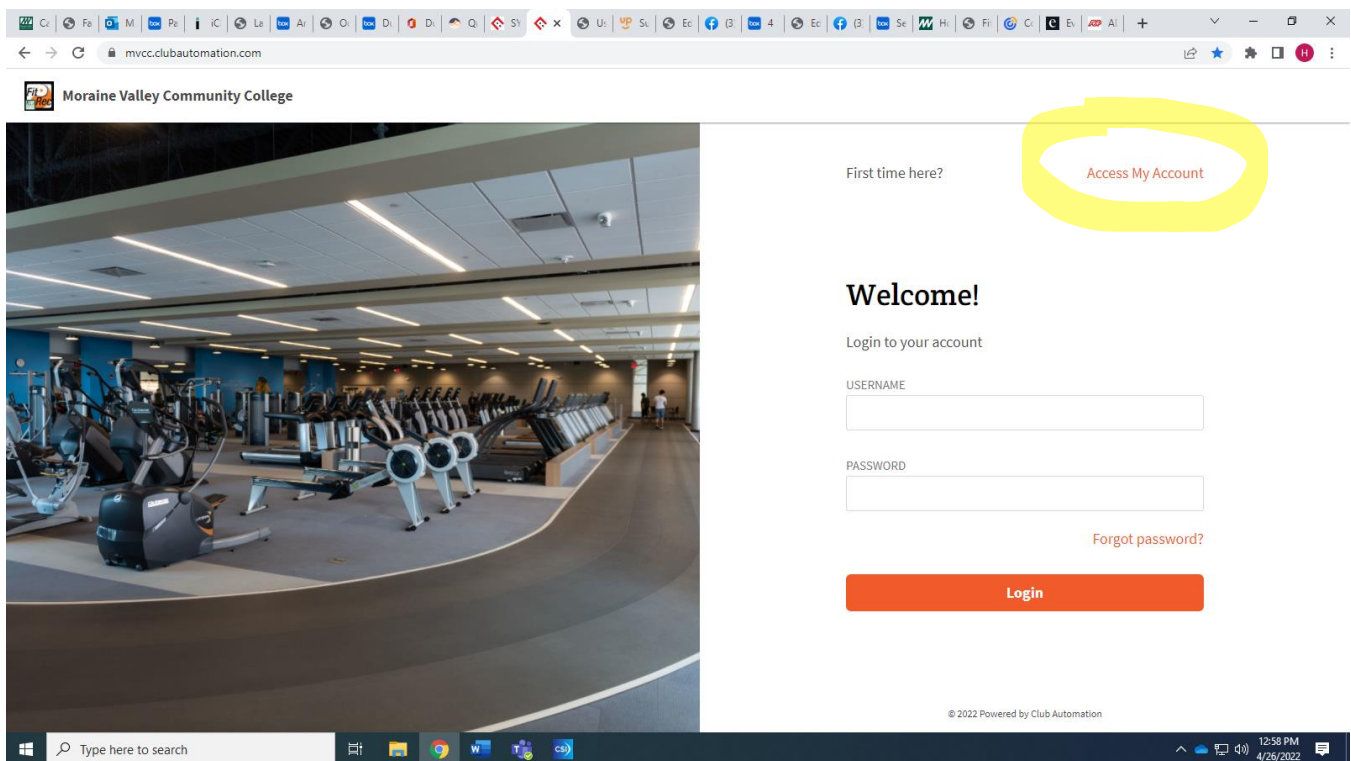


FitRec Online Portal For First-Time Users

Welcome to our FitRec Online Portal. On this user-friendly portal, we hope the steps below will help set up your profile as a non-member/guest in our system, so that you can learn more about FitRec or register for special events held by our facility. If you need further assistance, please contact Membership Services at (708) 608-4000.

ACCESSING THE ONLINE PORTAL

To access the online portal for the first time, please go to mvcc.clubautomation.com to access our main login page (see below for screenshot of online portal login page). Click the Access My Account link at the top right corner of the screen. On the next screen, you will be asked to fill out your first name, last name and e-mail address and then hit the Continue button.



The screenshot shows a web browser window with the URL mvcc.clubautomation.com. The page header includes the Moraine Valley Community College logo and name. On the left, there is a large image of a modern gym interior with various exercise machines. On the right, the login interface is displayed. It starts with the text "First time here?" followed by a yellow oval highlighting the "Access My Account" link. Below this is a "Welcome!" message and a "Login to your account" prompt. There are input fields for "USERNAME" and "PASSWORD". A "Forgot password?" link is located below the password field. At the bottom of the login section is an orange "Login" button. The footer of the page states "© 2022 Powered by Club Automation". The Windows taskbar at the bottom shows the time as 12:58 PM on 4/26/2022.

First time here? [Access My Account](#)

Welcome!

Login to your account

USERNAME

PASSWORD

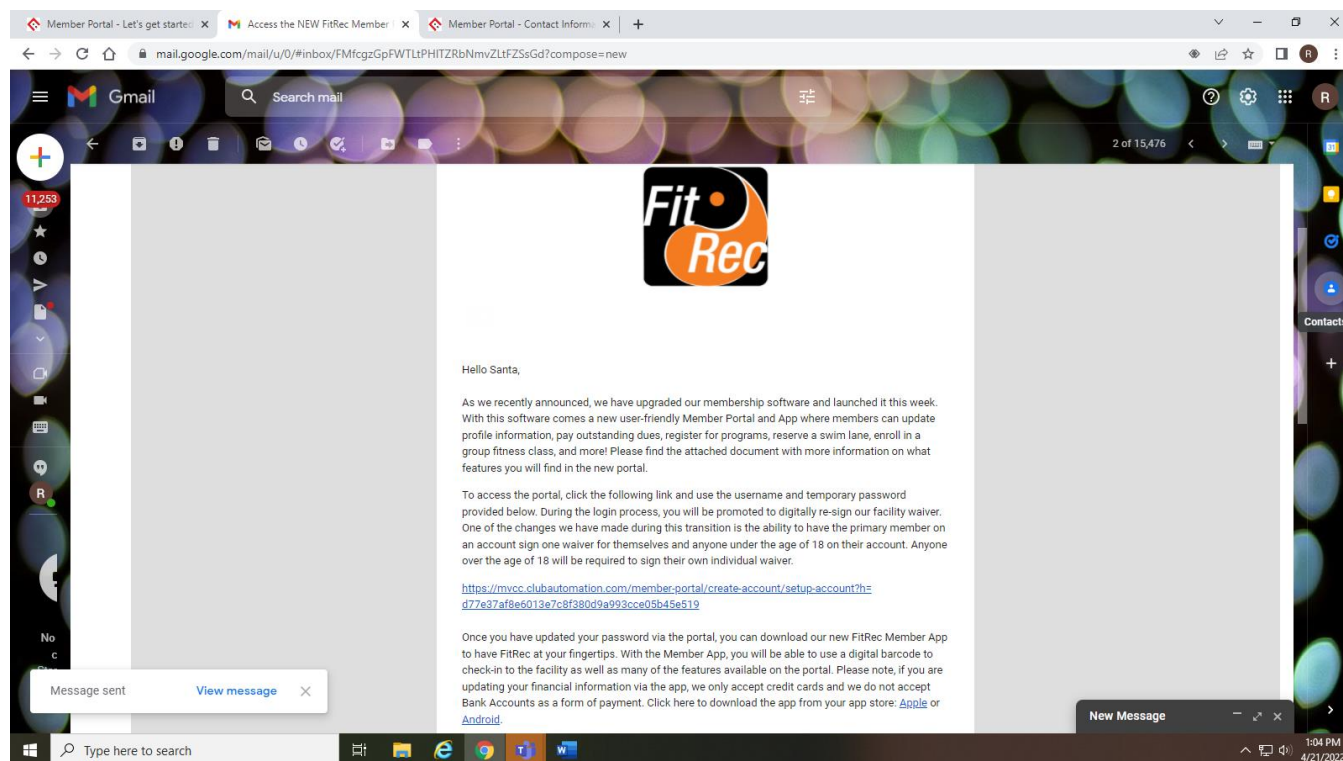
[Forgot password?](#)

[Login](#)

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CHECK YOUR E-MAIL

Once you have completed the step above, go to your e-mail account and look for a new message from Moraine Valley Community College. The e-mail will have the FitRec logo at the top of the message and a link in the body of the message for you to click on to continue the process of setting up your account profile on our online portal (see photo below for an example of the e-mail you should receive).



SET UP YOUR UNIQUE USERNAME AND PASSWORD

After clicking on the link to the online portal from your e-mail, you will be asked to create a unique username and password for your account. Please make sure that your new password meets the password criteria set for the online portal. If you forget your username or password, you can call Membership Services at 708-608-4000 or stop by the Membership Services desk in the FitRec front lobby to find out your username or reset your password.

COMPLETE THE CONTACT INFORMATION SECTION

The first section of the account profile is the Contact Information portion. See below for an example of this screen. Please make sure that all sections with a red asterisk are filled in.

The screenshot shows a web browser window with the URL `mvcc.clubautomation.com/member-portal/create-account/contact-info`. The page header includes the Moraine Valley Community College logo and a user profile for 'Santa Claus'. The main heading is 'Now, tell us more about you.' Below this is a progress bar with four steps: 1. Contact Info (active), 2. Emergency Contact, 3. Billing Info, and 4. Waiver. The 'CONTACT INFORMATION' form contains the following fields:

- FIRST NAME* (Text input: Santa)
- LAST NAME* (Text input: Claus)
- SEX* (Radio buttons: Male, Female, Other)
- BIRTHDAY* (Text input: mm/dd/yyyy)
- ADDRESS 1* (Text input)
- ADDRESS 2 (Text input)
- CITY* (Text input)
- STATE* (Dropdown menu)
- ZIP CODE* (Text input)
- MOBILE PHONE* (Text input)
- HOME PHONE (Text input)

The Windows taskbar at the bottom shows the search bar and various application icons. The system clock indicates 1:02 PM on 4/21/2022.

After the Contact Info section is complete, you will need to complete the Emergency Contact portion of the account profile. See below for an example of this screen.

The screenshot shows a web browser window with the URL `mvcc.clubautomation.com/member-portal/create-account/emergency-contact`. The page header is identical to the previous screen. The progress bar shows step 1 (Contact Info) as completed with a green checkmark, and step 2 (Emergency Contact) as the current active step. The 'EMERGENCY CONTACT INFORMATION' form contains the following fields:

- FULL NAME* (Text input)
- RELATIONSHIP* (Text input)
- PHONE NUMBER* (Text input)

At the bottom of the form are two orange buttons: 'Back' and 'Next'. The Windows taskbar at the bottom shows the search bar and application icons. The system clock indicates 1:06 PM on 4/21/2022.

COMPLETE BILLING INFO SECTION

After the Emergency Contact section, you can add a credit card to your account profile in the Billing Information portion. For the Nickname section, you can use the word Primary to highlight that this is the primary credit card on file. See below for an example of the Billing Information screen.

Now, tell us more about you.

Progress: Contact Info (✓) Emergency Contact (✓) **Billing Info (3)** Waiver (4)

BILLING INFORMATION

Please note: This payment method will become your assigned EFT. This can be updated after signing in.

NICKNAME* NAME ON CARD*

CREDIT CARD INFO* Add Card

BILLING ADDRESS

☒ Same as contact information

Back Next

COMPLETING THE LIABILITY WAIVER

The final step in the initial set-up of your account profile on our FitRec online portal is the electronic signature of our liability waiver. Once you have reviewed the content of the waiver, scroll to the bottom of the page and check the box labeled “I have read and agree with the above terms.” After checking the box, type your full name into the box right below labeled “E-SIGNATURE FULL NAME” which will serve as your electronic signature for the liability waiver on your account profile (see screen below for example).

Member Portal - Let's get started: x Access the NEW FitRec Member x Member Portal - Liability Waiver x +

mvcc.clubautomation.com/member-portal/create-account/waiver

Now, tell us more about you.






Contact Info Emergency Contact Billing Info Waiver

LIABILITY WAIVER

In consideration of the use of the property, facilities and/or services of the Health, Fitness and Recreation Center (HFRC), including any travel related thereto, the undersigned agrees as follows:

RISK FACTORS. The undersigned understands and acknowledges that the use of equipment and facilities provided by the Department of Campus Recreation at Moraine Valley Community College and participation in Campus Recreation programs (Intramural, Informal, Instructional, Group Fitness, Club Sports, Weight and Cardiovascular Training, Swimming, Outdoor Adventure, and any other programs and services sponsored by the Department of Campus Recreation and/or non-sponsored activities occurring in the building) involves risk including, but not limited to the following: risk of property damage, bodily injury, including but not limited to permanent disability, paralysis and possibly death. These risks may result from the use of the equipment or facilities, from the activity itself, from the acts of others, or from the unavailability of emergency medical care.

☐ I have read and agree with the above terms

E-SIGNATURE (FULL NAME)*

Windows Taskbar: Type here to search | 1:11 PM 4/21/2022

Once you have completed and signed the liability waiver, you will be directed to the main landing page of your new account profile (see below). From here, you will be able to register for special events, learn more about the FitRec facility and its programs and get club announcements. If you have any questions regarding the portal, please contact our Membership Services team at 708-608-4000.

Member Portal - Let's get started: x Access the NEW FitRec Member x Member profile - x +

mvcc.clubautomation.com/member

 Moraine Valley Community College

Cart (0) Log Out

Welcome, **Santa!**

[Logout](#)

- Home
- View My Info
- Program Registration
- Group Fitness
- View My Statement
- Pay my Bill
- Packages
- Account Access
- Notifications
- Contact Us

Welcome, Santa Claus



Santa Claus ▾

Guest

Current Balance	\$0.00
House Charge	credit card

CLUB ANNOUNCEMENTS

Welcome to the NEW FitRec Member Portal

March 16, 2022

We are excited to bring you a new, user friendly, member app with our new software. Please take some time to explore the app and let us know if you have any questions!

MY EVENTS

Next 7 days ▾

MY REGISTRATIONS

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Windows Taskbar: Type here to search | 1:14 PM 4/21/2022