Empower M.E. Instructions



If you have already set up your account, click here to open the Empower M.E. portal.

To activate your Empower M.E. Member Portal you will need your Member ID number located on the reverse side of your membership ID card. You can also contact the Front Desk at 785-623-5900 to get your ID number.

Setting Up Your Account



Click here, <u>www.ourclublogin.com/510682</u> to open the Empower M.E. portal.

Once you have opened the portal login, enter your member ID number in both the Username and Password space.

You will now be prompted to update your username and choosing a new password. In the Current Password space, enter your member ID number. Then enter your new password and confirm it to check that the passwords match.

Once you have entered your new password twice, click Save. You can now view the Empower M.E. portal.



- 8 to 32 alphanumeric characters
- 1 lowercase letter
 1 uppercase letter
- 1 number
- 1 special character
- No spaces
 Does not contain the word 'password'

Confirm New Password Passwords

Match!

•••••

You can now view the Empower M.E. portal.

🖀 Dashboard	•			Wy Packages → Log out
🏶 My Activities 🗸	Dashboard			
My Account v Shop Packages				
G→ Log Out	My Account	My Upcoming Appointments	My Upcoming Classes	My Upcoming Courses / Events
	\$0.00 Batarae Dae Totel Oharges: 60.09 (• what's this? Last Payment: Account History) Pay Nove	You have no scheduled appointments. * Wroget disprays 2 woods out Book Appointment My Family	You have no scheduled classes. • Waget displays 2 weeks out Class Schedule Visits By Month	You have no scheduled courses or events. • Wropat displays 2 weeks out Courses/Events Schedule
		1 Family Members	0 0 0 Valida linka month Valida land month Valida ibits year	

Enrolling in a Class

Courses/Events Schedule

Book Appointment

🌲 My Account 🗸

Shop Packages

My Calendar

🕞 Log Out

Ny Packages 🛛 🕪 Log out Dashboard My Account My Upcoming Classes My Upcoming Courses / Events My Upcoming Appointments \$0.00 X × x ges: \$0.00 | @ what's this? You have no scheduled appointments You have no scheduled classes You have no scheduled courses or events Account History Pay Now Book App Class Sche My Info My Family Visits By Month Samantha Gottschalk 0 0 0 10 1 70 A Dashboard OR 💀 My Activities 🗸 To view all the group fitness classes and sign up, click "My Activities" on the left side of **Class Schedule** the screen.

On the dashboard, under My Upcoming Classes, click on Class schedule.

Filter classes based on the date with the calendar function.

Select Date
Day Of Week Of
1/18/2023

Choose your class, then click "Sign Up" in the bottom right corner of the class pop-up.



Class Length: 60 min		
Time: 5:30 PM		
	- CLASS DESCRIPTION -	
A fast paced high intensity o strength training. It will push	class. Boot Camp will be a mix of body weight exercises with interval and a you every time.	

You will be redirected to the following screen. Click "Continue."

Gottschalk, Samantha Payment Options	
Pay Single Class Fee \$5.00	
Cancellation Policy Please contact your olub regarding the cancellation policy.	
	Cancel Continue

Once you receive this confirmation receipt, you are signed up for the class! You should also receive an email confirmation.

THANK YOU FOR YOUR ORDER The receipt # for this transaction is: 468	
Have fun! Everything was processed and you are all ready to go. Participants with a valid email address on file will receive a confirmation email with details of this purchase.	
Dashboard Classes	\sum
Courses / Events Appointments	

Canceling a Class Reservation

Option 1:

On the Dashboard, under My Upcoming Classes, click the black wheel, then click "Unenroll"

My Upcoming Appointments	My Upcoming Classes	My Upcoming Courses / Events
You have no scheduled appointments.	01/23/2023 BOOT CAMP 5:30 PM 60 Min Morgan West Center For Health Improvement - HaysMed	You have no scheduled courses or events.
* Woget displays 2 weeks out	* Widget displays 2 weeks out Class Schedule	* Woget displays 2 weeks out Courses/Events Schedule
My Family		Visits By Month
1 Family Members		O O O Visits this month Visits last month Visits this year
Manage		

You will be asked to confirm your "Unenrollment" from the class. Once you see a confirmation, you have successfully unenrolled in the class.

Indiructor/Trainer: Morgan West Location: The Center for Health Improvement at Hay Category: Fitness Classes		
Review REFUND	Unenrolled You are no longer enrolled for this class.	This credit will be placed on your on account and be applied to your outstanding invoice. \$6.00 Pus applicable taxes.
	Please call The Center for Health Improvement at Hay at $_{\phi}^{\phi}$ (785) 623-5900 with qu	estions and concerns.

Option 2:			
A Dashboard	If you need to cancel a class reservation. click "My Calendar" under the "My Activities"		
🌳 My Activities 🗸	on the left side of the screen.		
Class Schedule			
Courses/Events Schedule			
Book Appointment	Click "Unenroll" in the bottom right corner.		
My Calendar 🔶	_		
🍰 My Account 🗸			
Shop Packages	< January 2023 >		
	Samantha Gottschalk		
G⇒ Log Out	Openation BOOT CAMP 01/2/3/2023 Filmess Classes 5:30 PM 60 /m Type: Class Center For Health Improvement - HaysMed		
	A fast paced high intensity class. Boot Camp will be a mix of body weight exercises with interval and strength training. It will push you every time.		
	ADD TO CALENDAR UNENROLL		
	Polis Gatershalk		

You will be asked to confirm your "Unenrollment" from the class. Once you see a confirmation, you have successfully unenrolled in the class.

Instructor / Trainer: Morgan West		
Location: The Center for Health Improvement at Hay		
Category: Fitness Classes		
Review		
REFUND		This credit will be placed on your on account and be applied to your
	Unenrolled	outstanding invoice. 55.00 Plus applicable taxes.
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	You are no longer enrolled for this class.	
	ОК	Cancel Unerrol
	Please call The Center for Health improvement at Hay at ${\cal J}_{-}$ (785) 823-5900 with que	stions and concerns.