

# Member Self Service Quick Start Guide



Visit the online portal to update your account information, make payments, review and print check-in and account history and more.

Here's how to get started:

1. Visit [www.ourclublogin.com/510682](http://www.ourclublogin.com/510682)
2. Click **Member Login** to access the **Member Self Service** page
3. Click the **Member Login** icon
4. First time users will use their **Member ID number** on the back of their membership card as the username and password
5. Sign in and create a customer username and password
6. On the **Dashboard** you'll see your membership information options to update your account, purchase packages and etc.
7. To sign up for a **Group Fitness/Aquatics Class**, under **My Activities**, click **Class Schedule**. Click on the class you want to attend, and then **Sign Up**.
8. To sign up for an **Event/Program**, under **My Activities**, click **Courses/Event Schedule**, select category, then click on the program for more information, then **Sign Up**.

Now you are ready to make the most of your online account!

Contact the Front Desk at 785-623-5900 for more information/instructions on using the online portal.