


Instruct members to use Online Bookings

Step 1. Navigate to

<https://member.clubware.com.au/JamesCookUniversity/TimeTable> and select the online bookings button.

Step 2. Your timetable should now display, as shown below.



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	Fri 24 Jul	Sat 25 Jul	Sun 26 Jul	Mon 27 Jul	Tue 28 Jul	Wed 29 Jul	Thu 30 Jul
5:30 AM	Gym session			Gym session	Gym session	Gym session	Gym session
5:45 AM	Yoga				LesMills BODY PUMP		LesMills BODY PUMP
6:55 AM	Gym session			Gym session	Gym session	Gym session	Gym session
8:00 AM		Gym session					
8:20 AM	Gym session			Gym session	Gym session	Gym session	Gym session
9:25 AM		Gym session					
9:35 AM		LesMills BODY PUMP					
9:45 AM	Gym session			Gym session	Gym session	Gym session	Gym session
10:00 AM			Gym session				
10:50 AM		Gym session					
11:10 AM	Gym session			Gym session	Gym session	Gym session	Gym session
11:25 AM			Gym session				
12:15 PM		Gym session					
12:35 PM	Gym session			Gym session		Gym session	Gym session
12:45 PM			Gym session				

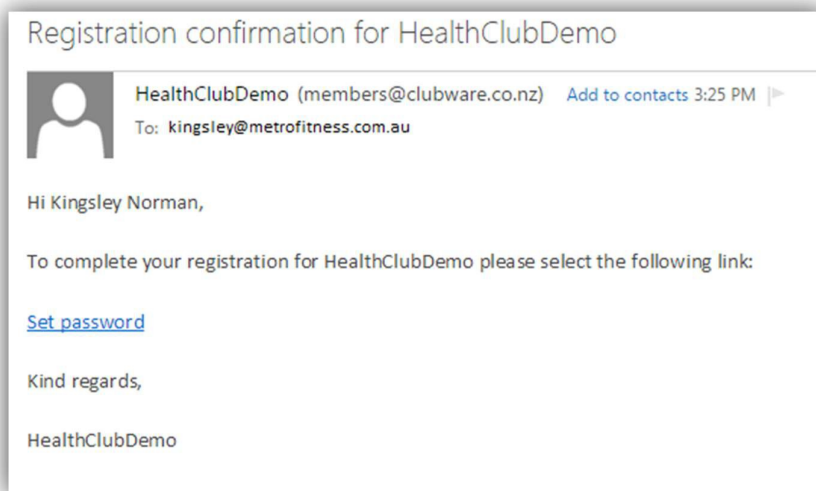
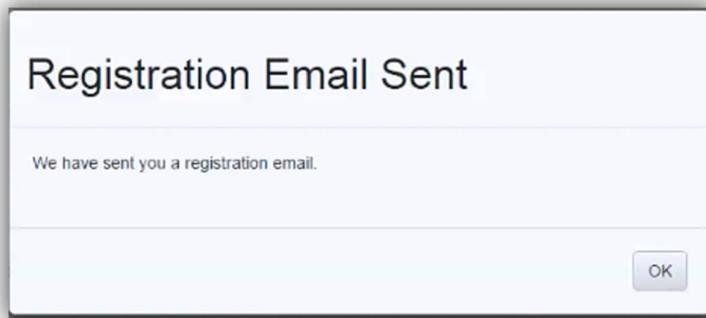
Step 3. You must register the first time they intend on using online bookings. Selecting register will take you to the screen below.

Timetable

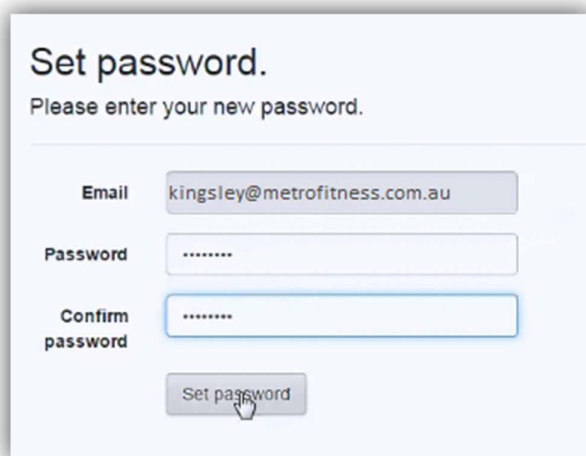
Please enter your email address.
We'll send you an email that lets you log in.

Email

This will send an email to the provided email address and prompt you to register via the Set password link in the email.

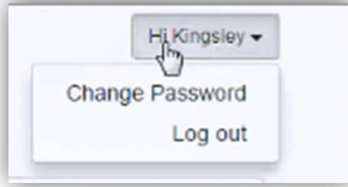


Step 4. You must finalise your registration for online bookings.



A form titled "Set password." with the instruction "Please enter your new password." Below this are three input fields: "Email" containing "kingsley@metrofitness.com.au", "Password" with masked characters ".....", and "Confirm password" also with masked characters ".....". At the bottom is a grey button labeled "Set password" with a mouse cursor hovering over it.

Clubware will then log you into the online bookings portal. In the top right hand side of the screen, it will indicate that you have logged in and the drop down with show options for this log in.



Step 5. Members can select a gym session/class and reserve a place by selecting book.

< Timetable

Gym session

Start Date:
Monday, 20 July 2020 at 5:30 AM

Duration:
90 Minutes

Description:
Do not attend the gym if you have been unwell in the last 2 weeks;

Fill out the Contact Tracing Form upon arrival;

BYO clean, freshly laundered towel (minimum size of 69cm x 137cm);

BYO full water bottle as the water bubbler has been shut off to meet COVID Safe Plan requirements;

Change rooms and showers are closed;

Sanitise your hands prior to entering the gym;

Maintain physical distancing of 1.5 metres from others;

Wipe down equipment prior to and after each use; and

Get in, Train and Get Out.

Notes:

✓ Book

If the session/class is full, you may be able to register for the session/class waitlist. You will be notified by email your position on the waitlist and will be notified again once the reservation is converted to a booking to the session/class.

This will mark the sessions or classes as booked with a tick, as shown below. This can be viewed on the timetable.

	Today	Wednesday 17 Feb	Thursday 18 Feb	Friday 19 Feb
6:00 AM	Yoga			
6:30 AM				
9:00 AM	Bodyworks			Bodyworks
5:30 PM			Yoga	
6:00 PM				

If you have any questions feel free to email fitness@jcu.edu.au