

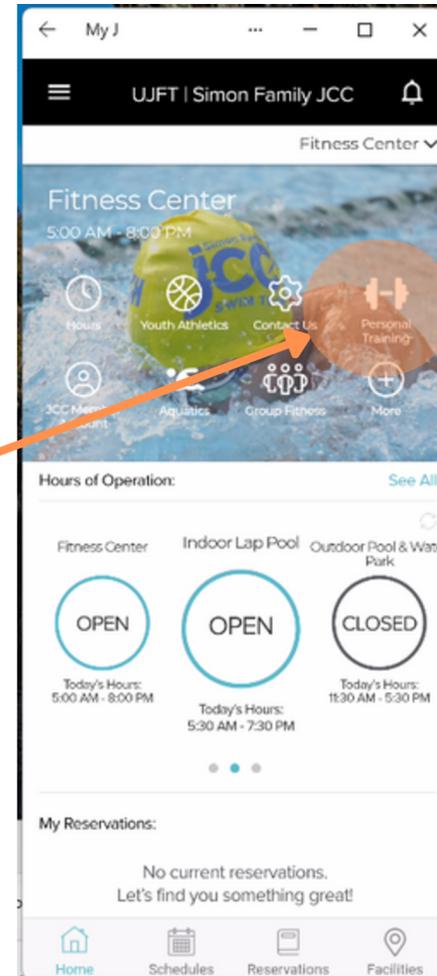
Personal Training



Fitness. Family. Fun.
FOR EVERYONE!

So you've decided you want to do Personal Training. Great! A personal trainer can speed up your progress to your goals, but how do you get a personal trainer? Easy! It's right here on MyJ.

In your MyJ app, click on the dumbbell icon in the center of the app.

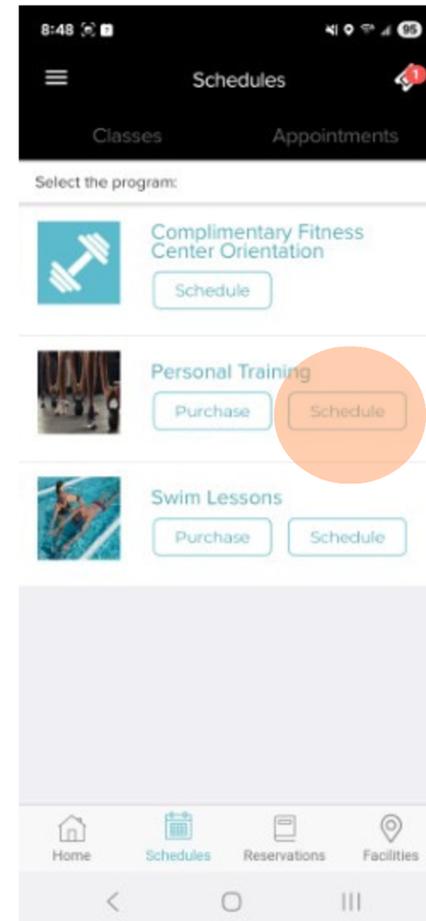


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If you're not sure which Trainer you want to work with, or need more information on what type of training you should be doing, click on Schedule.



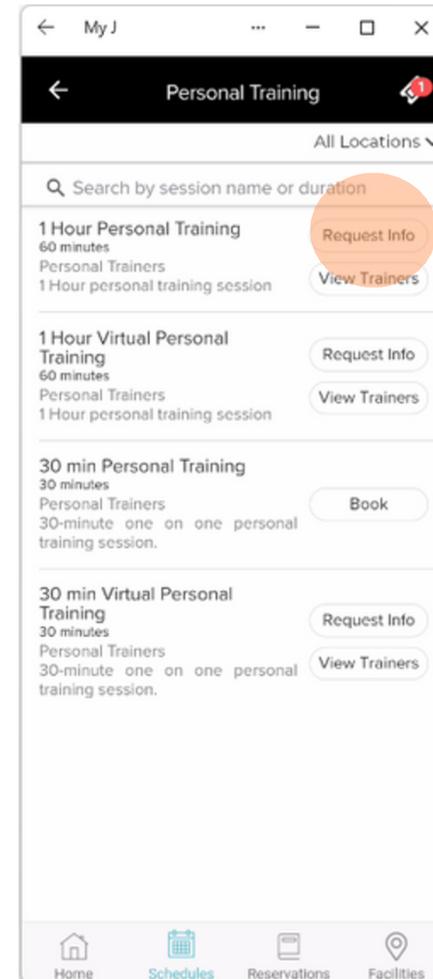
Personal Training



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Let's say you're not sure who you should train with. No problem!

Choose the type of training you're interested in, either 1 hour sessions, 30 minute sessions or Virtual sessions, and then click Request Info.



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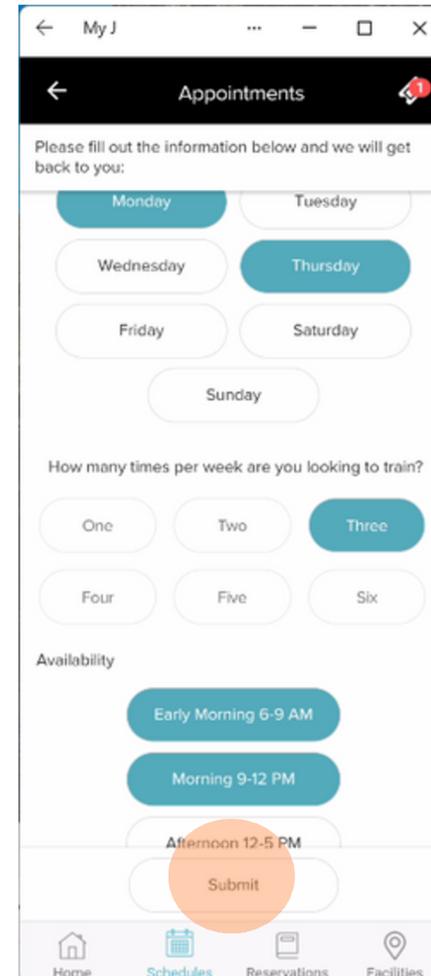
Click the days and how often you'd like to train.

Then scroll down and click the general times you'd like to train.

They're all multi-select boxes, so choose as many of them as apply to your situation.

Once you're happy with your selection, click Submit.

One of the trainers will look at the information and reach out to you to help you get started.



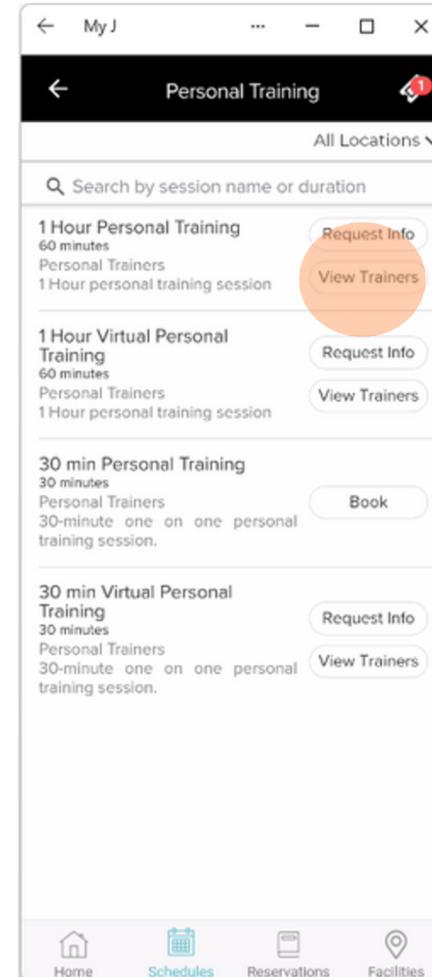
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Maybe you already have an idea of what type of training you'd like to do, but don't know if we offer that.

We have that covered too. Instead of clicking on Request Info, choose type of personal training duration, 1 hour, 30 minute or Virtual, and click View Trainers.



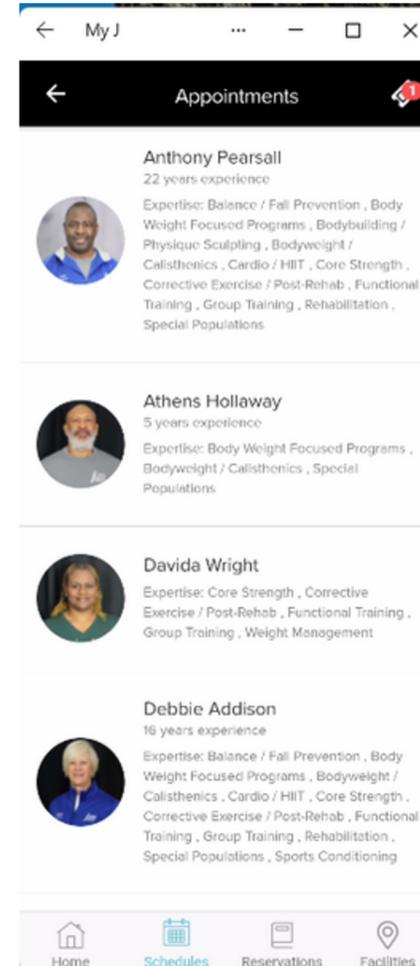
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A short introduction to each Trainer and their specialty comes up.

You can browse through the list of trainers and get a good idea about what each of them specializes in and see which of them have what you're looking for.



Schedule a Trainer

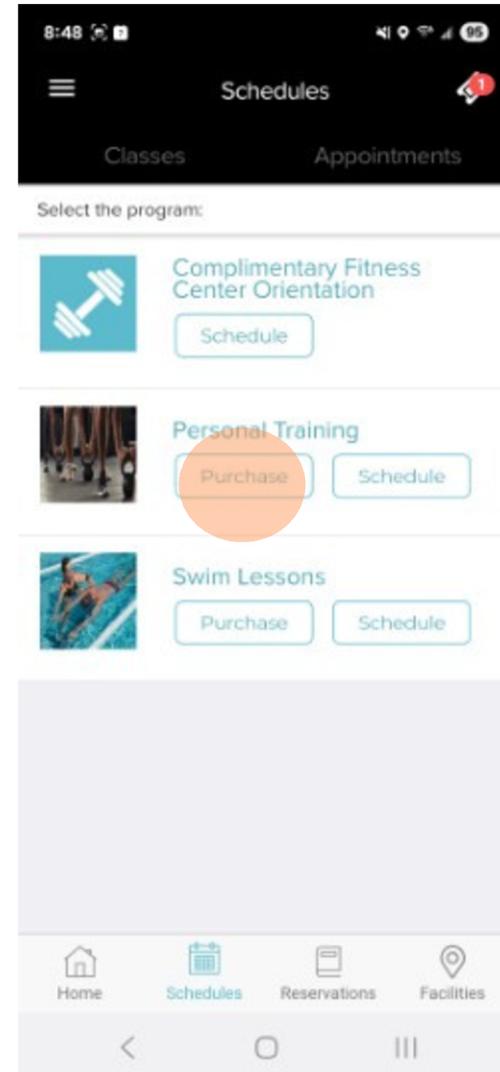


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Now that you know what type of training you want to do and who you want to train with, you have to get Personal Training Passes.

If you have your portal account set up already, great! You can purchase training passes through MyJ, just click on Purchase to get there.

If you don't, no worries! You can purchase them through the Front Desk, and they can help you get your portal set up too!



Schedule a Trainer

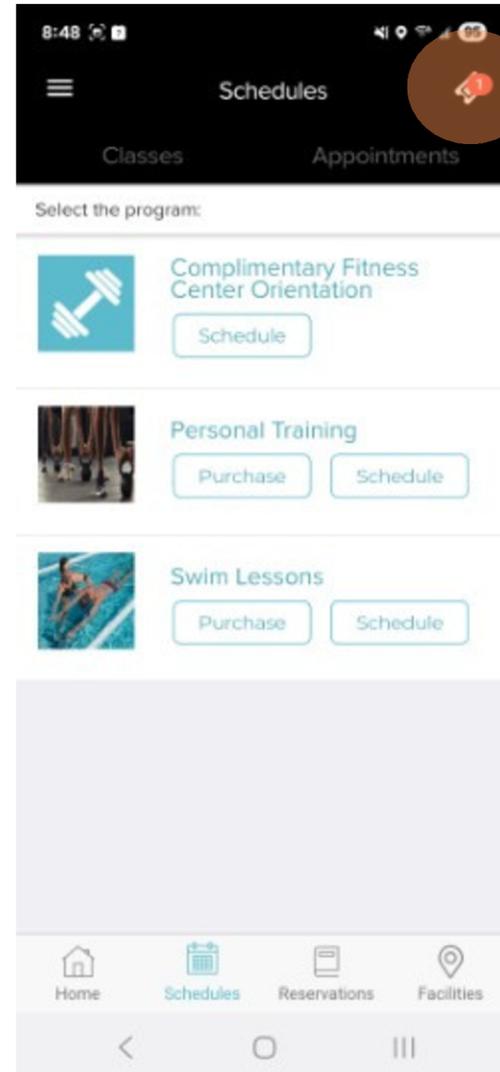


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Whether you purchased your passes through the MyJ app, or through the Front Desk, you should have gotten a receipt.

In addition, the MyJ app should show you a little ticket with a number on it in the upper right hand corner.

Click on it to see your pass information.



Schedule a Trainer

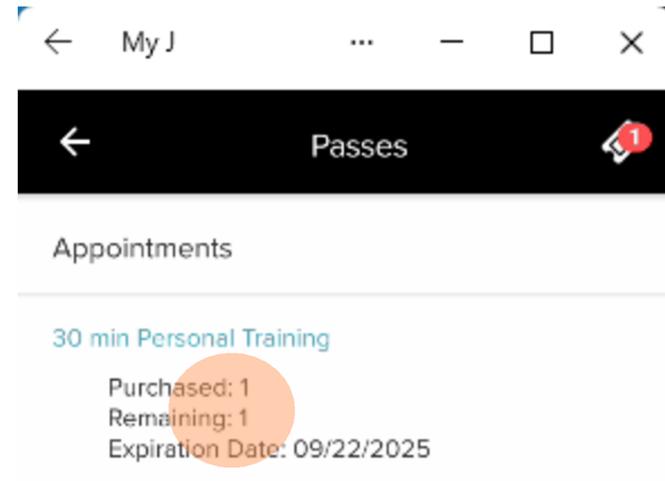


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This is a quick way for you to see how many passes you have. It will change as you work through your training appointments and use up your passes.

In this example, you can see that we have purchased 1 pass, and we have 1 pass remaining that we can use.

Keep in mind that passes are good for 12 calendar months from the date of purchase.



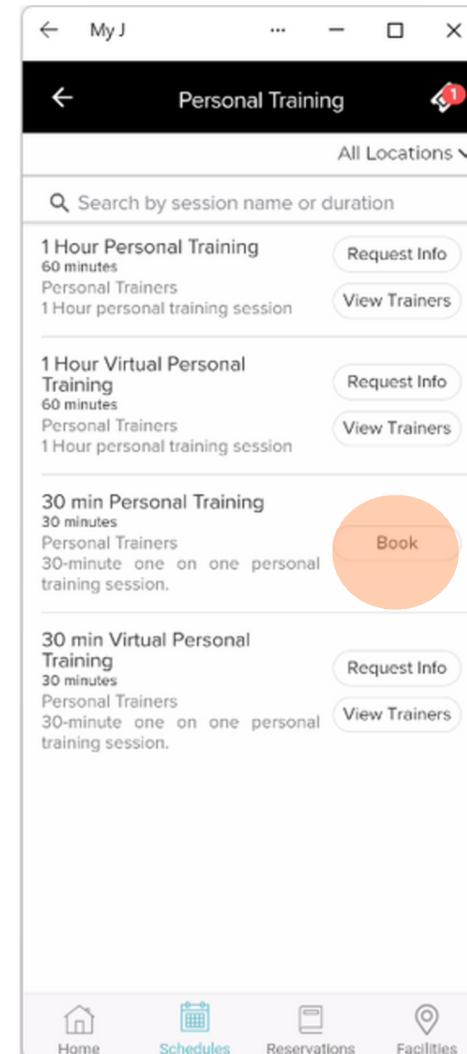
Schedule a Trainer



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With your passes purchased, it's time to book a Trainer!

From the Personal Training screen, you'll want to click on Book.



Schedule a Trainer



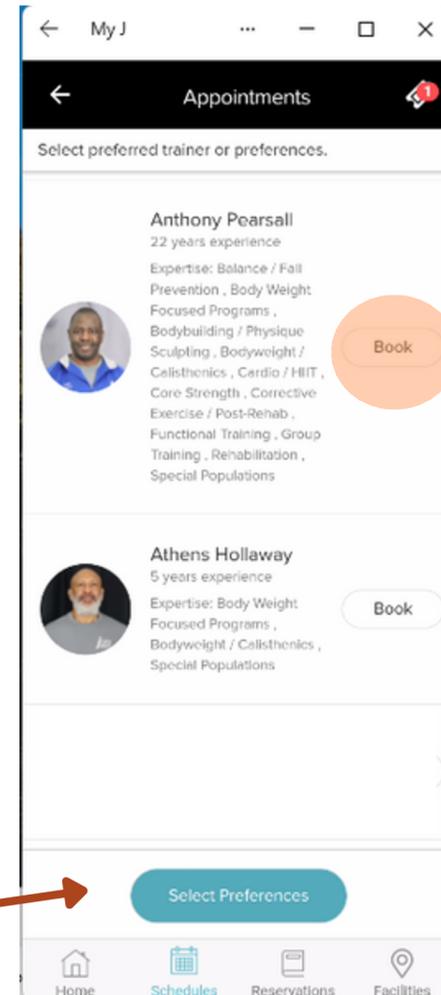
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This time, the Personal Trainer's screen will come up with their profiles, and a Book button next to their names.

In this example, let's say we're going to book training time with Tony.

Click on the Book button next to his name.

Ignore the Select Preferences button in this case. It will take you back to the information to submit when you aren't sure which Trainer you want to work with.



Schedule a Trainer

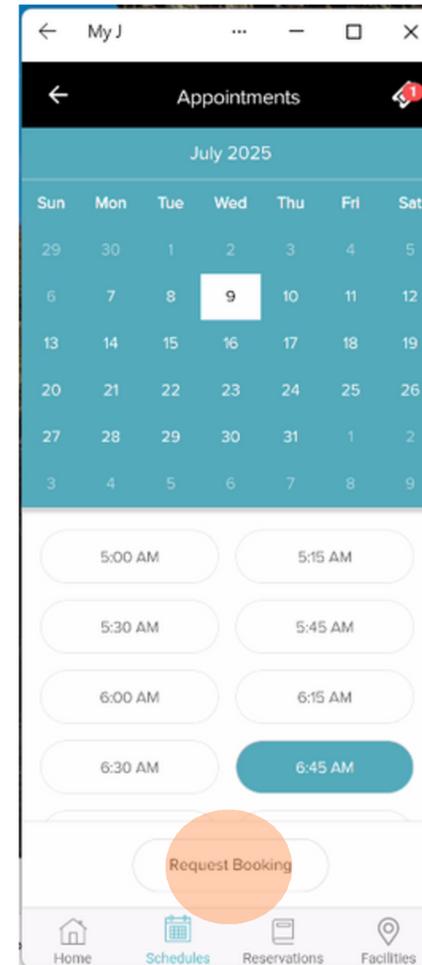


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Tony's availability calendar comes up.

From here you can pick the dates and times that you want to schedule with Tony from the calendar and timeslots that are displayed.

MyJ will allow you to book whatever the Trainer has listed as available **24 hours in advance**. That means you might be able to book all your passes for this month, a couple for this week or one at a time; however, you can't book TODAY.



Schedule a Trainer

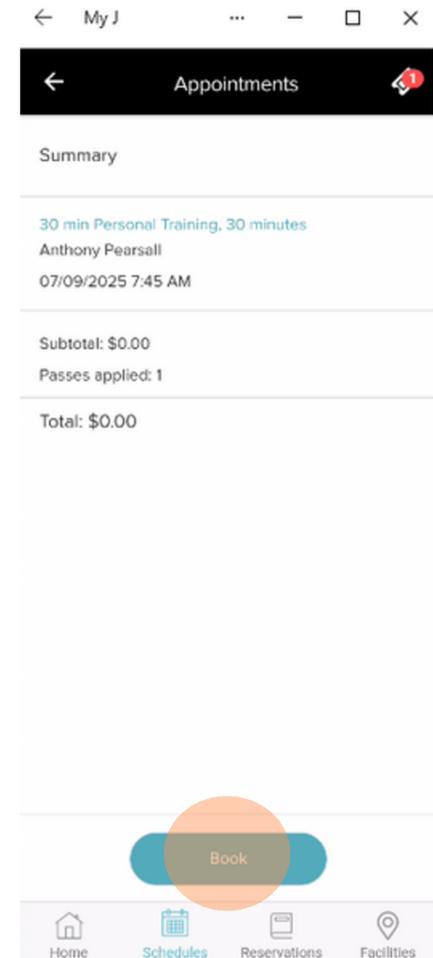


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On this screen, you'll want to double check that you have the date and time that you wanted selected correctly.

The screen will also display how many passes are being used for this appointment.

If the information looks good, click the Book button.



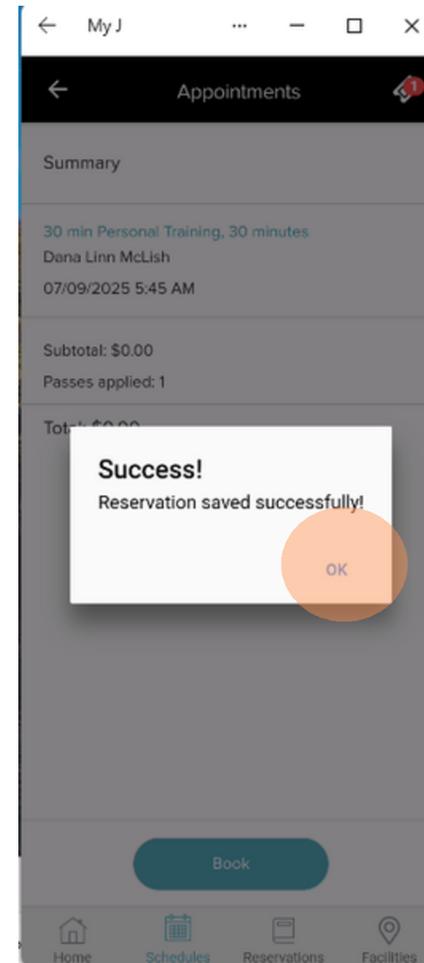
Schedule a Trainer



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A SUCCESS dialog screen will pop up. Click Ok.

After that, you'll be returned to the Personal Training home screen and you can schedule more appointments if you'd like.



Schedule a Trainer



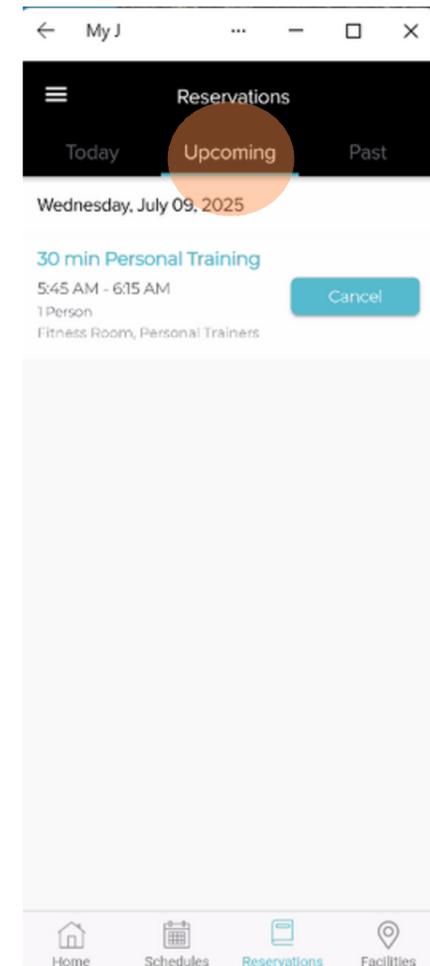
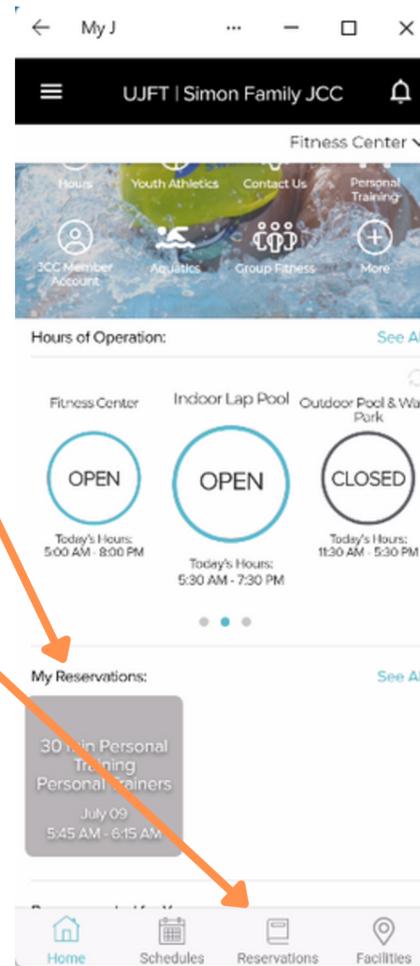
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What happens after you've booked your appointment?

Your upcoming training appointment will be displayed on the home screen of the MyJ app. It will also show up in your Reservations section.

Keep in mind, you're not fully booked yet. Your trainer will get an email letting them know that you've booked the appointment. You should also get an email confirming you've booked an appointment.

The trainer will have 24 hours to either confirm or cancel your appointment.



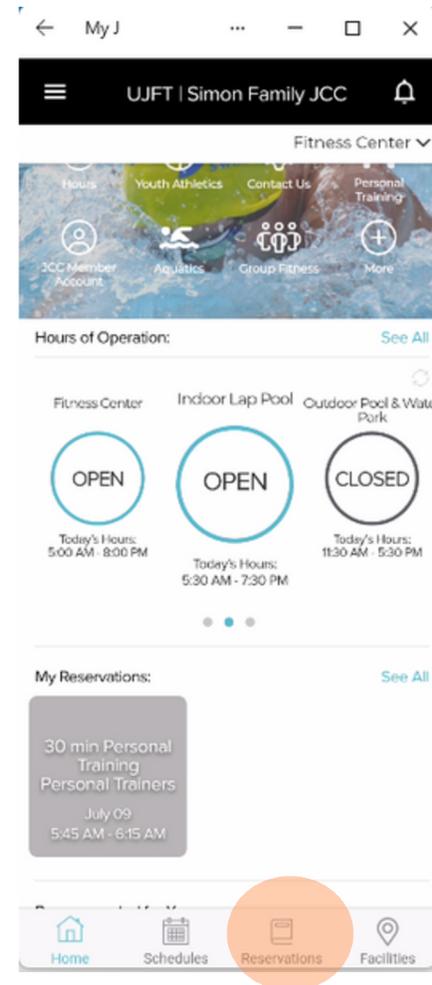
Cancel a Training Appointment



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In the event that you have to cancel a training appointment, we ask that you do so as soon as you're aware you're not going to be able to attend so the Trainer has time to take another appointment.

To cancel the appointment, click the Reservations icon on the toolbar.



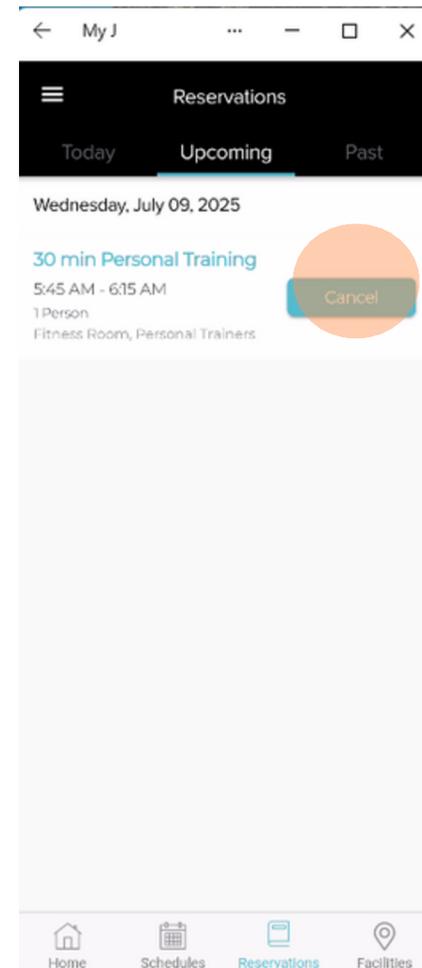
Cancel a Training Appointment



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On the Reservations page, you'll probably need to click into Upcoming, although your reservation might be on the Today screen.

Make sure you have the correct appointment date/time. Next, click on the Cancel button.



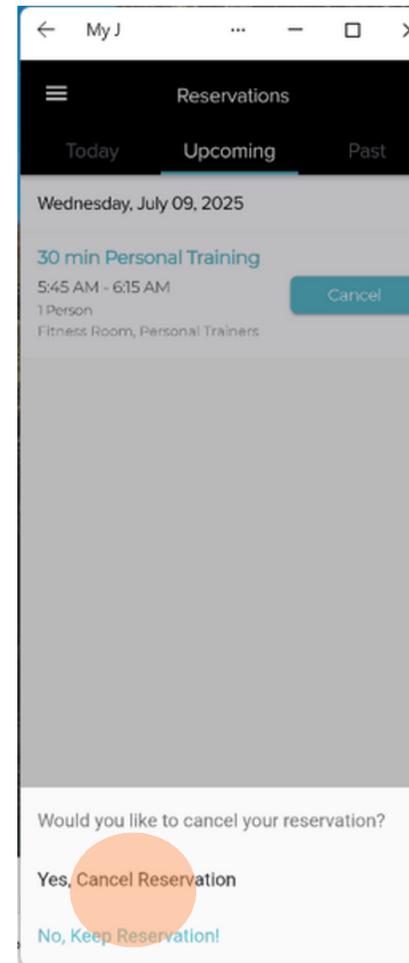
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The app will prompt you to confirm whether you want to cancel this appointment or not.

Click the Yes, Cancel Reservation at the bottom.



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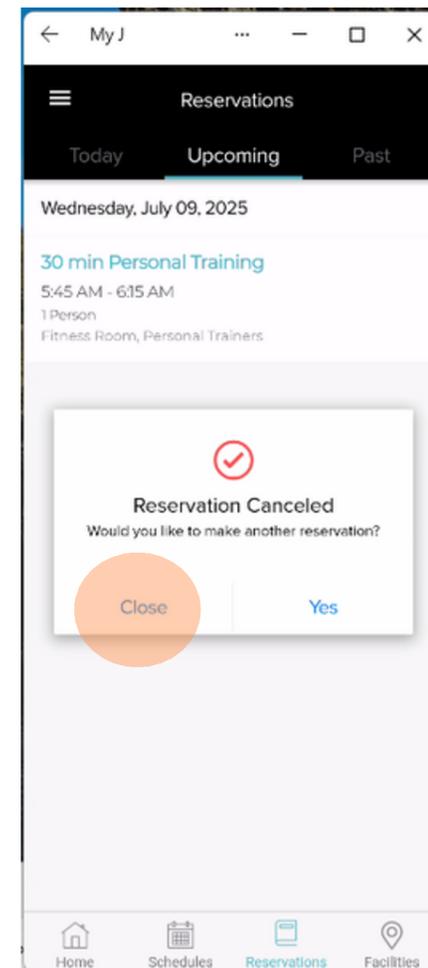


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After you have clicked Yes Cancel Reservation, a success dialog box will pop up.

This box allows you to reschedule the appointment or it will return you to the home page of the app when you click Close.

You, and the Trainer, will get an email confirming the cancellation of the appointment.



Cancel a Training Appointment



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