

# MyJ App



Fitness. Family. Fun.  
**FOR EVERYONE!**

Before you begin, you'll need to download the app:

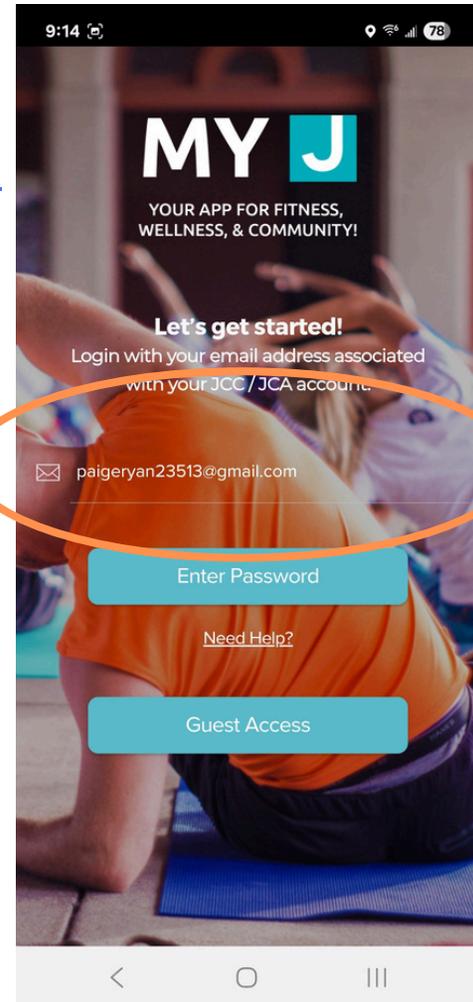
Download the app from the PlayStore for Android:

<https://play.google.com/store/apps/details?id=com.upace.erjcc>

Download the app from the AppStore for iPhone:

<https://apps.apple.com/us/app/my-j/id1501052699>

Once you have downloaded the app, enter your email in the line provided. (It's the pale white line across the guy's back in the picture.)



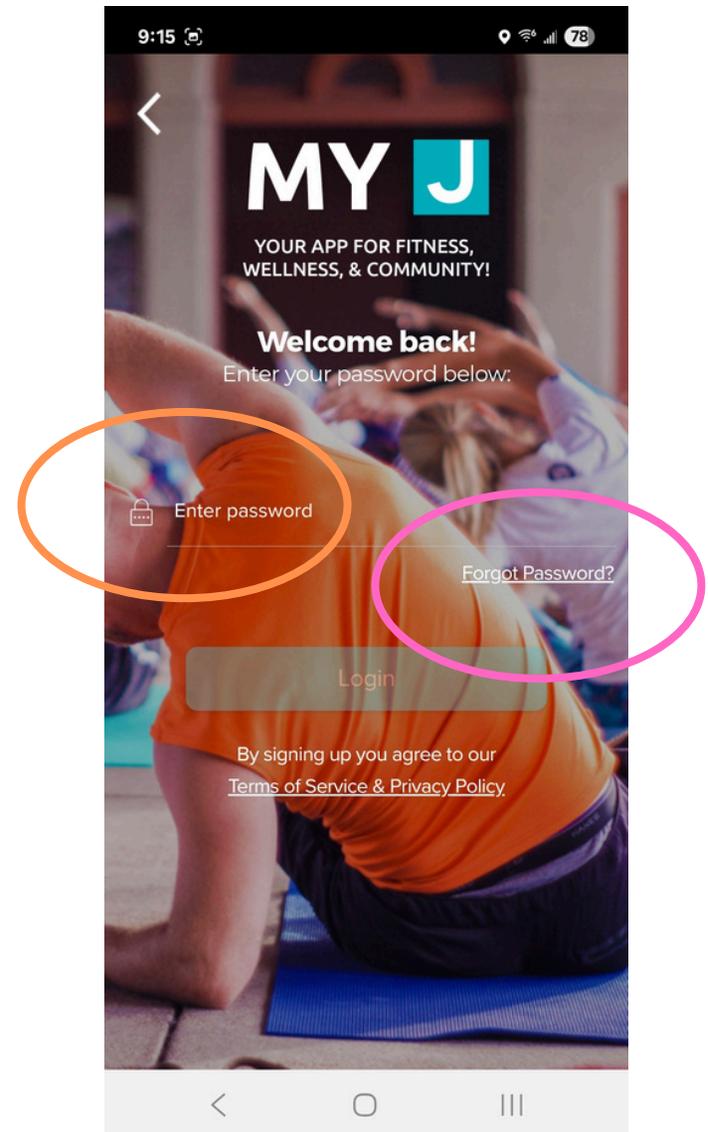
# MyJ App



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Once you've entered your email, you'll be presented with the same line, except this time it's going to say *Enter Password*. Normally you would do that, except this is your first time logging in.

Instead, click the white *Forgot Password?* link circled in pink.



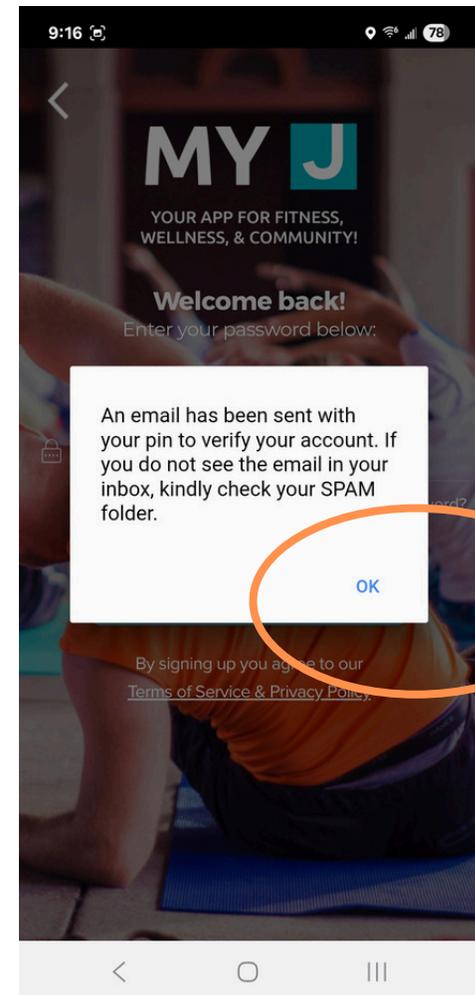
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Since you have already given the app your email address, after you clicked on the *Forgot Password?* link the system will send an email and present you with a dialog box.

Click OK here and then open your email to get the pin to reset the password.



# MyJ App

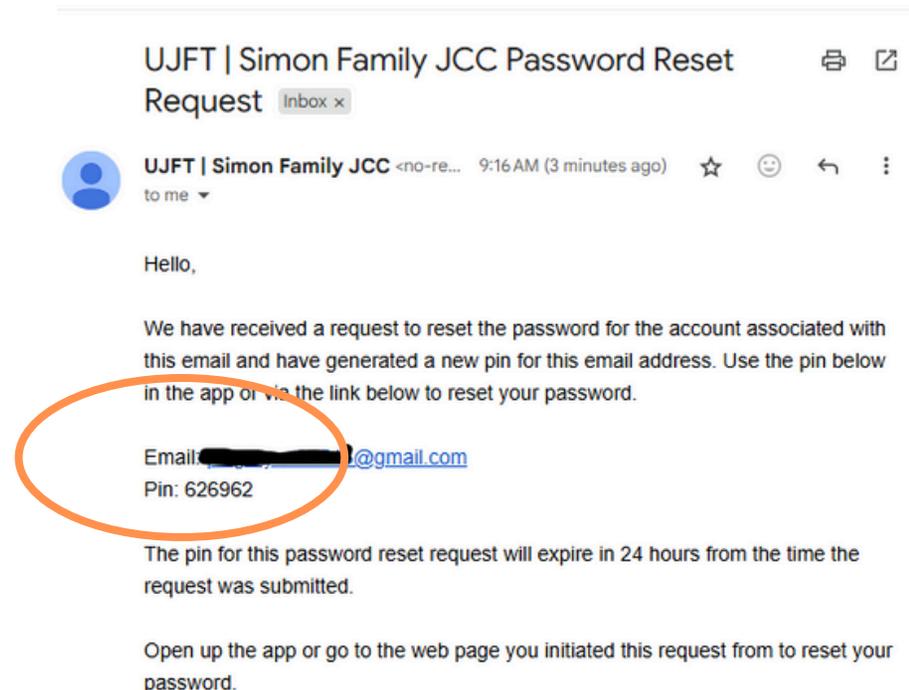


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The email you're looking for will come from UJFT | Simon Family JCC.

It should look something like this. You're going to need the pin number listed in the email.

Once you have the pin, return to the MyJ app.



# MyJ App



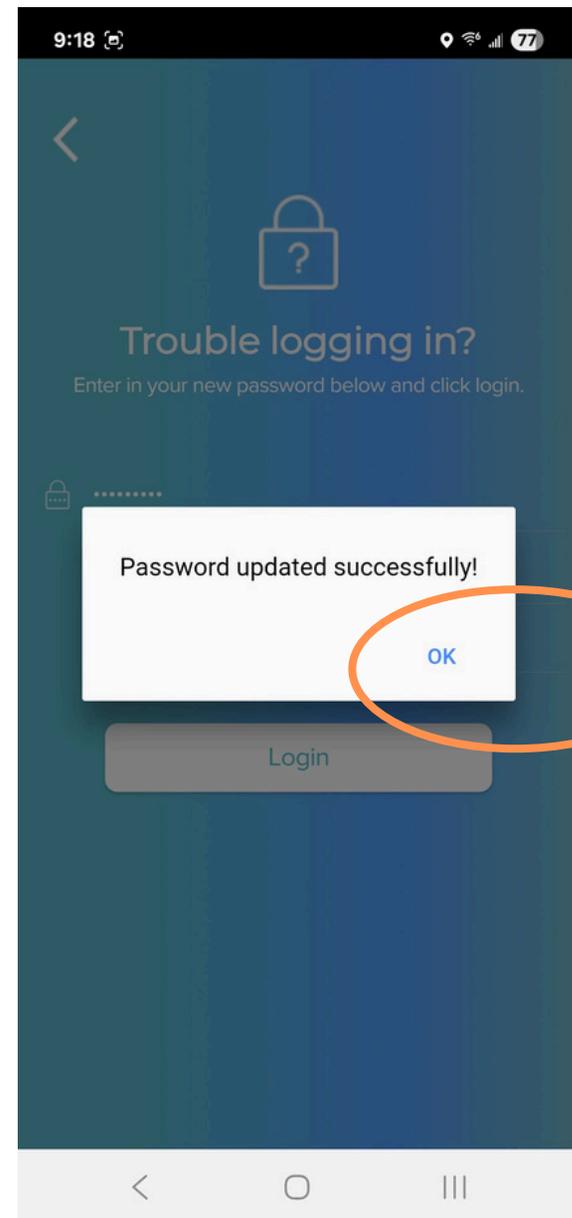
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**FOR EVERYONE!**

When you come back to the MyJ app, you should see the *Trouble logging in?* page.

It will simply ask for your new password, confirm your new password, and the pin.

Once you have entered all of that, click the OK button.

The app will return you to the original login page, and you can now login with your email and password you've just set.



# MyJ Notifications



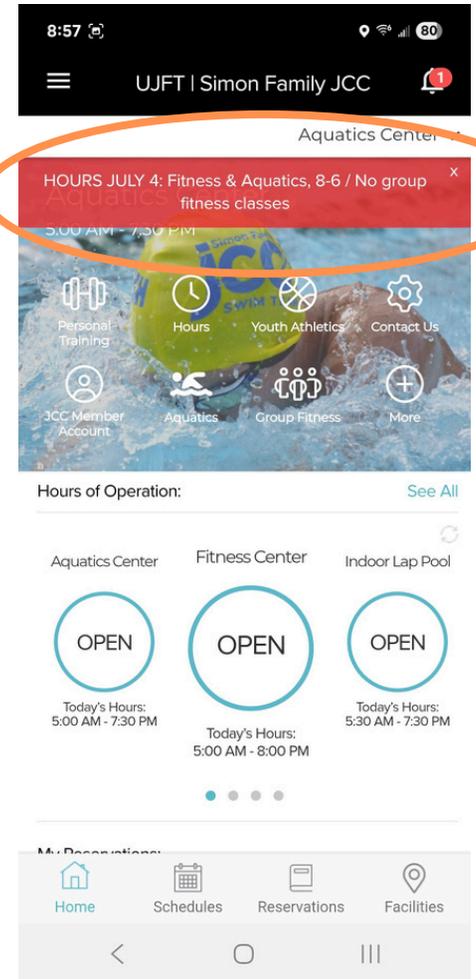
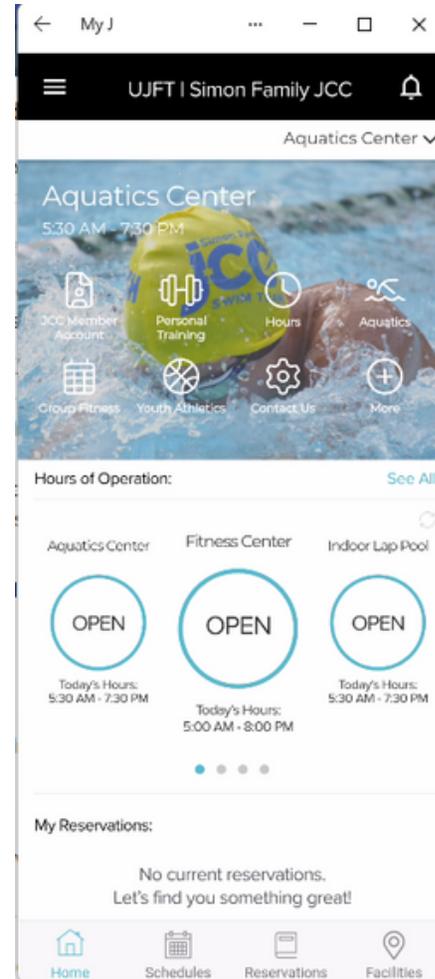
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**FOR EVERYONE!**

On your first login the app might prompt you to turn on notifications. You'll want to do this to get messages about the building or class statuses.

The first screenshot is what you'll normally see when logging in.

Because this is a holiday weekend, and there are a change of hours, you'll see the red notification banner across the top of the app.

You will see this banner anytime there is a change to the building status OR there is a change to availability, such as when the pool is closed, but the rest of the building is still open.



# MyJ Notifications



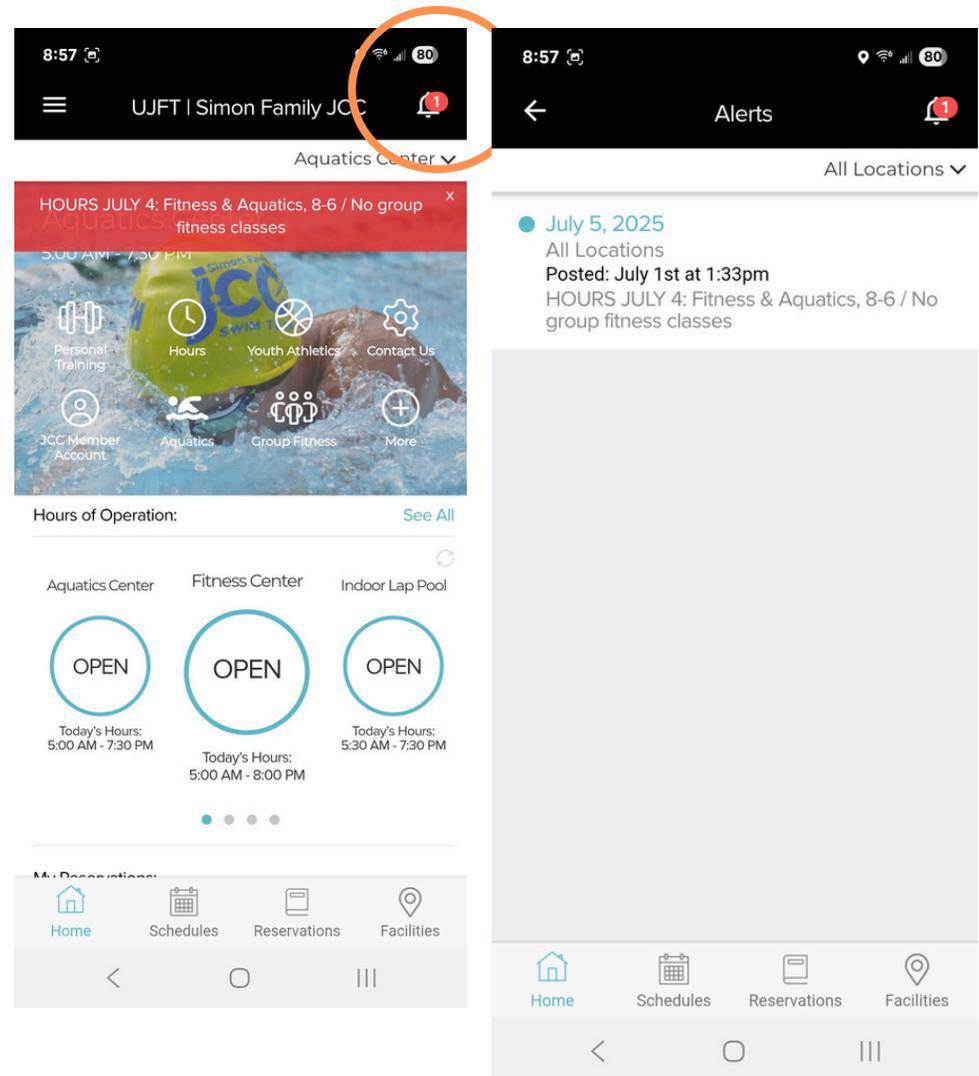
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**FOR EVERYONE!**

You may have gotten a text message from the app as well.

You will see this in the upper right hand corner. Normally this is used when something happens at the last minute, such as a power outage or something else unexpected happens.

When you click on the notice in the upper right hand corner, the app will open with the message.

Keep in mind, some classes can also be cancelled this way if it happens at the last minute.



# MyJ App

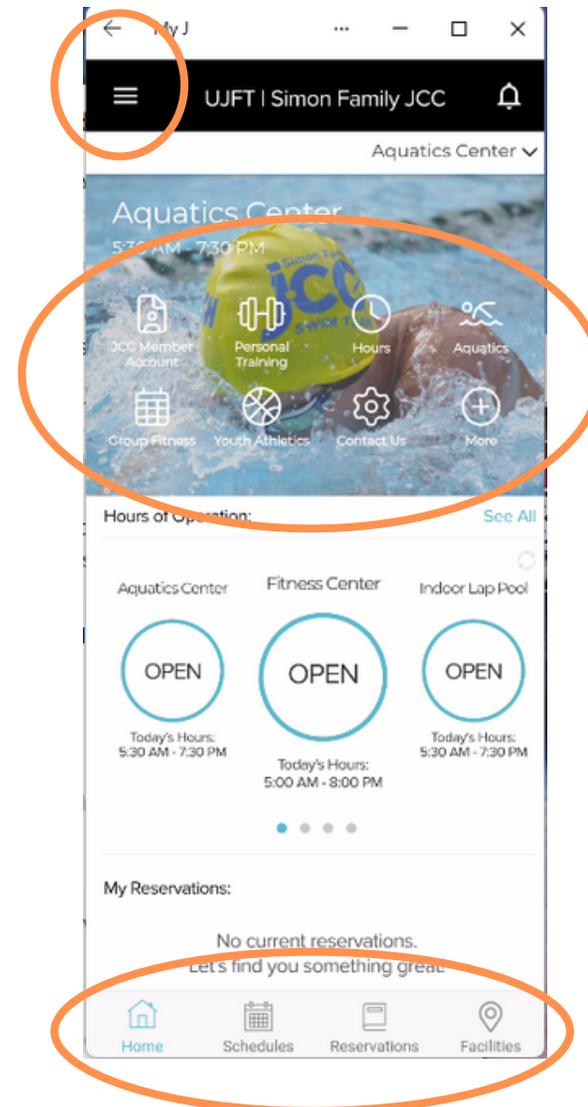


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**FOR EVERYONE!**

There are several different things you can do in the app.

Some of those are accessed by:

- the tool bar at the bottom of the screen
- the icons in the center of the app.
- the menu in the upper left hand corner.



# MyJ App

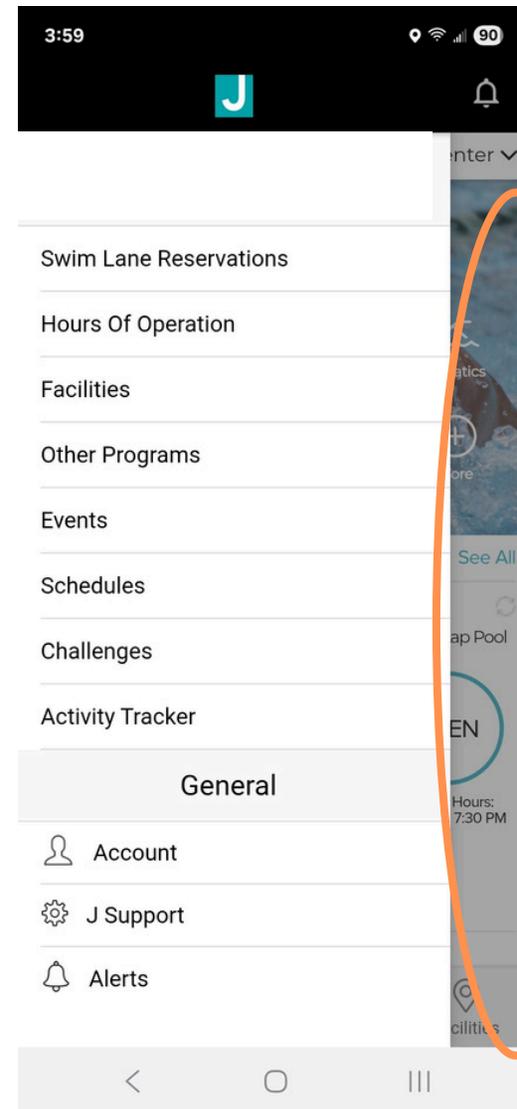


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The menu holds quick links to some of the features you can do in the app.

- Make swim lane reservations
- Check what hours we're open
- Look at exercise class schedules
- Join Challenges at the JCC
- Track activities such as steps, pool laps and other activities.

To get back to the main screen, just click the blank space in the background.



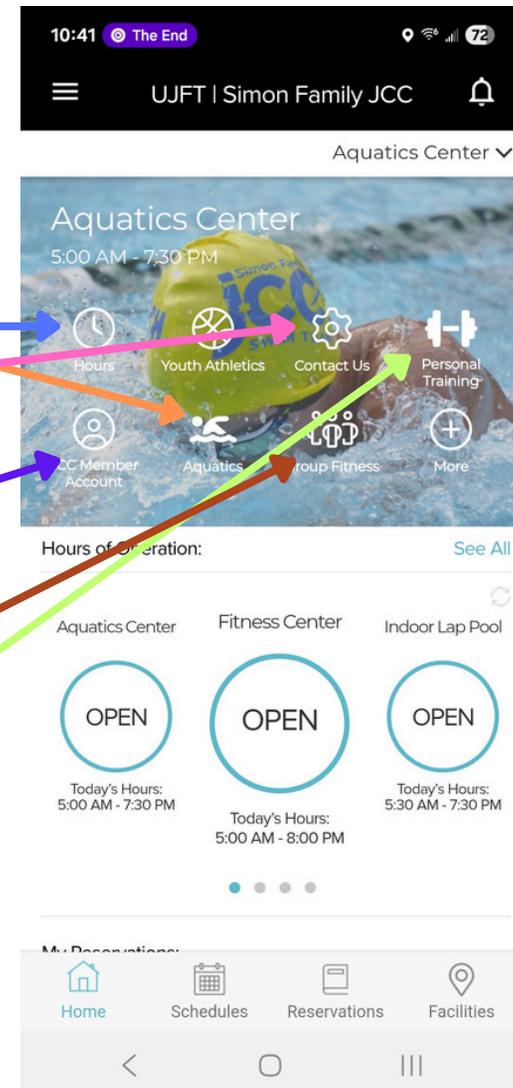
# MyJ App



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The icons in the center of the app can also help you:

- Make swim lane reservations
- Check what hours we're open
- Contact Us about issues or comments
- Connect with our membership portal to register for other programs or look at your account information.
- Look at exercise class schedules
- Make Personal Training reservations



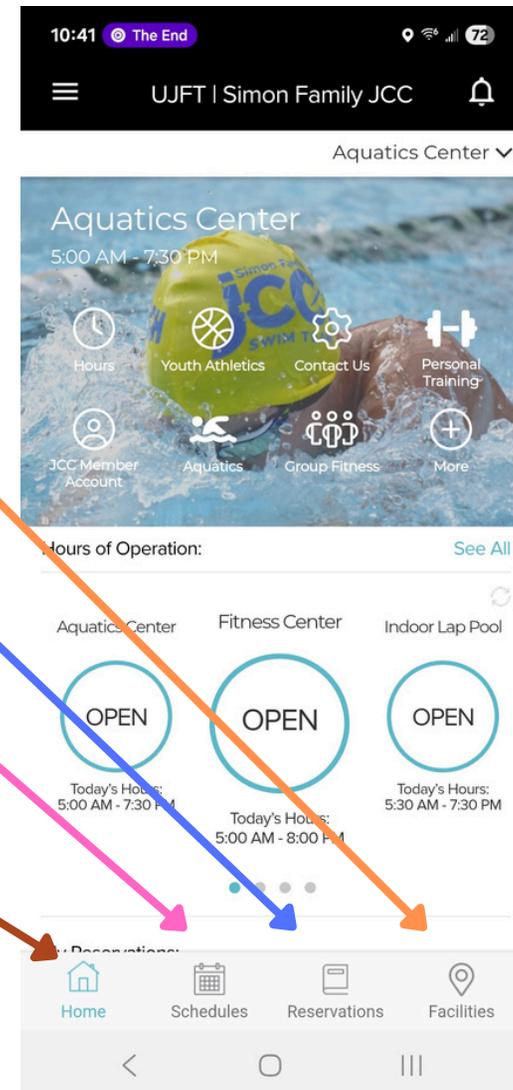
# MyJ App



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The tool bar at the bottom will:

- Facility hours
- Class Reservations you've made
- Show Class Schedules and Appointments you've made
- Bring you back to the main screen from other functions



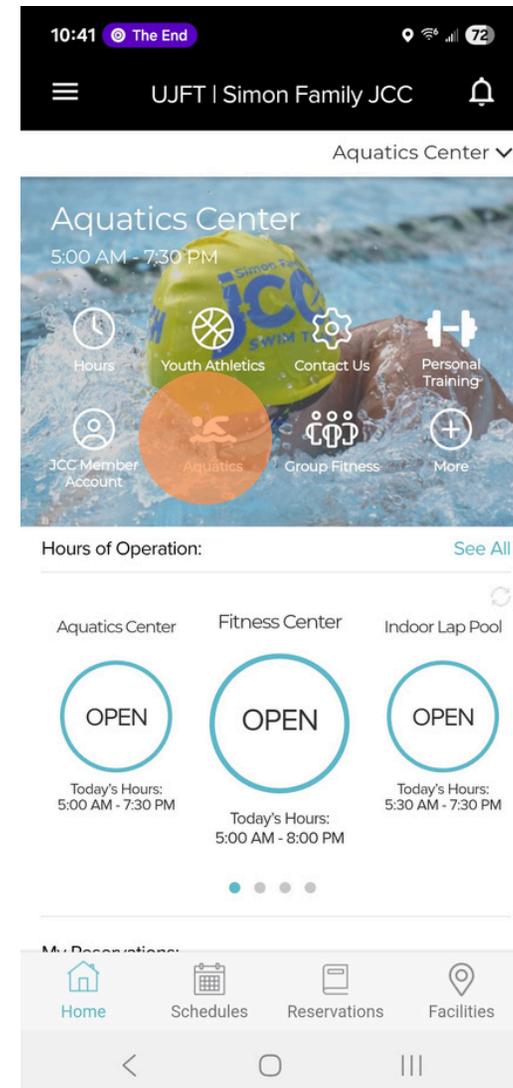
# Swim Lanes



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The JCC has several swim lanes available throughout the day, you simply need to book one of the lanes and a time to swim.

To get started click on the swimmer in the center of the app.



# Swim Lanes

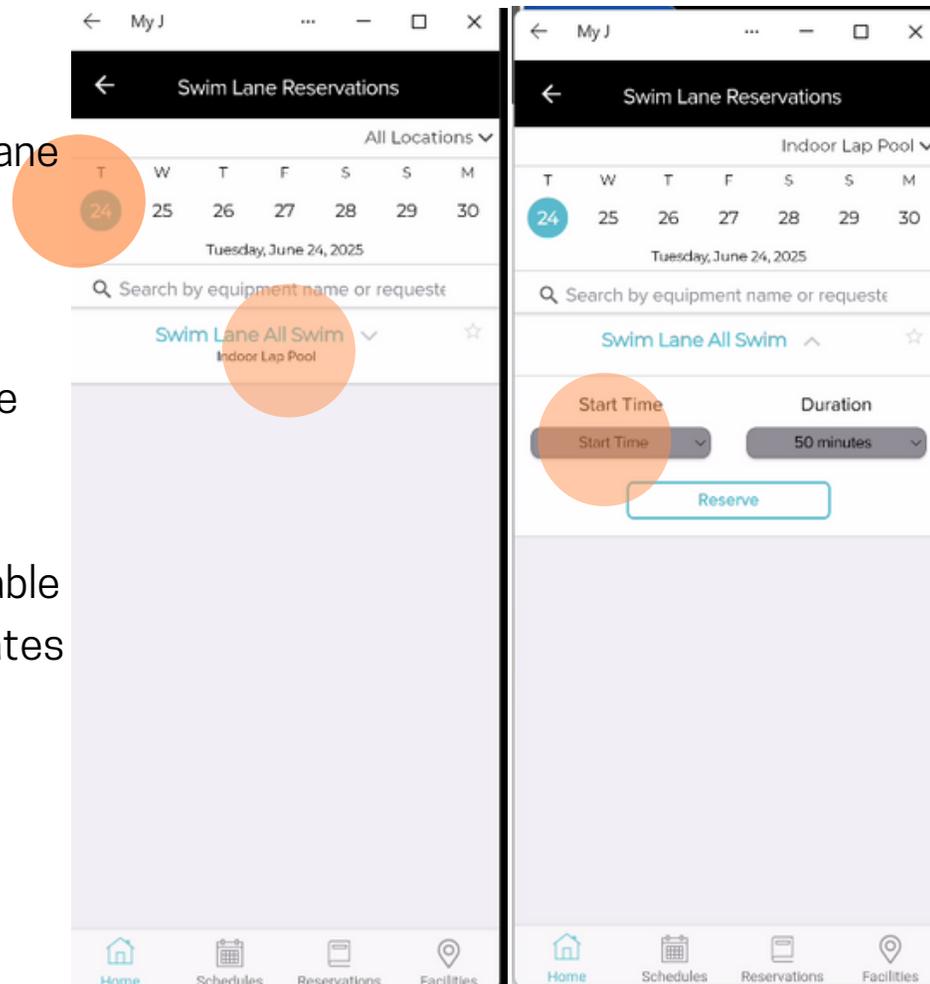


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On the Reservations screen, choose which date you would like to book the reservation for, then click the Swim Lane All Swim drop down.

There are approximately 2 lanes available during open swim hours to be used for swimming laps.

Click Start Time. The time slots available will pop up from the bottom for the dates you've chosen.



# Swim Lanes

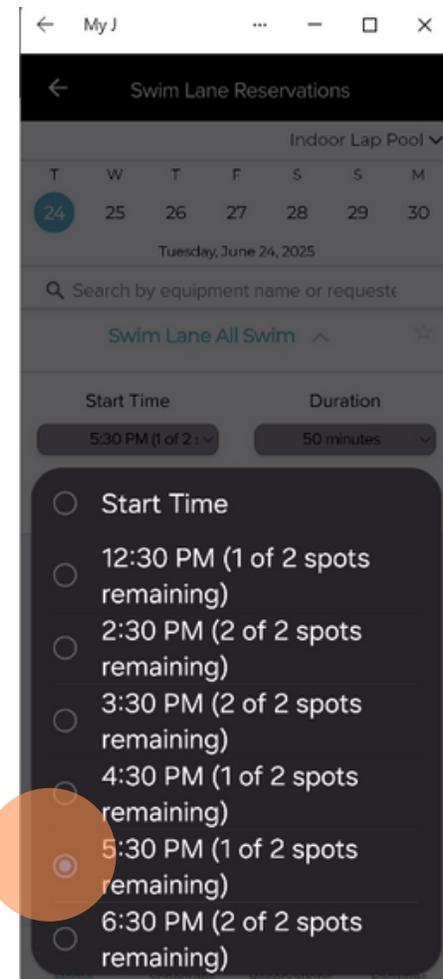


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On the Reservations page, a dialog box comes up with the time options that are available for reservations.

Click the time you'd like to swim.

Swim lanes are available for 50 minutes at a time and we ask that you arrive a few minutes before your reservation so you have time to check in and get changed without rushing.



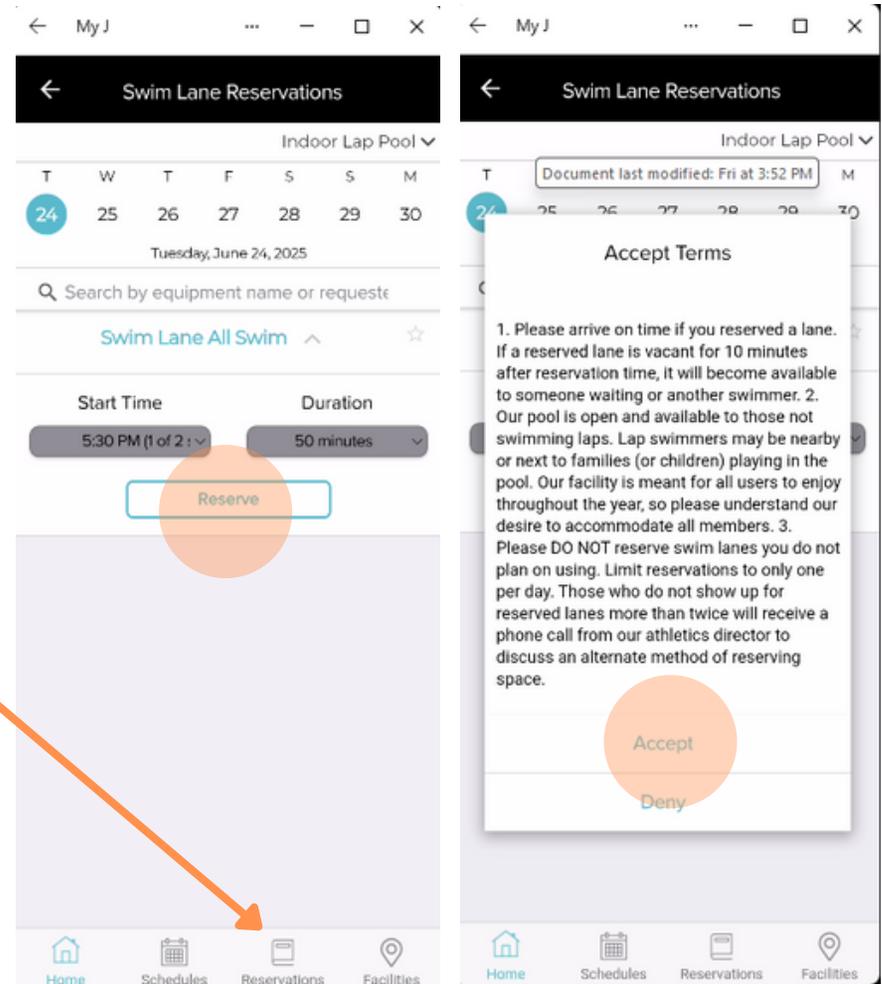
# Swim Lanes



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Click the Reserve button and then accept the ACCEPT TERMS dialog box by clicking Accept at the bottom.

That's it! An email will be sent regarding your reservation and you'll be able to see the reservation in your list under Reservations in the toolbar.



# Check In

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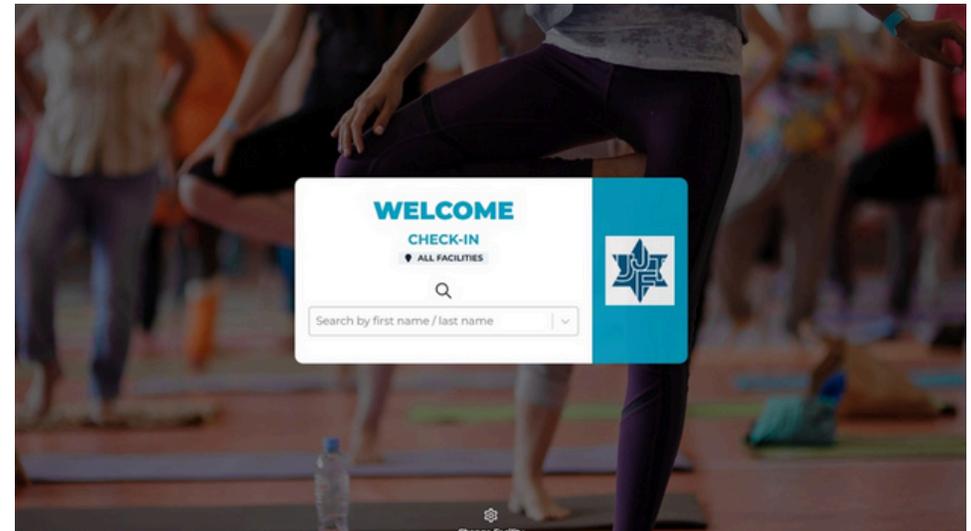
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**FOR EVERYONE!**

Any time you make a reservation for a swim lane, a spin class, a yoga class or other fitness resources, you'll need to checkin.

These checkins are not the same as coming into the building.

Checkins give you credit for attending classes and using your reservations; which, if you've joined a Challenge, you're going to want!

The check in tablets can be found at the front desk and the gym studio and are already set for you to begin the check in process.



# Check In

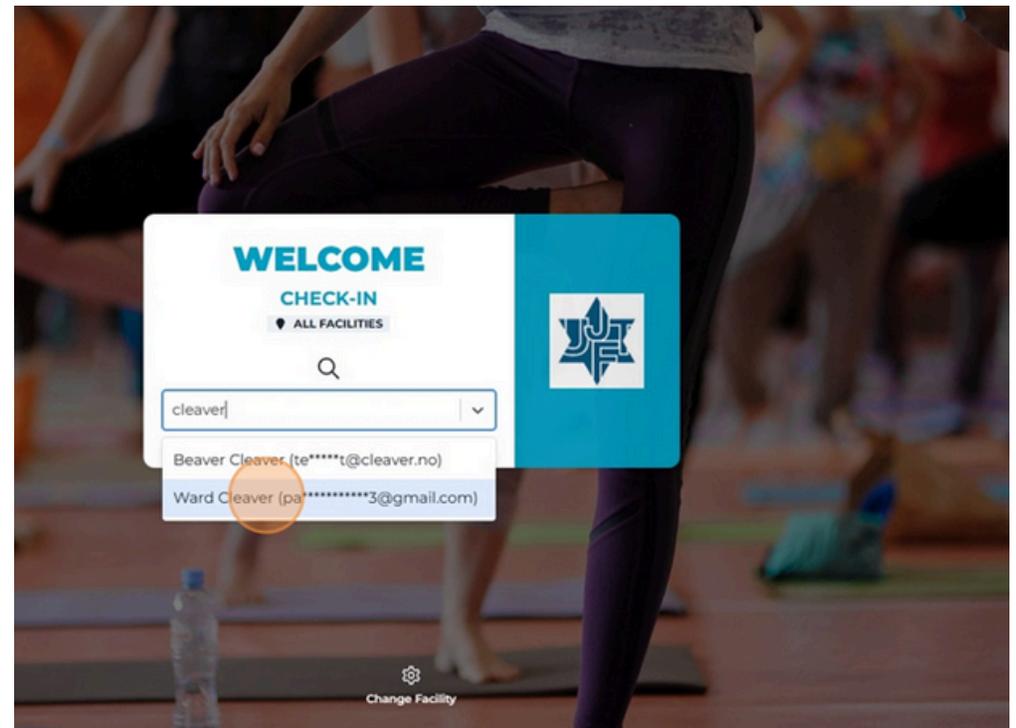


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**FOR EVERYONE!**

Checkins are quick and easy.

Start by tapping the space in the middle of the screen where it asks for your name.

On the keyboard that pops up at the bottom of the screen, type your last name, then choose your name from the dropdown list.



# Check In



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The list of classes you are registered for will show up on the screen.

You want to select the one that is listed as starting in the next hour, and click the Check In button.

The system will not allow anyone to check in for a class more than an hour in advance. In the event that you've forgotten to check in, you can do that up to an hour after the class.



**WELCOME, WARD CLEAVER**

June 24th, 2025 | 10:12 am

## Reservations



### SS CLASSIC

👤 Regina Lavelle  
📍 Studio 1  
🕒 10:00 am - 11:00 am

Check In

## Upcoming Classes



### AQUA ZUMBA

👤 Lucy Knapp  
📍 Indoor Pool  
🕒 11:00 am - 12:00 pm  
👥 25 spots available

Check In

*This tool will NOT SHOW anything other than your reservations for classes or the pool.*

# Check In



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Once you have clicked on the Checkin button for the class, that button will grey out.

Now click the Log Out button in the upper right hand side.

It's okay if you've forgotten to click Log Out, the system will automatically log you out after 15 seconds.

A screenshot of the JCC user interface. At the top, there is a blue navigation bar with a logo on the left and a grey "LOG OUT" button on the right. Below the bar, the user is greeted with "WELCOME, WARD CLEAVER" and the date "June 24th, 2025 | 10:13 am". The "Reservations" section shows a class titled "SS CLASSIC" by Regina Lavelle in Studio 1, scheduled for 10:00 am - 11:00 am. A "Checked in" button is visible next to this reservation. The "Upcoming Classes" section shows "AQUA ZUMBA" by Lucy Khapp in the Indoor Pool, scheduled for 11:00 am - 12:00 pm, with 25 spots available. A "Check in" button is visible next to this class listing.

*This tool will NOT SHOW anything other than your reservations for classes or the pool.*

# Register a Class

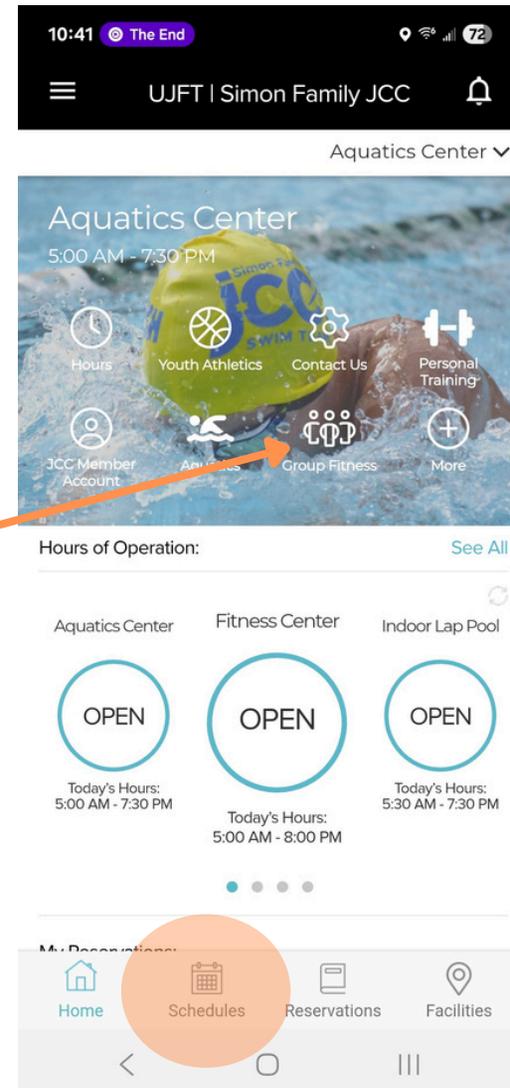


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**FOR EVERYONE!**

The JCC offers a number of classes ranging from aerobics, to boxing and yoga.

To register for a class, you begin on the MyJ app with finding a class you want to take.

Click on the Schedules icon in the toolbar OR click the group of people in the app center to get started.



# Register a Class

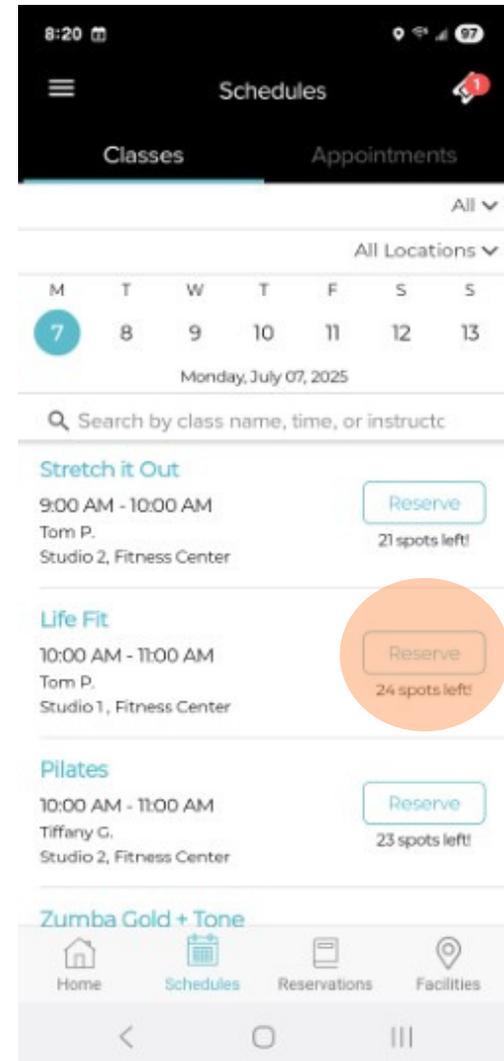


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**FOR EVERYONE!**

With the classes schedule open, browse the classes available.

Keep in mind that the current display is for Monday classes, if you want to see other classes you'll have to change the day of the week on the calendar.

Once you have found the class you're interested in joining, click Reserve.



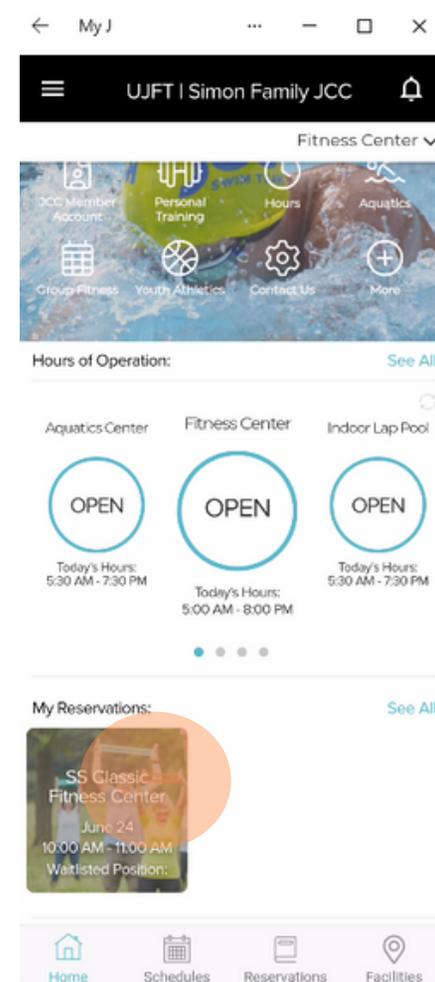
# Register a Class



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When you have made the reservation for a class, the app will put the reservation in your phone calendar so you don't forget.

It will also show on the home page of the app under My Reservations.



# Cancel a Class

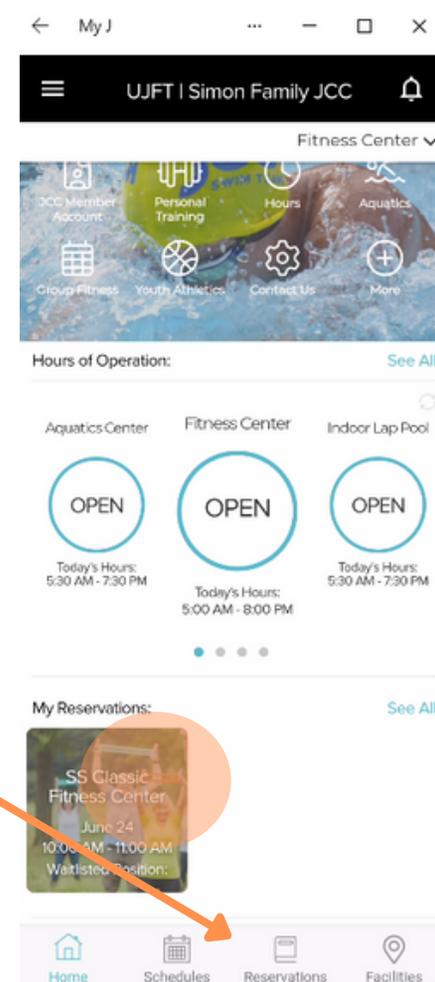


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**FOR EVERYONE!**

We get it, life happens.  
Sometimes you may need to  
cancel your class reservation.

To do this, tap the reservation on  
the app's home screen.

Or, if the reservation is set for  
some time in the future, tap the  
Reservations icon on the toolbar  
to see Upcoming Reservations



# Cancel a Class



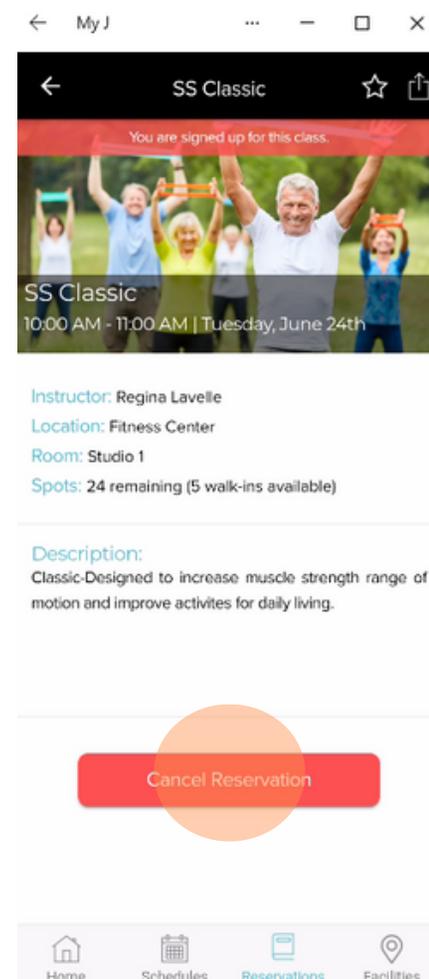
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**FOR EVERYONE!**

Once you've located the reservation you need to cancel, click on it.

Another screen will open with the reservation information.

Clicking on the Cancel Reservation button will remove you from the class.

It will also remove the reservation from your upcoming list and the calendar.



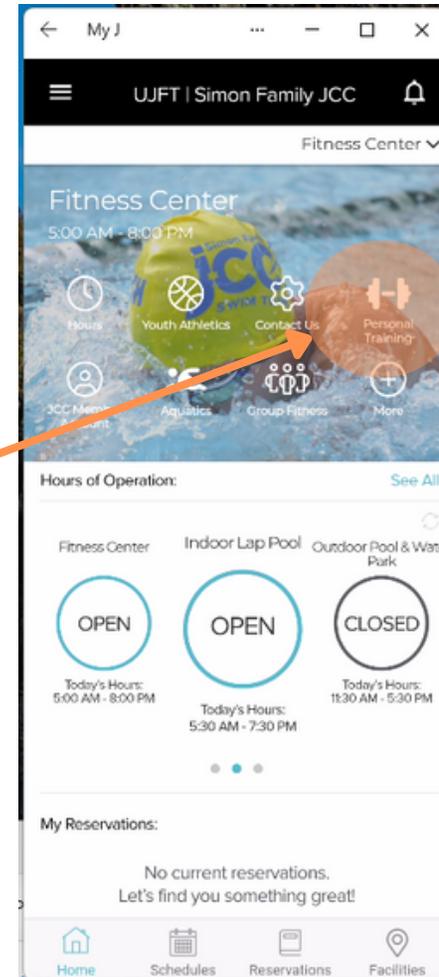
# Personal Training



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.

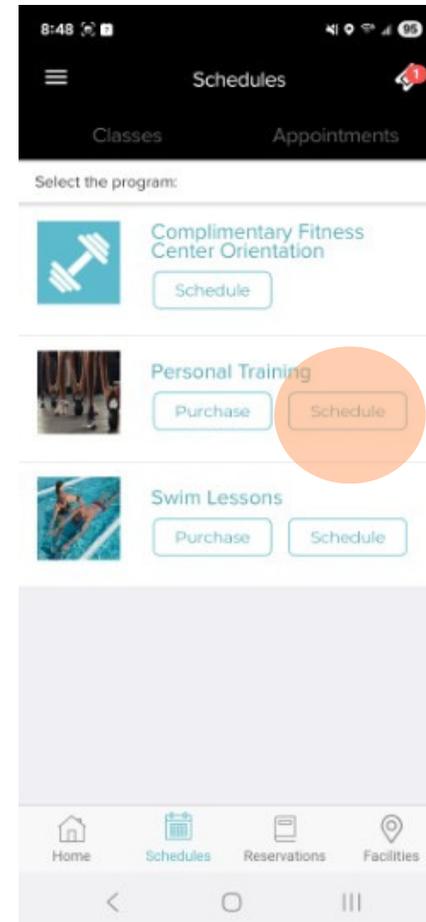


# Personal Training



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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.



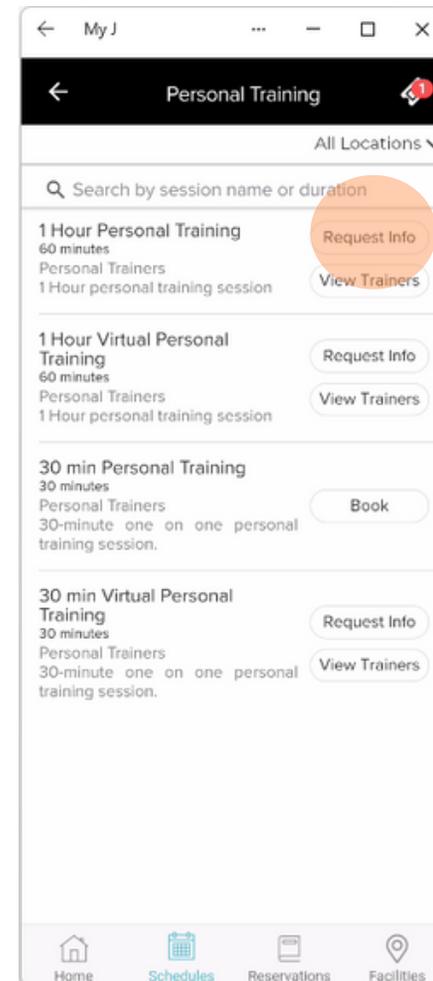
# Personal Training



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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.



# Personal Training



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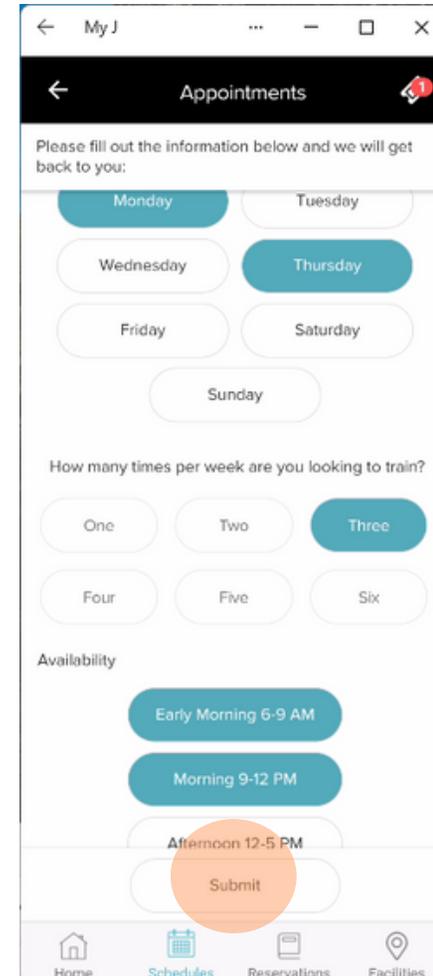
Click the days and how often you'd like to train.

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.



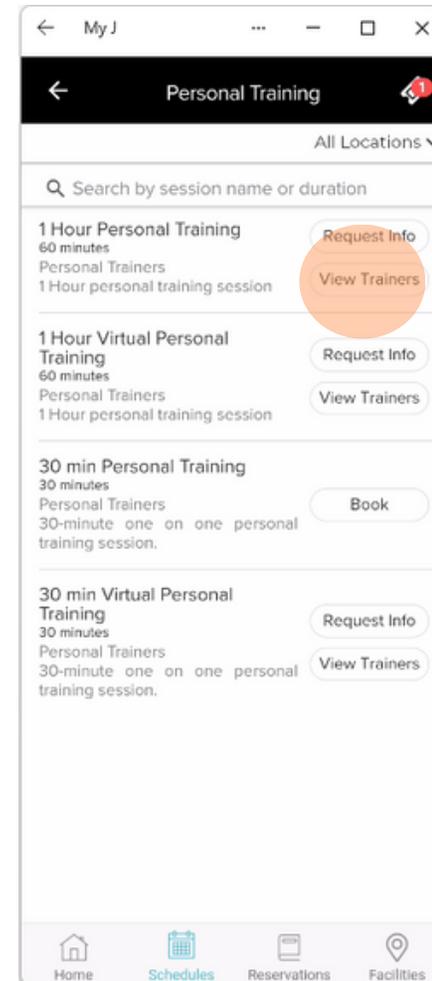
# Personal Training



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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.



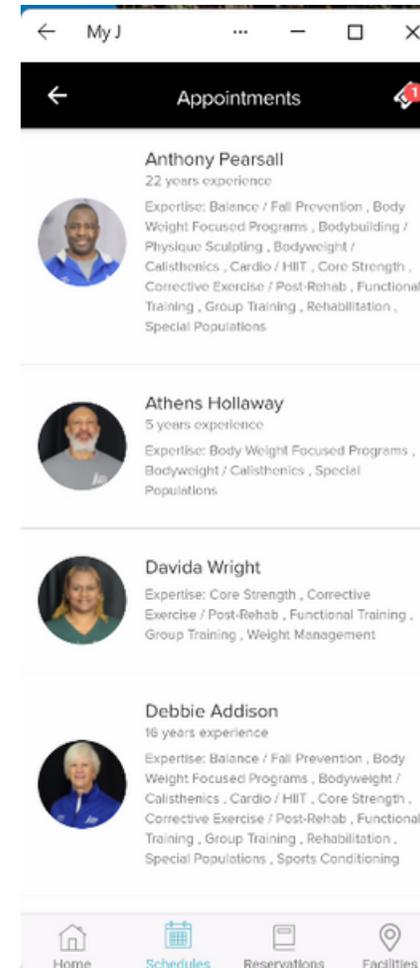
# Personal Training



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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

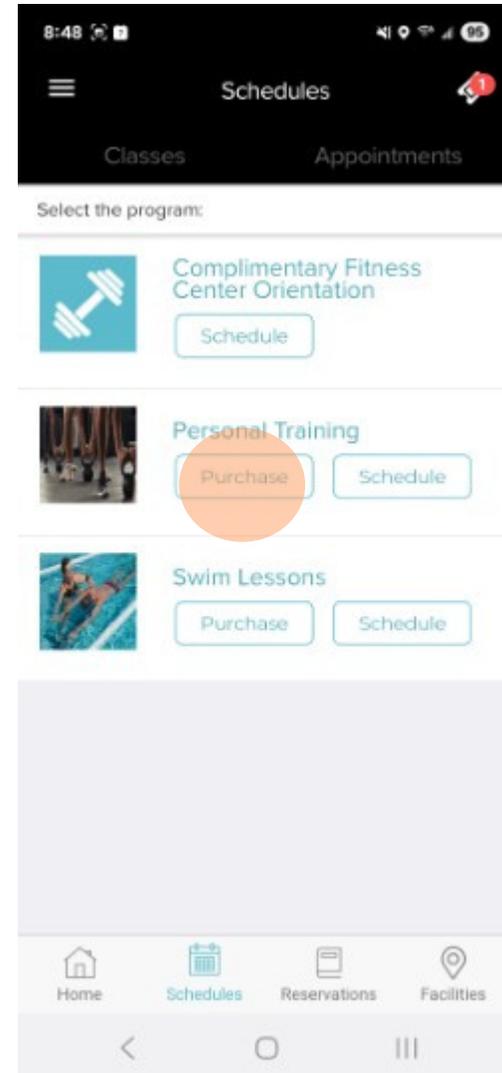


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Now that you know what type of training you want to do and who you want to train with, you have to get Personal Training Passes.

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

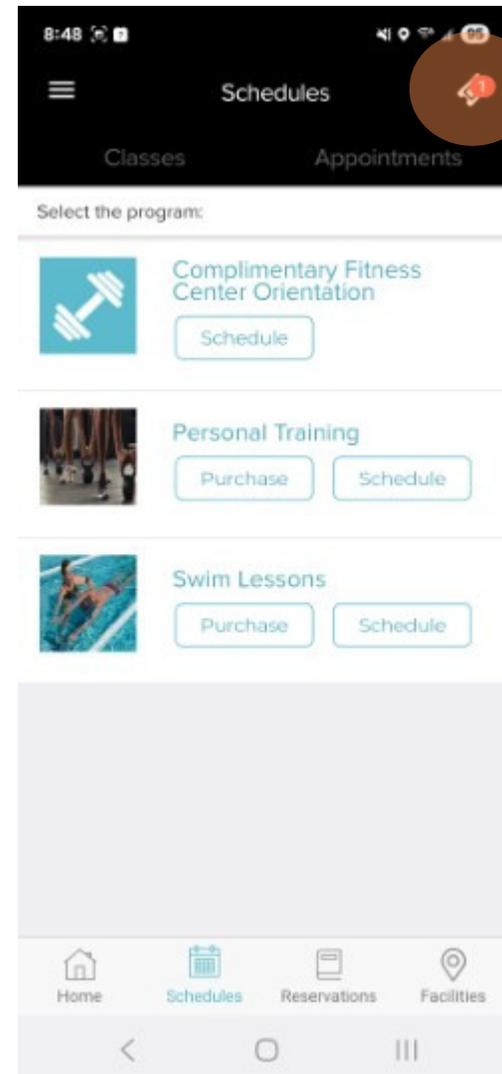


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Whether you purchased your passes through the MyJ app, or through the Front Desk, you should have gotten a receipt.

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

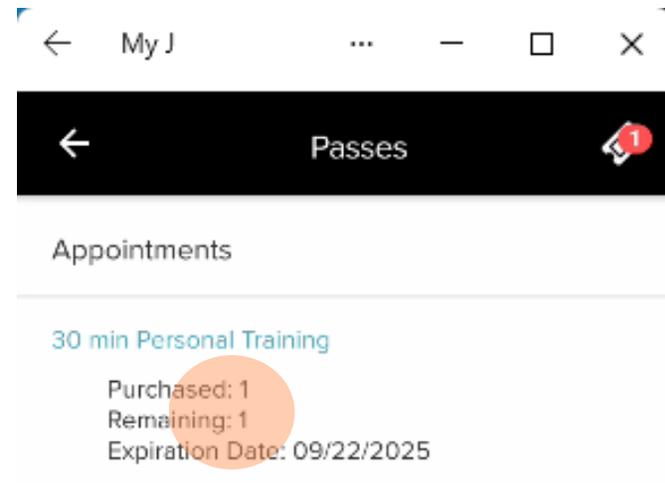


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**FOR EVERYONE!**

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.



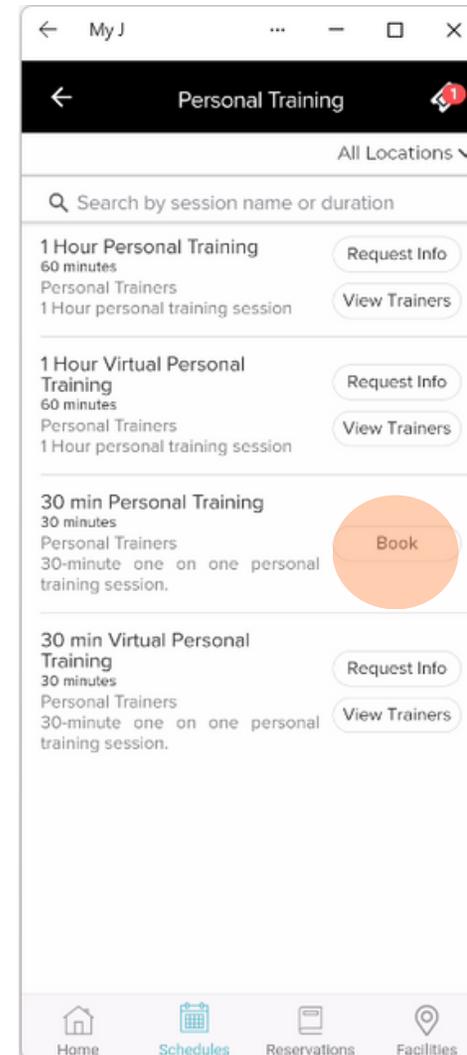
# Schedule a Trainer



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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



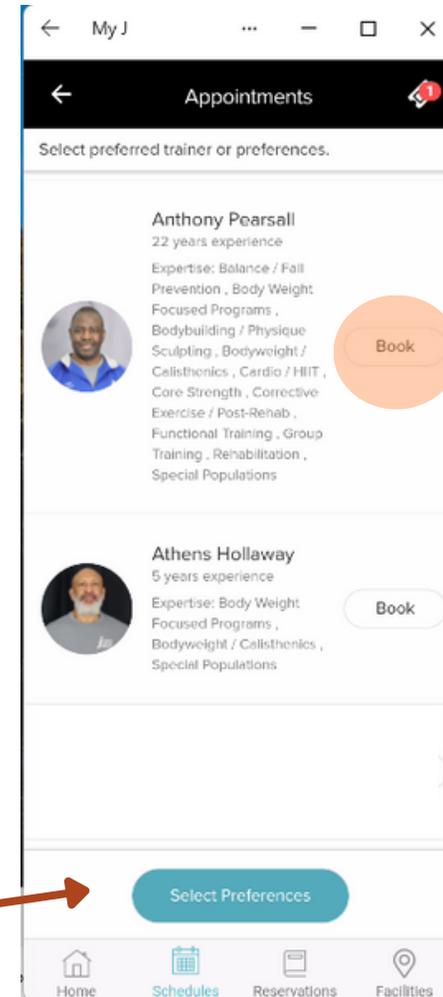
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This time, the Personal Trainer's screen will come up with their profiles, and a Book button next to their names.

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

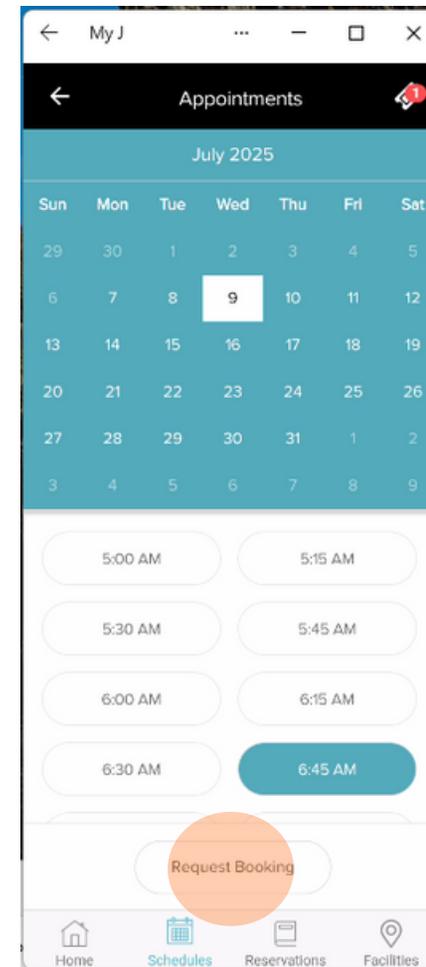


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**FOR EVERYONE!**

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

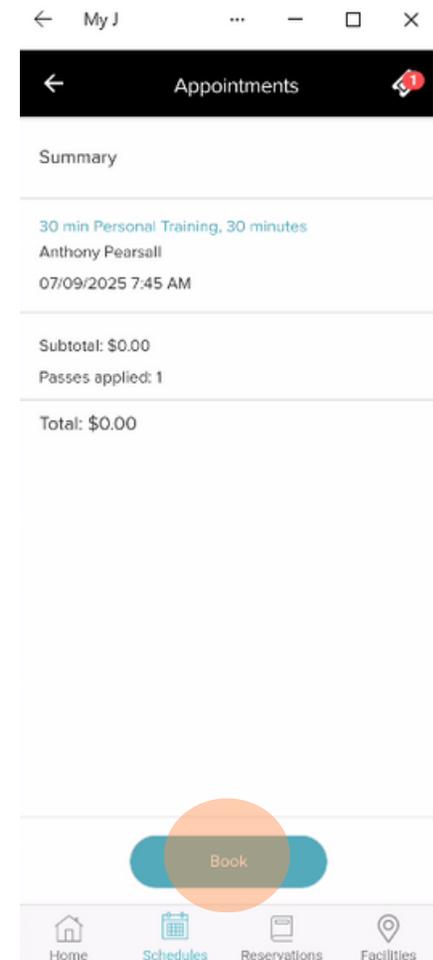


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On this screen, you'll want to double check that you have the date and time that you wanted selected correctly.

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

If the information looks good, click the Book button.



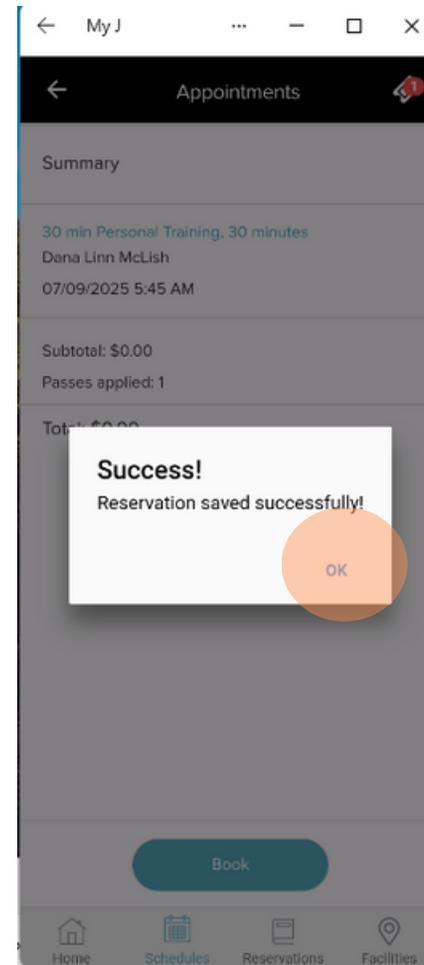
# Schedule a Trainer



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**FOR EVERYONE!**

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



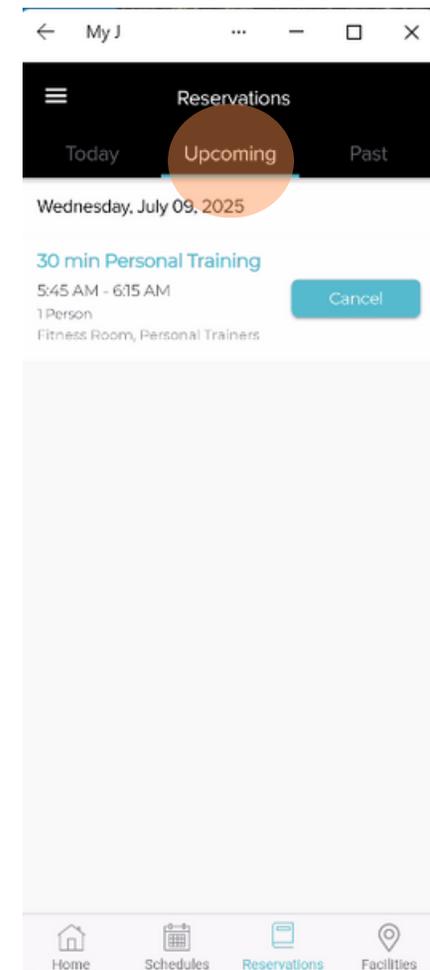
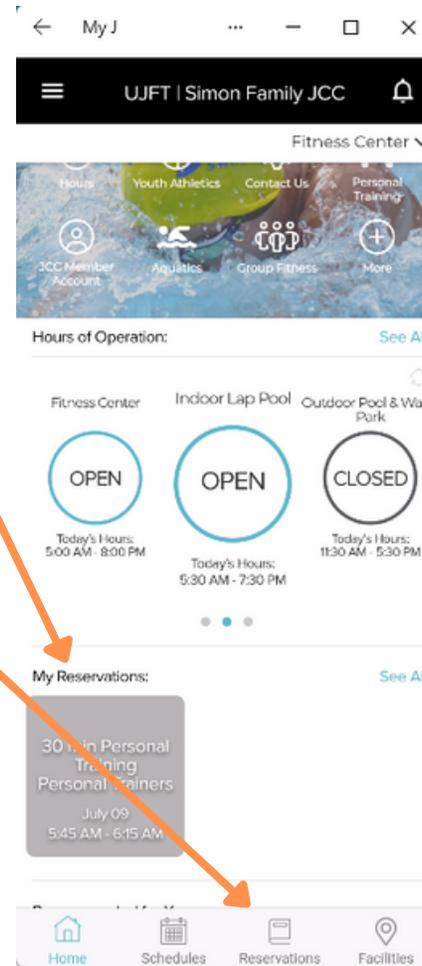
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**FOR EVERYONE!**

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.



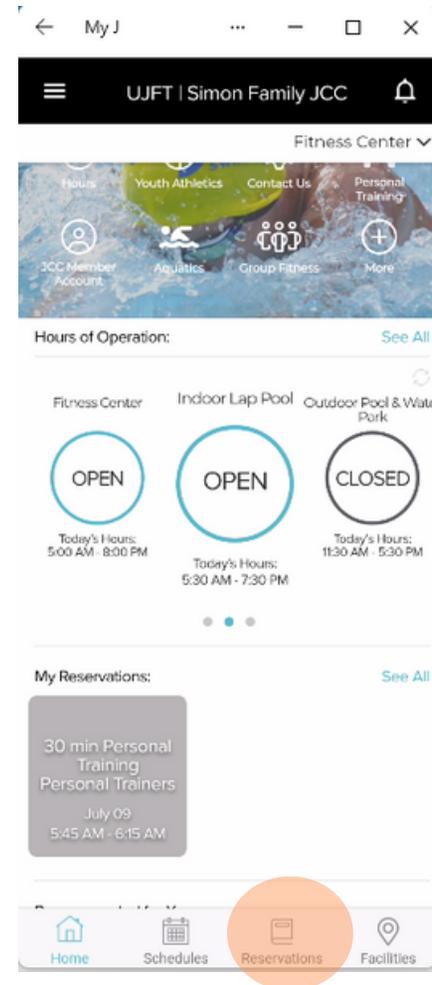
# Cancel a Training Appointment



Fitness. Family. Fun.  
**FOR EVERYONE!**

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.



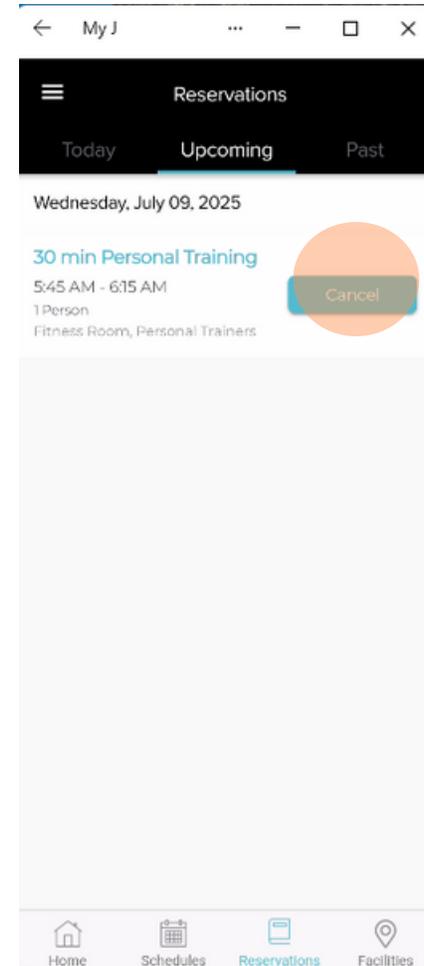
# Cancel a Training Appointment



Fitness. Family. Fun.  
**FOR EVERYONE!**

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.



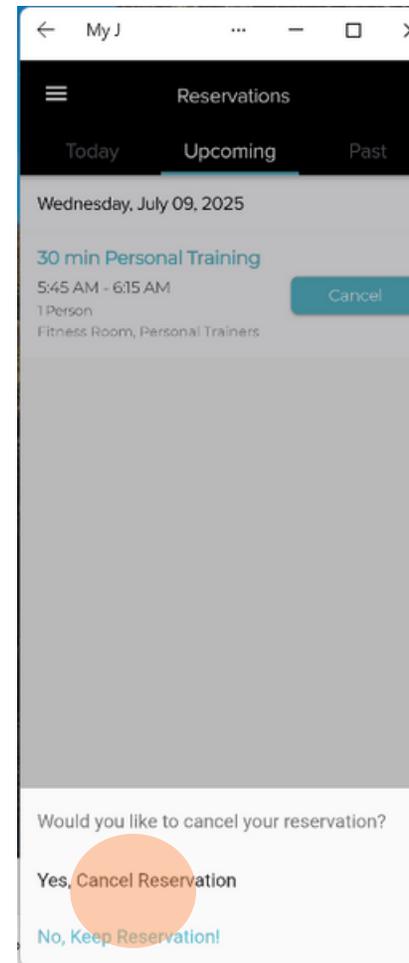
# Cancel a Training Appointment



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**FOR EVERYONE!**

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

Click the Yes, Cancel Reservation at the bottom.



# Cancel a Training Appointment

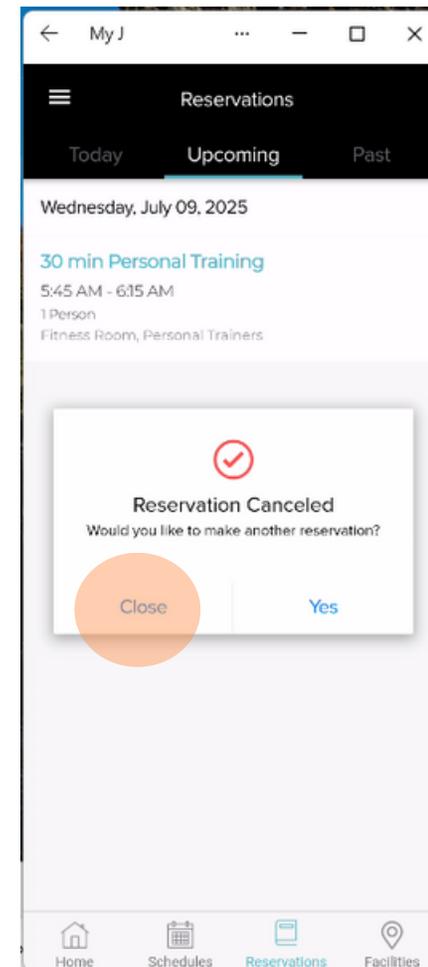


Fitness. Family. Fun.  
**FOR EVERYONE!**

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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