



WAYSIDE ATHLETIC CLUB HOW TO ACCESS MEMBER APP

Setting up and Using the Twin Oaks Member Portal App – Mobile and Desktop

Desktop Version

Go to www.WaysideAthleticClub.com and hover over Membership. A drop-down menu will appear and click in Member Login. Set up an account if you haven't already done so. Enter the email on file with Wayside Athletic Club. A code will be sent to your email provided to confirm your identity. Create a username and password. Once this is completed you should be logged into your account. Click classes and register for classes 1 week ahead of time. An email confirmation will be sent. 24-hour cancellation policy is still in affect and can be done through the app. An email will be sent to confirm your cancellation.

Setting up your access to the app:

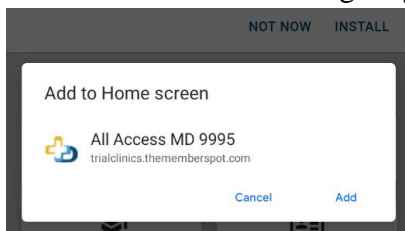
Go to www.WaysideAthleticClub.com and hover over Membership. A drop-down menu will appear and click in Member Login on your mobile phone. Once you are logged in follow the steps below on your mobile phone (iOS or Android)

For Android:

Once the app opens, click on the **Install** option, over to the right.

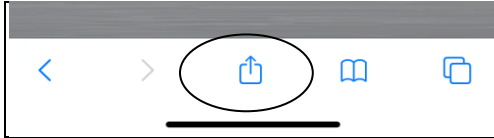
Then click on the prompt to add to home screen.

When added Chrome will give you a notification that it was added.

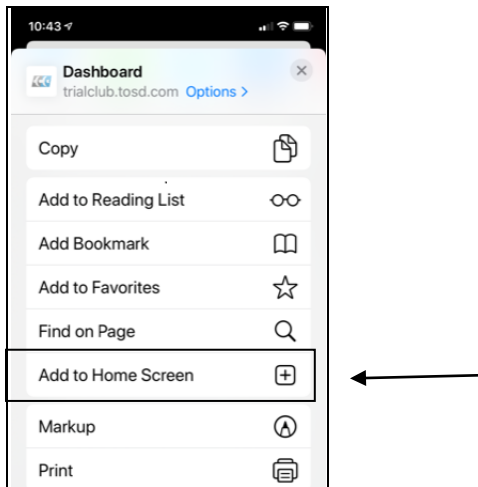


For iOS (apple iPhone):

1. **Use your Safari browser.** Once the app opens click on the share button at the bottom of the screen

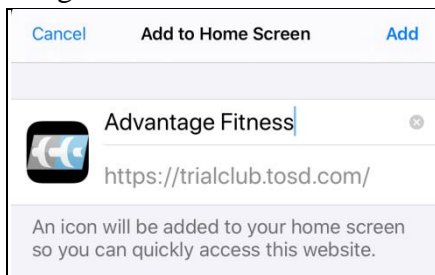


2. Then click the “add to home screen” option



3. On the next screen you can name the icon that will appear on the home screen. Click Add in the upper

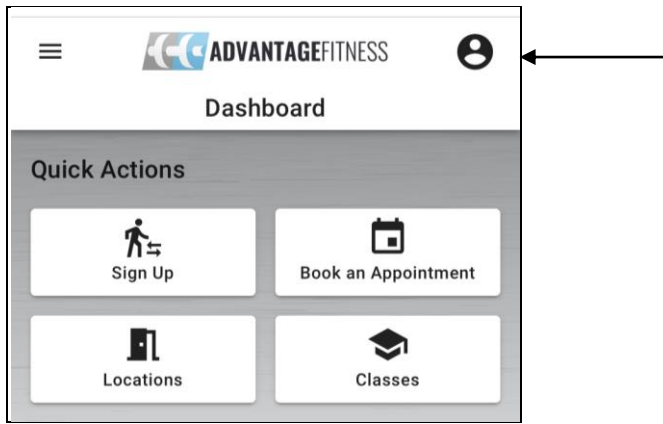
right corner. The icon will now be showing on your home screen



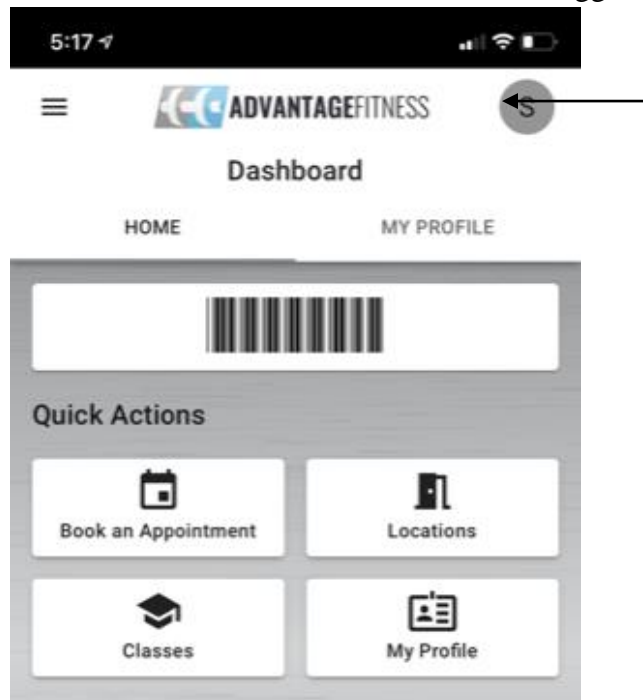
Sign In

Once you open the app sign in using the icon in the upper right corner. Click sign in and enter your username and password.

If you do not have a sign in, click register to create a sign in for yourself. The system will ask you are different information to authenticate you. It starts with email, then date of birth, then phone number. If none of these items are unique (meaning no other member has that same information) then you will need to contact the club to get assistance.

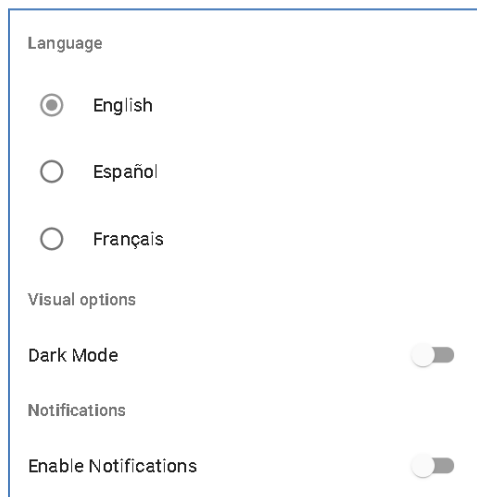


Once signed in, the app will keep you signed in for future use. You will be able to tell when you are logged in because the silhouette icon in the upper right corner will change to a letter. If you have a barcode that will also be seen once logged in. Touch the barcode to enlarge.



To access the app settings click on the menu in the upper left corner and choosing settings.

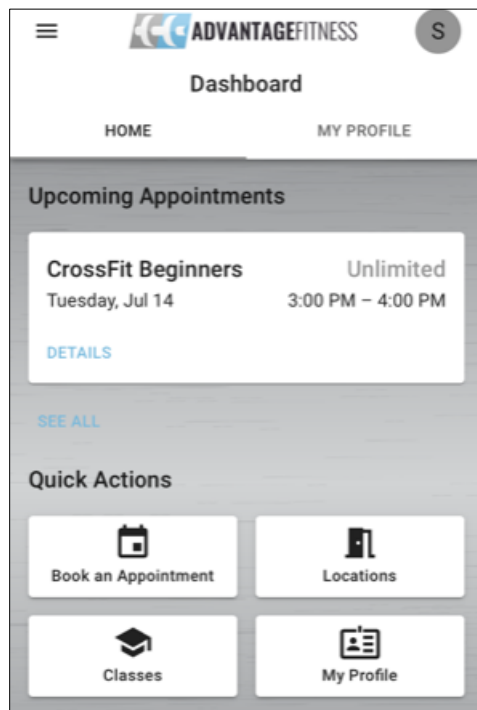
Note: Notifications setting will only show for Android users. The notifications that are enabled are for appointments.



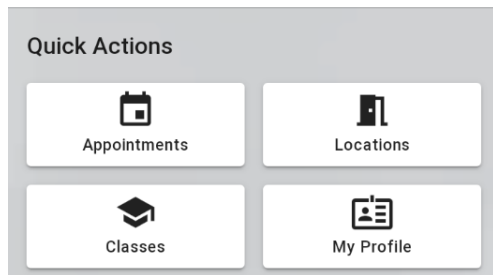
Navigation and Features:

To move between options touch the tile to open that feature. To go back to a prior screen touch the back arrow if using Android or swipe left if using iOS. On screens where there are lists you can swipe up/down to scroll through them.

When you first login or open the app (while already logged in) –If you have upcoming appointments scheduled, they will show on the dashboard screen.



Quick Actions – Use these tiles to navigate to the most commonly used options. You can also find more options under the menu in the upper left corner of the screen



1. Appointments - Touch this tile to book single or multiple appointments as well as view your current schedule of booked items.

- **Single:** Use this tile to search for and book appointments for a single date. You can search using an appointment type, trainer, location, date and time. Once you enter all the filters click search and then checkout (including making any payments required)
- **Multiple:** Use this tile to search for multiple appointments.
- **My Schedule:** Use this tile to see your future/scheduled appointments as well as your past/completed appointments

2. Location – Touch this tile to book single or multiple appointments in a location

3. Classes – Touch this tile to view, search and enroll in classes. You can scroll through the class list or search by class name or instruction.

4. My Profile – Touch this tile to view and update your account/membership information.

- Update your address, phone(s), email, gender
- View the status of your membership and your member number.
- Billing Info – View recurring billing information as well as edit and add accounts on file.
- Subscriptions – View and change your email subscription preferences.
- Purchases – View and print A/R history. This can be done by date range.
- Visits – View and print usage information. This can be done by date range.
- My Docs- View and download paperless documents

Pay Balance:

If you owe a balance a message will show when you open the app. You can pay the balance by clicking PAY NOW