UNC Wellness Centers: Online Program Registration

Adult members with a Standard Membership type (Fitness, Corporate and UNC Employee) and an active membership have access to our Online Program Registration service. This portal will allow you to do the following:

- Enroll in programs offered through this service.
- Pay for the programs during the enrollment process.

The procedures below will help guide you through the Online Program Registration. During the first step, you will create an account for the Online Services portal. Once this is complete, you can enroll for offered programs.

Please review the procedures below and use it when you access our Online Program Registration. If you run into any issues and cannot find the solution in the document, please email us at wellness@unch.unc.edu and we will get back to you as soon as possible to help you get started!

Sincerely,

UNC Wellness Centers

Program Registration Online Guide

1) Go to www.uncwellness.com and click the Member Login button at the top of the page.
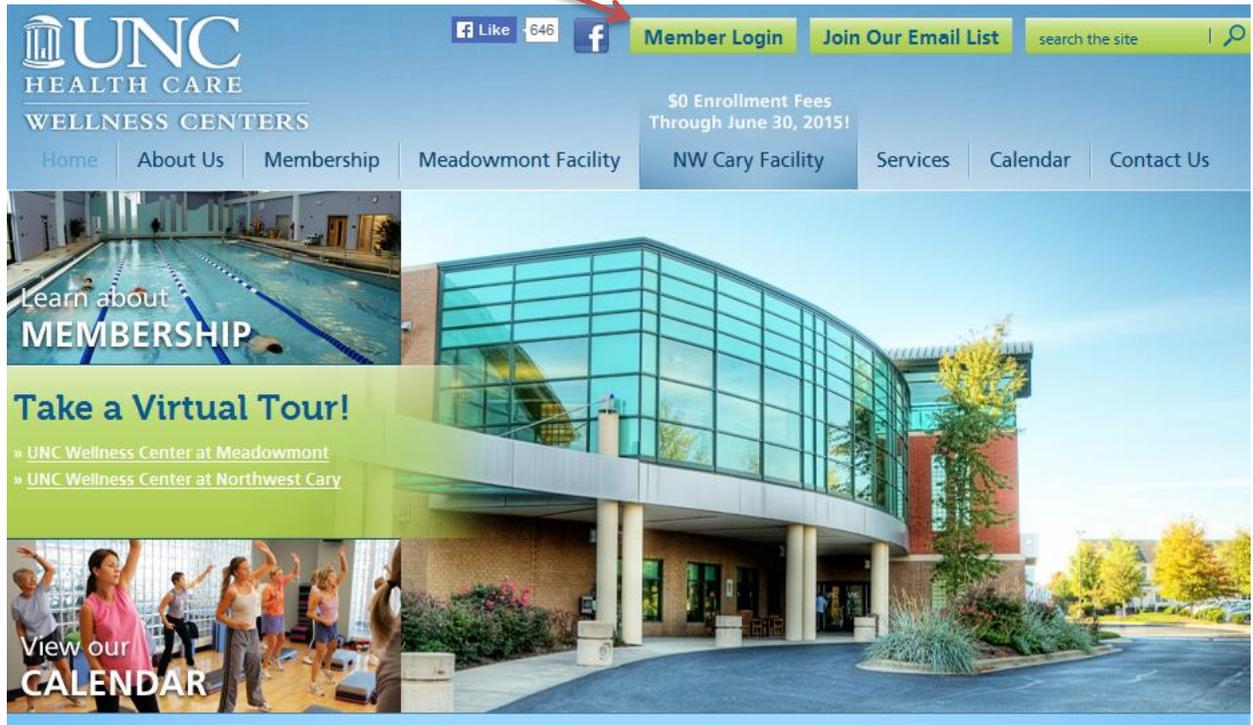
2) Enter username and password to access Online Services.
   NOTE: Only active members can create an online account. You can use the same credentials if you are rejoining the facility.

3) Fill in your Scan Code, Date of Birth, Home Address Zip Code and Billing Address Zip Code. *__NOTE__: This is only necessary during your first time using the Online Services Web Portal. You must visit the facility at least once to obtain a scan tag. If you are unable to register, please contact the facility to verify this information.*

The scan code number is located on the back of your membership ID tag. This ID tag is obtained during your first visit at the facility.

4) Once you login, two icons will appear. These icons will say "Program Registration" and "Account Information". Click on "Program Registration" to register.

5) A list of programs will populate after program registration is selected. Choose the appropriate program by clicking "Select".
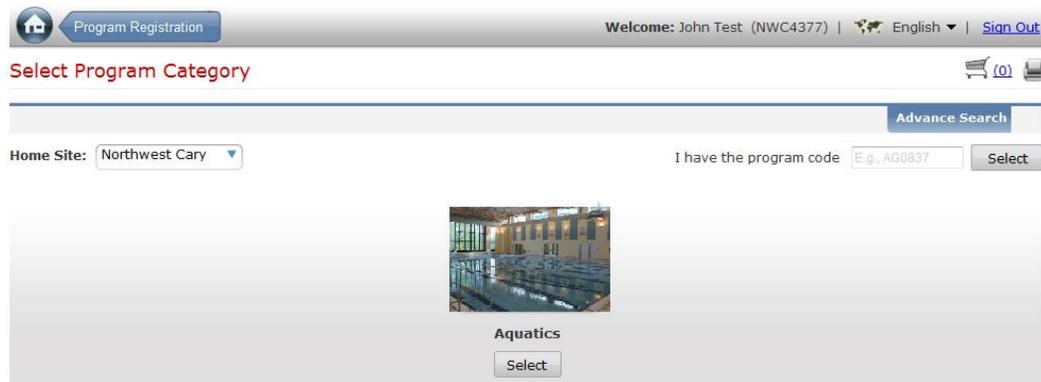
6) Select the appropriate class for this program. You can view more information by clicking "View More". Select "View Classes" to choose the appropriate class and time.

7) When you find the desired class, click "Add to Cart". This will begin the registration process. ***NOTE:** The "Add to Cart" button may say "Waitlist". Each class has a certain capacity. If the maximum capacity is obtained, members have the option to be put on a waitlist. The Aquatics Department will contact waitlisted members if a slot becomes available.

8) A waiver will appear for every member enrolling for swim lessons. Participants must accept this waiver to continue to enrollment process.

9) This screen allows you to select the appropriate participant. Once the participant is selected, you can either "Continue Shopping" or "Continue to Cart". The "Continue Shopping" button will allow you to select additional classes. You can use the previous steps to complete this process. The "Continue to Cart" button will allow you to check-out.
   *NOTE: If the appropriate participant does not appear, you will need to contact the facility. Some family members may not be in the system. You can enroll the desired participant once they are added to the system.

10) Each class has recommended age groups. You may get a "Booking Validation" if the age does not align with our system. You can still enroll the participant by selecting "yes" to continue.

11) The payment screen will appear when you "Continue to Cart". Enter the desired credit/debit card information and billing address to complete the payment. You must select "Submit Payment" to complete the registration. You will not be enrolled for the class if you exit the browser without submitting the payment.