



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.

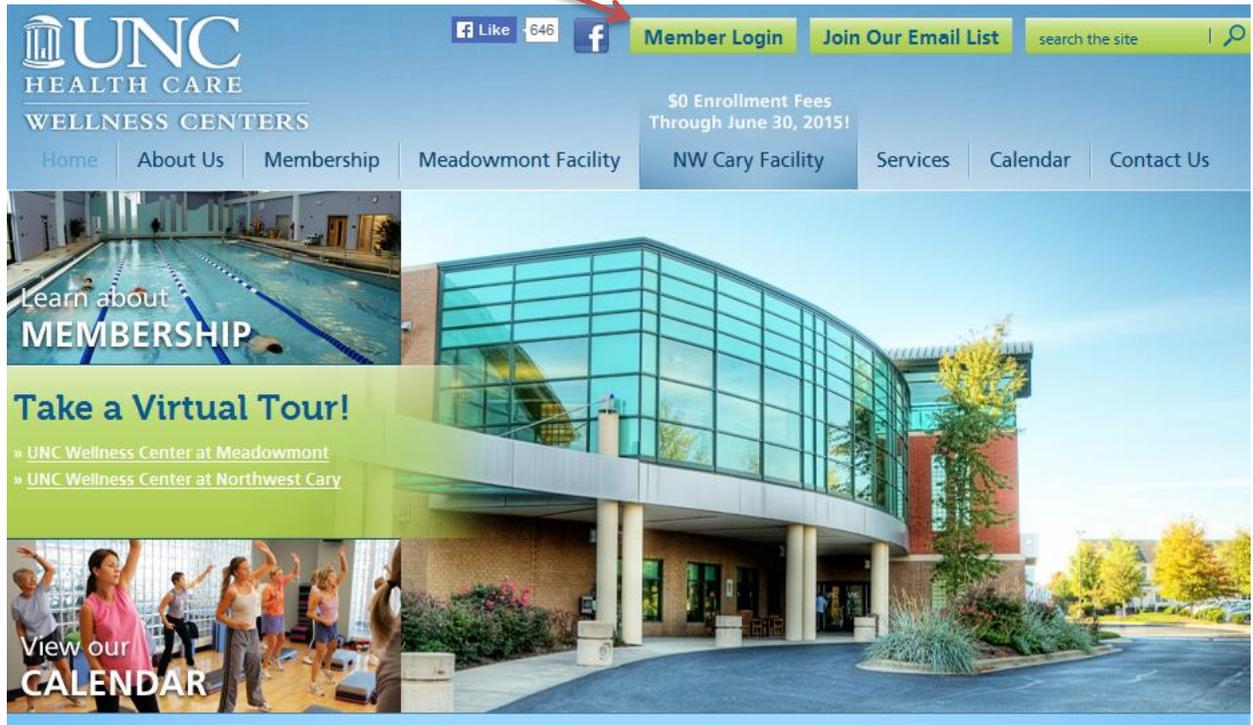
Please review the procedures below and use it when you access our Online Program Registration. If you run into any issues and cannot find the solution in the document, please email us at wellness@unch.unc.edu and we will get back to you as soon as possible to help you get started!

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.*

Click the "New User" link if this is your first time using the Online Services Web Portal. →

- 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.

Do not have a login?

Please enter the following information, so we can verify our records.

Scan Code:

Date of Birth - Format X/X/XXXX:

Home Address Zip Code:

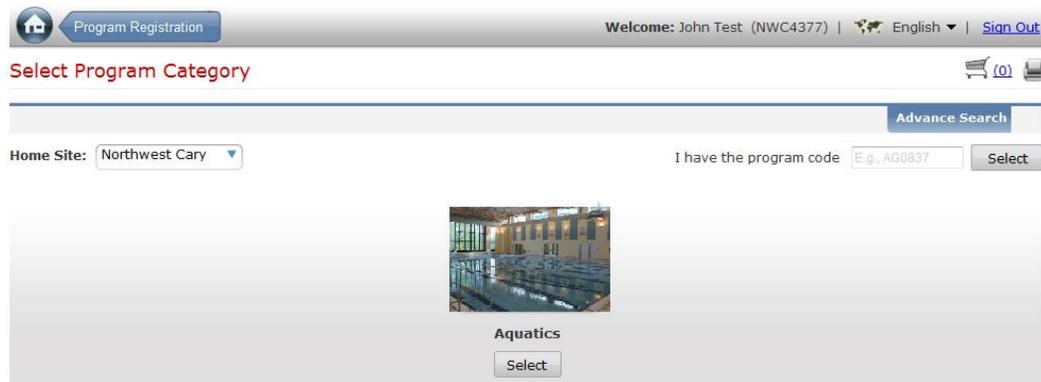
Billing Address Zip Code:

[Continue](#)

- Once you login, two icons will appear. These icons will say “Program Registration” and “Account Information”. Click on “Program Registration” to register.



- 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.

Program Registration | Welcome: John Test (NWC4377) | English | Sign Out

View Programs

Advance Search

Aquatics [Change](#)

Beginner 101
 For the beginner who may or may not be completely comfortable in the water.
 Swimmers learn basics of swimming: bobbing, going under water, supported front and back floating, supported rolling over from front to back and back to front,
 ... [View More](#)

[Hide Classes](#)

Beginner 101 - Beg Test - Beginner 101 TEST		View Detail	Tell a Friend	Add to Cart
This is a test.				
Reg. Dates:	9/7/2015 - 9/21/2015	Program Dates:	9/7/2015 - 9/28/2015	Member Fees: \$42.00
Days of Week:	W			
Times:	1:00 PM - 1:30 PM			
# of Meetings:	0			
<i>(4 of 4 seats available)</i>				

- 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.

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View Programs

Advance Search

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 ... [View More](#)

[Hide Classes](#)

Beginner 101 - Beg Test - Beginner 101 TEST		View Detail	Tell a Friend	Add to Cart
This is a test.				
Reg. Dates:	9/7/2015 - 9/21/2015	Program Dates:	9/7/2015 - 9/28/2015	Member Fees: \$42.00
Days of Week:	W			
Times:	1:00 PM - 1:30 PM			
# of Meetings:	0			
<i>(4 of 4 seats available)</i>				

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

View Program - Waiver X

In agreeing to participate in programs at UNC Wellness Centers, I affirm that my and/or my child's general health is good, that I and/or my child are not adversely affected by exercise and that are capable of performing exercise of a vigorous nature. I am aware of the possibility of accidental or physical injury during exercise programs.

In consideration of participating in programs at UNC Wellness Centers, I agree to assume all risks of injury and will hold harmless from any and all liability, actions,

- 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.

Program Registration | Welcome: John Test (NWC4377) | English | Sign Out

Add Family Member(s)

Home Site: Northwest Cary
 Program: Beginner 101 | Program Dates: September 07 2015 - September 28 2015

<input type="checkbox"/>	Name
<input type="checkbox"/>	John Test
<input type="checkbox"/>	Jane Test
<input type="checkbox"/>	Johnny Test

Back | Continue Shopping | Continue to Cart

- 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.

Booking Validations

Following members can enroll to this program:

John Test:
 This class requires member to be at least 3 years and 0 months old or not older than 5 years and 0 months old to register.

Do you want to continue?

Yes | No

- 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.

Welcome: John Test (NWC4377) | English | Sign Out

Payment Summary

Item Name	Participant Name	Item Description	Quantity	Fee	Action
Beginner 101	John Test	Beginner 101 TEST	1	\$42.00	Remove View

Cart Amount	\$42.00
Tax	\$0.00
Total Payment Due	\$42.00

Continue Shopping

Payment Method: Credit Card

Billing Information: Use Card On File
 Use this Card
 Card Number:
 Expiration: Month Year
 CVV2:

Billing Address: Use address on file
 Use this address
 Address:
 Zip Code:
 City:
 State:

Confirmation:
 - Upon completion, a confirmation will be sent to: **raburch09@gmail.com**
 - A copy of the confirmation will be sent to this email address (optional):
 Update Email Address

Submit Payment