Revs Health & Fitness Member Instruction Guide – Client Portal Class Bookings
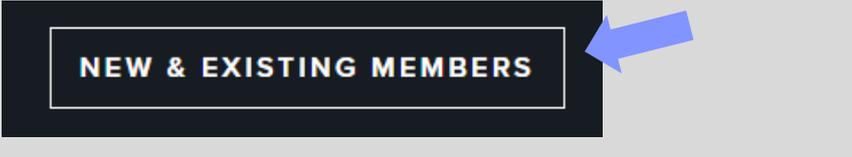
Contents

1. Login to Your Client Portal

#	Process Step	Description/Image
1	Go to the Revs Health & Fitness website.	**https://revsatseagulls.com.au/**
2	Click on '**NEW & EXISTING MEMBERS**' in the top right-hand corner.	NEW & EXISTING MEMBERS
3	Sign in with your email address and password (which you created when you signed up). **If you have forgotten your password, please see next page.**	Been here before? Sign in. Sign in with your email Login ••••••••• Remember me Forgot password? Login →
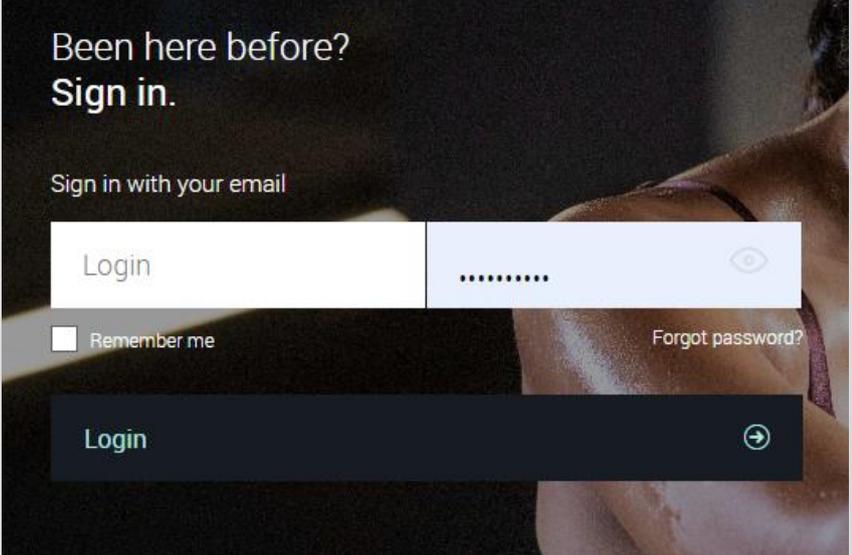
2. Reset Password
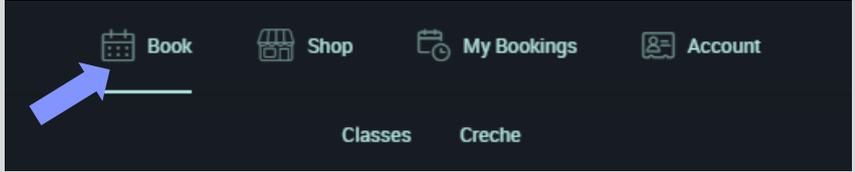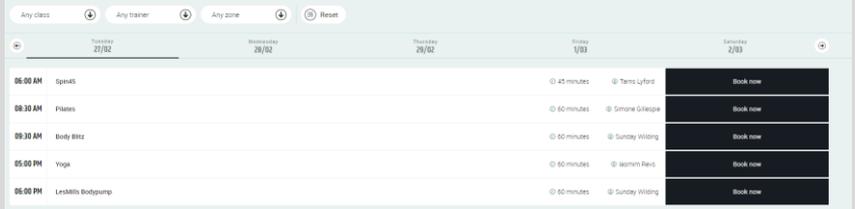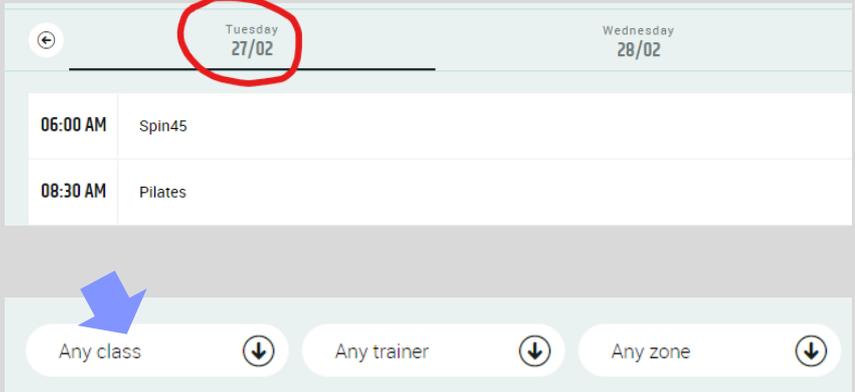
*Please follow the below instructions.

If you require assistance resetting your account password, please give us a call on **(07) 5587 9011** or email **fitness@seagullsclub.com.au** and our friendly reception team can manually reset it for you.

#	Process Step	Description/Image
1	Click **'Forgot password?'** (circled Red) located under the password field.	
2	Enter your email and click **'Submit.'**	
3	You will receive an email with instructions on how to reset your password. Click on the link in the email.	

#	Process Step	Description/Image
4	When you click on the link, you will be prompted to enter a new password in the two fields and click **'Submit.'**	Set your password New password New password confirm Back to login Submit
5	A message will appear that says your password has been changed. You can then log in using your new password.	Been here before? **Sign in.** Sign in with your email Login Password Remember me Forgot password? Login

3. Book & Manage Group Fitness Classes

3.1 Book Classes

#	Process Step	Description/Image
1	Once you have logged into your account, click on **'Book'** at the top of the page.	
2	You will then be able to view all classes available on a particular date.	
3	Use the **filters** to search for a specific class or instructor. You can also type the name of a class when you drop down 'Any Class' and enter in the 'Search' field. Click on the **date (circled Red)** that you would like to book.	
4	Select the class and click **'Book now.'**	
5	The class will be highlighted when confirmed.	
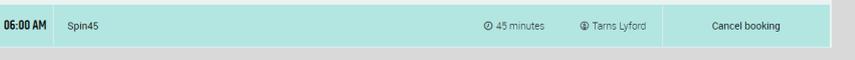
3.2 View Upcoming Classes & Past Bookings

#	Process Step	Description/Image
1	Once you have logged into your account, click on **'My Bookings'** to view reserved classes for the next 7 days.	Book Shop My Bookings Account
2	You can add the booking to your Outlook, iCal or Google Calendar **(circled).**	Reserved classes — Next 7 days — Add to my calendar — 06:00 AM - 06:45 AM TUESDAY 27/02/2024 Spin45 Revs Health and Fitness at Seagulls / Group Fitness Studio 1 — Cancel booking — ⊕ Show past bookings
3	Click **'Show past bookings'** to view previous bookings **(circled).**	Reserved classes — Next 7 days — Add to my calendar — 06:00 AM - 06:45 AM TUESDAY 27/02/2024 Spin45 Revs Health and Fitness at Seagulls / Group Fitness Studio 1 — Cancel booking — ⊕ Show past bookings

3.3 Cancel Classes

#	Process Step	Description/Image
1	Once you have logged into your account, click on **'My Bookings.'**	
2	Select the class you want to cancel and click **'Cancel booking'** (circled Red).	
3	The class will be removed from your bookings.	