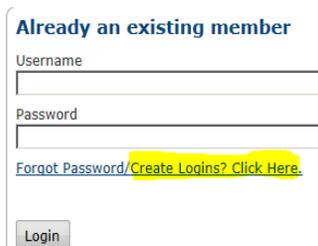


How to Make Reservations for Cycling/RPM & FirstKids Fitness

You must have already set up an online account.

To Set Up Your Online Account:

1. Go to www.firsthealth.org/fitness
2. Click on the My Accounts tab located at the top left corner of the screen
3. Two boxes will pop up that says Member/Guest or Corporate. If you are a Member select the member box. If you have a corporate account click on the Corporate Account Box and it will take you to the Login page.
4. Click on Forgot Password/Create Login



Already an existing member

Username

Password

[Forgot Password/Create Logins? Click Here.](#)

Login

5. When screen comes up type in your email address and hit submit. BE PATIENT and give it time to send you the username and password to the email address you typed in. Do not type in email address more than once because what will happen is that it will keep sending you temporary passwords and they will not work after so long.
6. Once you receive the email with the temporary username and password, copy and paste or just type them in under username and password. A screen will pop up asking you to create a new password. Put in your temporary password it sent you and then make a new password and hit submit and your account will be set up.

**Write down your username and password somewhere so that you can use that to log on to view your account. If you would like to change your username you can do that under the “change password” tab.

How to Register for Cycling/RPM or FirstKids Fitness classes:

1. Go to www.firsthealth.org/fitness
2. Click on the My Accounts tab located at the top left corner of the screen
3. Click on Member/Guest Access
4. Log into your account with your login and password
5. Click on the group exercise tab
6. Click on the “calendar view” for best look at class schedule, check weekly dates
7. Click on the class you would like to register for and click “enroll”
8. Icon will pop up with all names on the account. Make sure the proper named is checked in the box for who is registering for the class.
9. When you are done registering, click on “Register”. If you would like to continue to register for more classes click on “Continue Shopping” and continue to make reservations. You can register for cycling classes up to one week prior to the class, and FirstKids up to 1 month prior.
10. When you are done making reservations click “Next”. Review your reservations to make sure they are correct and then click on “Register”. You will then receive a confirmation notification on the screen before you log off.

How to Cancel a Reservation:

FOLLOW STEPS 1 – 4 ABOVE

5. Click on “Account Information” and click “Appointments”
6. Click on “Show Report” click on the class you would like to cancel, click “Cancel Booking” Be sure you check the calendar dates to ensure the classes you are trying to cancel are within the dates on the calendar, if not, those classes will not show up.