

Blessing Wellness Center: Member Portal



ClubAutomation

Welcome to your new member portal. Accessing your member portal allows you to update personal information, view your statement, register for classes, and more! The guide below outlines the various features available to allow for effective use of your member portal.

1 HOW TO LOG IN

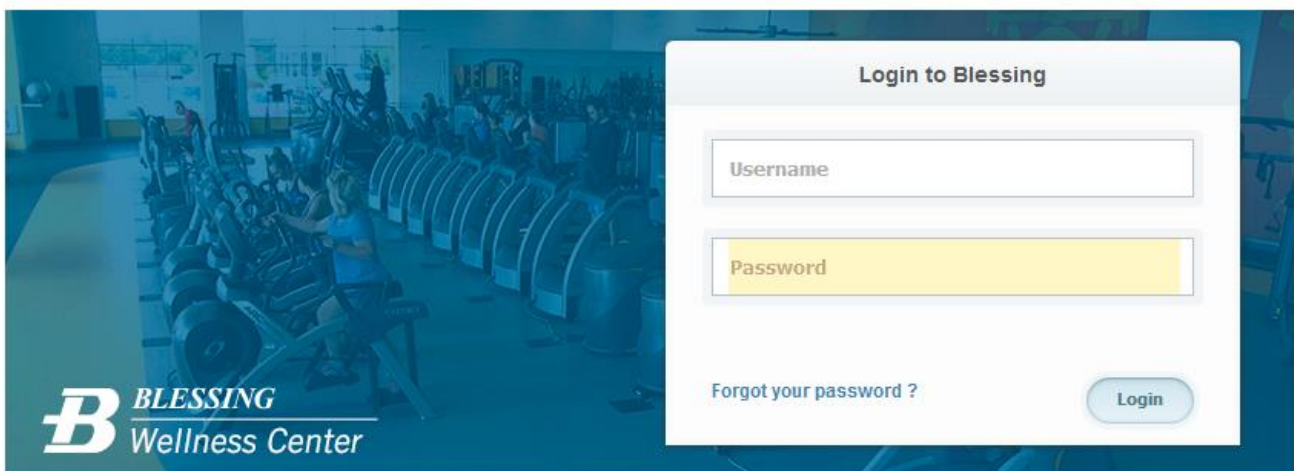
Initial Login: To access the member portal for the first time, begin by opening <https://blessing.clubautomation.com>. Do not include www. when opening the member portal.

Once on the site, locate the “Access My Account” button listed under “First time here?”.



Blessing Wellness Center

Online Access



First time here?

Click on Access My Account to register for online access for the Wellness Center.

Access My Account

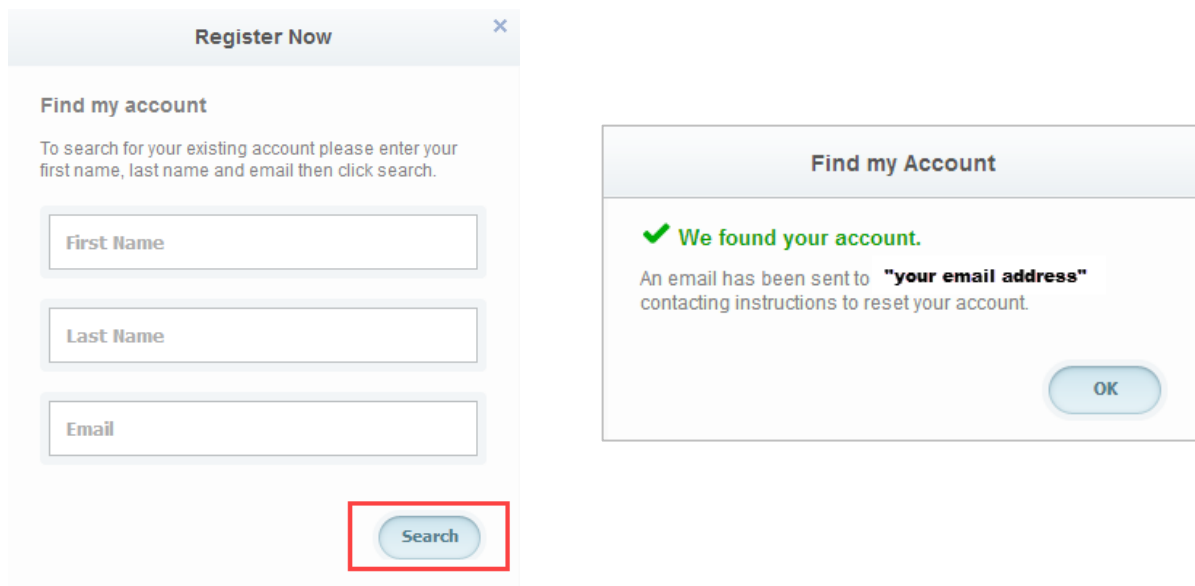
Register for classes

To view or register for a class please click "Get Started Here".

Get Started Here

In the “Register Now” window, enter your first name, last name, and email address under “Find my account”. After entering your information, select “Search” in the bottom right corner.

Once your account has been identified, you will receive a prompt saying, “We found your account.” A *verification email will be sent to your email address with the final login instructions*. Please open your email to access these instructions. Please reach out to the Blessing Wellness Center via email if your account access cannot be completed.



Register Now [X]

Find my account

To search for your existing account please enter your first name, last name and email then click search.

First Name

Last Name

Email

Search

Find my Account

✓ We found your account.

An email has been sent to **"your email address"** contacting instructions to reset your account.

OK

The email you receive includes a verification link that needs to be opened to complete the setup of process. Once the link is selected, you will be directed to an information page where you will enter/verify your personal information.

Note: You will only be directed to this information page during your initial log in. Future logins will not require this step.

Finally, complete all required fields on the information page, agree to the standard liability waiver, and select “Save Account”. You will then be directed to the member portal home page!



Blessing Wellness Center

[Online Access](#)

Please verify & complete your information in the form below

Contact Info

First Name *

Anna

Last Name *

Test Two

Address *

Emergency Contact Info

Full Name *

Relationship *

Phone *

 - -

Family Members

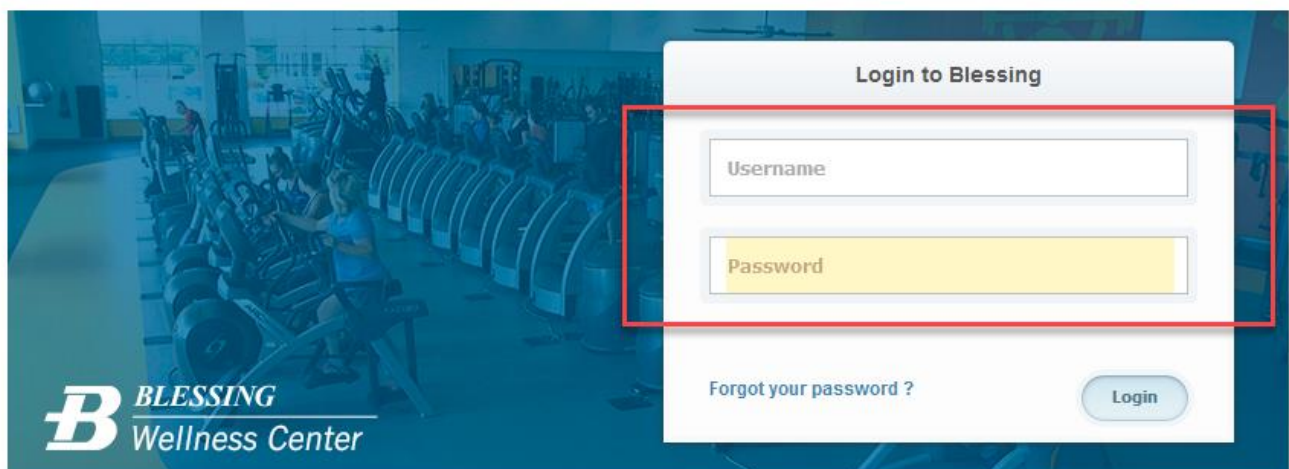
There are no family members connected to this account

Standard login: After completing the initial log in steps, your account has been created and you no longer need to use “Access My Account” to log in. Going forward, you will enter your username (***your email address***) and password in the “Login to Blessing” box.



Blessing Wellness Center

[Online Access](#)



Login to Blessing

Username

Password

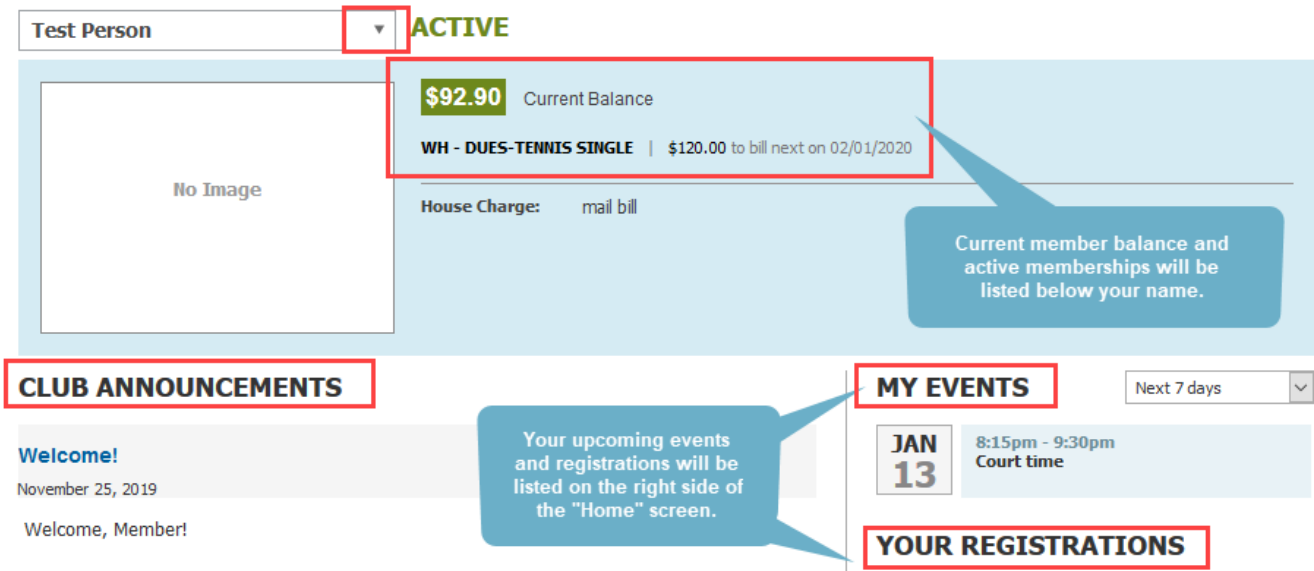
[Forgot your password ?](#)

Questions: If you have any problems accessing your account, select “Forgot your password?” and a new verification link will be sent to your email. If you need help accessing your account or the email you provided isn’t recognized by the system, contact the Blessing Wellness Center via email for further assistance.

2 MEMBER PORTAL OVERVIEW

Home Page: When logging in you will be directed to your “Home” page. The home page includes the following:

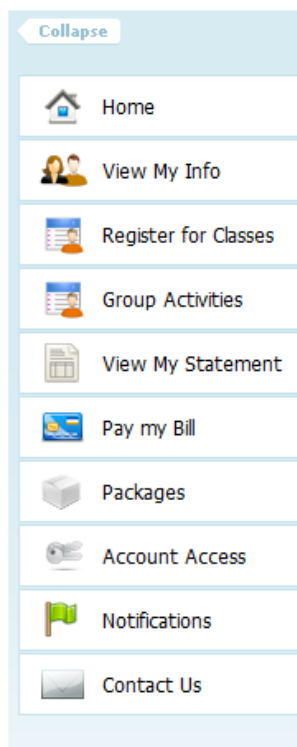
- *Current balance and membership type* – these will be listed just below your name
- *Blessing Wellness Center Announcements* – be sure to review for any updates or announcements from the team at the Blessing Wellness Center.
- *Upcoming events and registrations* – listed on the right side of the home screen will be upcoming class or program registrations, personal training sessions, etc.
- *Note:* if you are the primary account holder, select the dropdown menu to the right of your name to navigate to different family members’ profiles



The screenshot displays the Member Portal Home Page. At the top, a user profile section shows the name "Test Person" with a dropdown arrow, followed by the status "ACTIVE". Below this, a large light blue box contains a placeholder for a profile picture labeled "No Image". To the right of the image, the "Current Balance" is listed as "\$92.90". Below the balance, the membership type "WH - DUES-TENNIS SINGLE" is shown, along with a note: "\$120.00 to bill next on 02/01/2020". Underneath, the "House Charge" is set to "mail bill". A blue callout box points to the balance and membership information, stating: "Current member balance and active memberships will be listed below your name." Below the profile section, the page is divided into two main columns. The left column, titled "CLUB ANNOUNCEMENTS", shows a "Welcome!" message dated "November 25, 2019" and the text "Welcome, Member!". The right column, titled "MY EVENTS", features a "Next 7 days" dropdown menu and a calendar view for "JAN 13" showing an event from "8:15pm - 9:30pm" labeled "Court time". A blue callout box points to the "MY EVENTS" section, stating: "Your upcoming events and registrations will be listed on the right side of the 'Home' screen." Below the "MY EVENTS" section, a red-bordered box labeled "YOUR REGISTRATIONS" is visible.

Member Portal Tabs: Located on the left side of the member portal are the tabs you will use to access your profile, classes, member statement, etc.

- **Home:** Navigate back to the “Home” screen outlined above
- **View My Info:** Update personal and billing information
- **Register for Classes:** Register for program sessions (not drop-in classes)
- **Group Activities:** Register for drop-in classes, i.e. cycling
- **View My Statement:** Review charges and payments posted to your statement
- **Pay my Bill:** Make online payments for outstanding charges on your account
- **Packages:** View packages and usage
- **Account Access:** Determine what linked family members can access on their portal
- **Notifications:** Opt in or out of Blessing Wellness Center email communications
- **Contact Us:** Submit a question to the Blessing Wellness Center staff by email.



3 VIEW MY INFO

From this tab you can update your personal and billing information, along with any linked members' information when logged in as the primary member.

Personal Information: To update your personal information, select “Edit” in the top right corner of the Personal Information box.

PERSONAL INFORMATION		Edit	
Name	Test Person	Phone Number	(123) 123-1234 [C] (098) 098-7098 [E] (Test, Test)
Access Card	12121212-1	Email	test@email.com

Billing Information: To update your payment method, select “Edit” in the top right corner of the Billing Information box. Bill information can be updated on the primary account.

BILLING INFORMATION		Edit	
House Charge	Credit Card	Card Name	Test
Statement Delivery Method	Email	Credit Card Type	Visa
Tax exempt	No	Credit Card #	4*****1111
		Name on Card	Test
		Card Expiration	01/01/2022
		Billing Address	Same as Contact
		Available on POS	Yes

4 REGISTER FOR PROGRAMS

This tab will allow you to register for all programs currently available for online registration. To complete your registration:

- Begin by locating the program from the list provided. You can also narrow your search using the filters provided at the top of the page, i.e. keyword or by selecting from the drop-down list of All Events.
- Once you have identified the class you want to register for, either click on the class name or select “Learn More”.

PROGRAMS

All Events

Mountain Park

Event time

to

☐ Sun
 ☐ Mon
 ☐ Tue
 ☐ Wed
 ☐ Thu
 ☐ Fri
 ☐ Sat

Search by Age

From


to

Search classes

Program Name	Location	Department	Days of Week	
Adult Stroke & Strategy 3.0 Th Coed 9:00am WH	West Hills		Thu	Learn More
Adult Cardio Tennis 3.0 Wed Coed 6:00pm WH	West Hills		Wed	Learn More

- Once you have selected the program name or learn more, all available sessions for the program will be listed. Select the green “Sign Up” for the class you would like to register for. If the class is not available for online registration, it will say “Not Yet Open” or “Please Call.” You can call the Blessing Wellness Center to get more information.

Adult Stroke & Strategy 3.0 Th Coed 9:00am WH



Enjoy fast-paced drills to improve your technique, footwork, shot selection, and strategy.

Event time

From to

Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐

Search by age

From to

[Search classes](#)

Class #	Date/Time	Location	Session	Price	
48	Thu 09:00am - 10:30am	West Hills	Winter Term 12/01/2019 - 02/29/2020	\$288.75	Sign Up

- You will then be asked to select the person who will be registering for the class.
 - Note:** if you are the primary account holder and have family members linked to your account, all eligible people will be listed in this screen.

Adult Stroke & Strategy 3.0 Th Coed 9:00am WH on Thursday

Sign Up / Add family members

Select which profile(s) to register in this class. By proceeding with registration, you are agreeing to the [terms and conditions](#).

Anna - \$288.75 ✓

Test - \$288.75

Test - \$374.75

[Cancel](#)
[Add to Cart](#)

- After selecting the participant's name, click "Add to Cart" to proceed with registration.
- The program has now been added to your "cart" and payment can be taken.

- Select “View Cart” in the top right corner to process payment and complete your registration to process.





- In your cart, confirm the class information and select the green “Continue to check out” button.
- Follow the prompts for payment to complete registration.
- If you decide at any point during the registration that you do not want to take that class, you can choose Cancel & Clear the Cart and the registration will be voided.



SHOPPING CART


Please review the items in your shopping cart before checking out

- To remove an item, click the  icon on the item you would like to remove
- When you are ready to pay, click the "SUBMIT PAYMENT" button to check out

Secure Transaction 

256 Bit Encryption

This is the same encryption that banks and credit cards use.

SHOPPING CART ITEMS		Member	Remove	Price	Quantity	Total
Adult Stroke & Strategy 3.0 Th Coed 9:00am WH Winter Term Thursdays 09:00am - 10:30am		Anna Test		\$288.75	1	\$288.75
					Sub Total	\$288.75
					Total	\$288.75

Select Payment Method

test - Visa (1111) ▼

Payment Amount

Total: **\$288.75**

SUBMIT PAYMENT

or [Cancel & Clear the Cart](#)

7 GROUP ACTIVITIES

The “Register for classes” tab will allow you to register for daily/drop-in classes, i.e. Cycle classes. To complete your registration:

- Begin by selecting the “By Date” tab and the day you would like to review from the calendar provided. You can narrow your search using the filters provided at the top of the page, i.e. keyword or All Events menu.
- Once you have selected the day and completed the optional filters, select “Search classes”.

By Class

By Date

CLASSES

All Events

◀ ▶

04/14/2020

Today

Search by Age
From to

Search classes

Tuesday | April 14, 2020

09:00am - 09:30am

JumpStart

Facility: groupex

Instructor: Annette Scholfield

Department:

Closed

12:30pm - 01:00pm

Cycle & Strength

Facility: groupex

Instructor: Annette Scholfield

Department:

Closed

12:30pm - 01:15pm

Accessible Yoga

Facility: groupex

Instructor: Jamie Parrott

Department:

Closed

04:30pm - 05:15pm

PILOXING®

Facility: groupex

Instructor: Kylie Briggs

Department:

Closed

Wednesday | April 15, 2020

05:15am - 06:00am

Strength & Circuits

Facility: groupex

Instructor: Jake Nelson

Department:

Sign Up

12:00pm - 12:30pm

Power30

Facility: groupex

Instructor: Anya Thurm

Department:


Sign Up

- Classes scheduled for the week will now display. Identify the class you would like to register for and select “Sign Up” to register for the day.
- Click on the class name to view all days the class is offered. You can also search “By Class” at the top of the screen.

By Class

By Date

Accessible Yoga

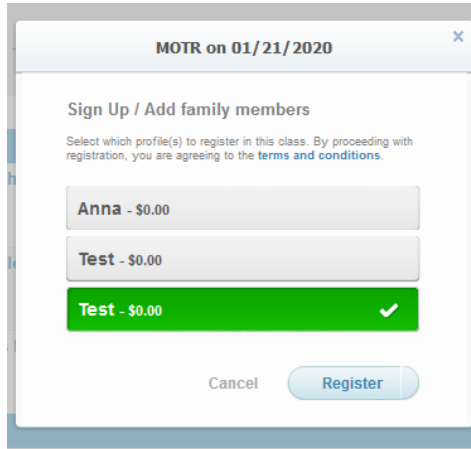


This class utilizes props such as chairs, straps and blocks to make sure participants at every level can experience its breath with movement flow. Accessible Yoga class is perfect for beginners or anyone who wants a gentle class with deep stretching. The class ends with meditation that will leave you feeling fantastic!

Class #: 30

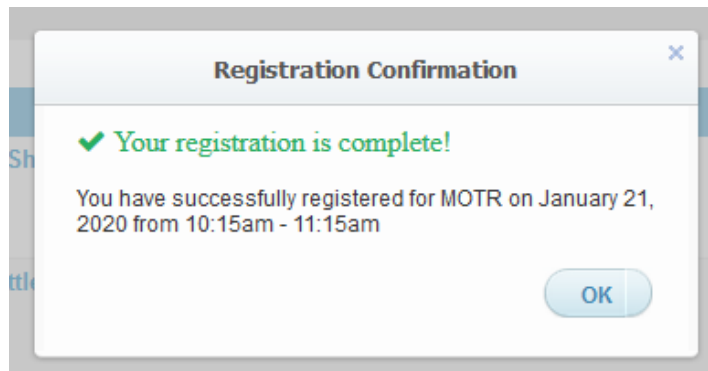
Date	Time	Facility	Instructor	Register
Tuesday, April 14	12:30pm - 01:15pm	grouper	Jamie Parrott	Closed
Tuesday, April 21	12:30pm - 01:15pm	grouper	Jamie Parrott	In Cart (1)
Tuesday, April 28	12:30pm - 01:15pm	grouper	Jamie Parrott	Sign Up
Tuesday, May 05	12:30pm - 01:15pm	grouper	Jamie Parrott	Not yet open
Tuesday, May 12	12:30pm - 01:15pm	grouper	Jamie Parrott	Not yet open
Tuesday, May 19	12:30pm - 01:15pm	grouper	Jamie Parrott	Not yet open
Tuesday, May 26	12:30pm - 01:15pm	grouper	Jamie Parrott	Not yet open

- After selecting “Sign Up”, you will be asked to select the user who will be registering for the class (multiple users can be selected).



The screenshot shows a dialog box titled "MOTR on 01/21/2020". Inside, the heading is "Sign Up / Add family members". Below this, a note states: "Select which profile(s) to register in this class. By proceeding with registration, you are agreeing to the [terms and conditions](#)." There are three selection boxes, each containing the text "Test - \$0.00". The bottom-most box is highlighted in green and has a white checkmark to its right. At the bottom of the dialog, there are two buttons: "Cancel" and "Register".

- After selecting Register, you will see confirmation that your registration is complete.



The screenshot shows a dialog box titled "Registration Confirmation". It features a green checkmark icon followed by the text "Your registration is complete!". Below this, a message reads: "You have successfully registered for MOTR on January 21, 2020 from 10:15am - 11:15am". At the bottom right of the dialog is an "OK" button.

8 VIEW MY STATEMENT

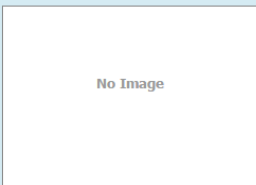
On the “View My Statement” tab, you can review all charges and payments on your member statement.

- When logged in on a primary account, you can navigate between the statements of linked members by selecting the dropdown to the right of your name – highlighted in yellow in the picture below.
- Statements are organized by month and will show all charges and payments generated in the month selected. To navigate between months, select the month dropdown menu found toward the bottom left side of the statement screen – boxed in red below.

Collapse

- Home
- View My Info
- Register for Programs
- Register for Classes
- View My Statement**
- Pay my Bill
- Packages
- Account Access
- Notifications
- Contact Us

Combined Statement
ACTIVE



\$1115.00

Current Balance

Kids Program Pass

Single II

\$215.00 to cancel on 03/31/2017

\$0.00

House Charge: credit card

Trans #	User Name	Date	Description	Type	Amount \$
8406	Test Member	03/10/17 1:17pm	Fee for Kids Program Pass March 2017	Charge	215.00
8654	Test Member	03/24/17 9:48am	Pilates Private Session 1 hour (6 pack)	Charge	420.00
8655	Test Member	03/24/17 9:49am	Pilates Duo Session 1 Hr (12 pack)	Charge	480.00

Previous Balance (February, 2017)

0.00

Payments

0.00

Charges

1,115.00

Credits

0.00

New Balance (March, 2017)

1,115.00

March, 2017

Payment Status

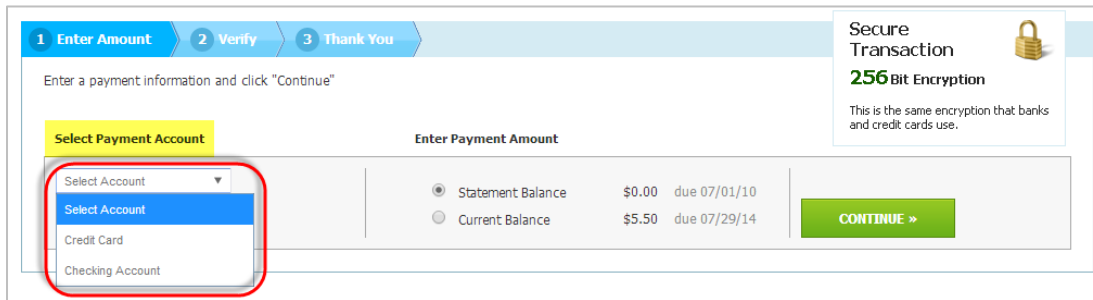
All Transaction Types

Search

Generate PDF

9 PAY MY BILL

Navigate to this tab to pay outstanding balances. To begin, locate the “Select Payment Account” menu. Next, select the payment type you will be using for the transaction. Once the payment type is selected, enter the account information in the fields provided.



1 Enter Amount 2 Verify 3 Thank You

Enter a payment information and click "Continue"

Select Payment Account

Select Account
Select Account
Credit Card
Checking Account

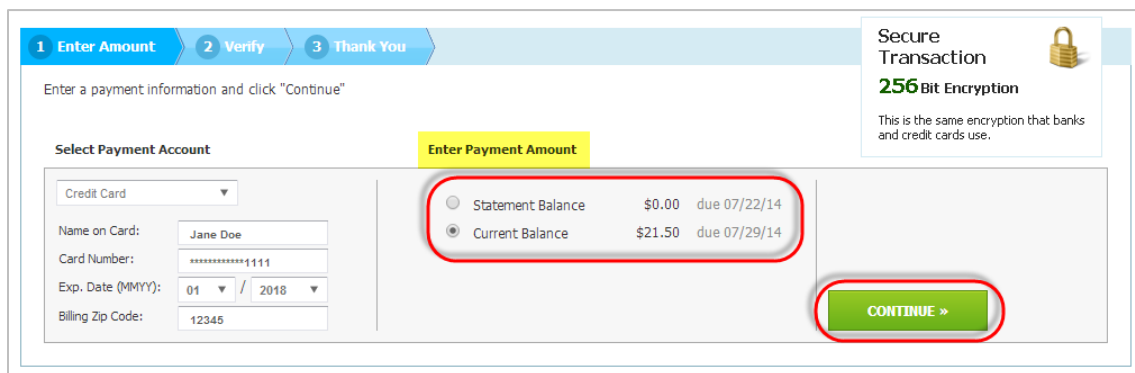
Enter Payment Amount

☐ Statement Balance \$0.00 due 07/01/10
☐ Current Balance \$5.50 due 07/29/14

CONTINUE >

Secure Transaction
256 Bit Encryption
This is the same encryption that banks and credit cards use.

Next, select the payment amount, which will either be “Statement Balance” or “Current Balance”. After selecting the balance amount, click on the green “Continue” button to proceed with payment.



1 Enter Amount 2 Verify 3 Thank You

Enter a payment information and click "Continue"

Select Payment Account

Credit Card

Name on Card: Jane Doe
Card Number: *****1111
Exp. Date (MMYY): 01 / 2018
Billing Zip Code: 12345

Enter Payment Amount

☐ Statement Balance \$0.00 due 07/22/14
☒ Current Balance \$21.50 due 07/29/14

CONTINUE >

Secure Transaction
256 Bit Encryption
This is the same encryption that banks and credit cards use.

After selecting continue you will be prompted to verify your payment information and complete your payment. You will receive confirmation that your payment was completed and has been posted to your statement.

10 ACCOUNT ACCESS

This tab allows primary account holders to determine what linked members can access on their portals. For example, if a parent is the primary account holder and their children are linked to their account, they have the ability to allow or deny access to specific member portal features on the children's accounts.

The features the primary account holder can allow/deny access to are listed below. Select the feature to allow access and uncheck to deny. Select "Save" in the bottom right to confirm changes.

1. *View charges* – if unchecked, the "View My Statement" tab is not visible on the members' portal
2. *Register for Classes* – if unchecked, the "Register for Classes" tab is not visible, and registrations cannot be completed

ACCOUNT ACCESS

Select the access levels you would like for your account dependants.

Give access to [Everyone](#) | [No one](#)

<input checked="" type="checkbox"/> Laura Hendricks	<input checked="" type="checkbox"/> View Charges	<input checked="" type="checkbox"/> Register for Classes	Account Holder
<input checked="" type="checkbox"/> Kim Snooks	<input checked="" type="checkbox"/> View Charges	<input checked="" type="checkbox"/> Register for Classes	

11 NOTIFICATIONS

Through the notifications tab you have the ability to turn on and off various forms of Blessing Wellness Center email communication. To edit your notification settings, select “Edit” in the top right corner of the Notifications box.

- *To turn notifications on:* ensure the “E-mail” box is checked to the right of the notification type
- *To turn notifications off:* uncheck the “E-mail” box to the right of the notification type

Once the desired notifications have been selected, click “Save changes” in the bottom left corner to confirm notification preferences.


NOTIFICATIONS Edit	
Table below summarizes the member's communication preferences for notifications.	
Notification Type	E-mail
Private Lesson Reminder	✓
Court Time Reminder	✓
Group Event Reminder	✓
New Private Lesson Created Notification	✓
New Court Time Booked Notification	✓
New Group Event Registration Notification	✓
General Club Communications	✓
Package Expiration	✓
Package Renewal	✓


12 CONTACT US

On the “Contact Us” tab, you can send a message to the Blessing Wellness Center’s email.

CONTACT US

HOW DO WE GET BACK TO YOU?





One of our friendly staff members will get back to you as soon as possible. If your question is urgent, please feel free to give us a call.

Sun Oaks Tennis & Fitness
3452 Argyle Rd
Redding, CA. 96002
Tel: (530) 221-4405
Fax: 5302214403

WHAT DID YOU WANT TO ASK US?