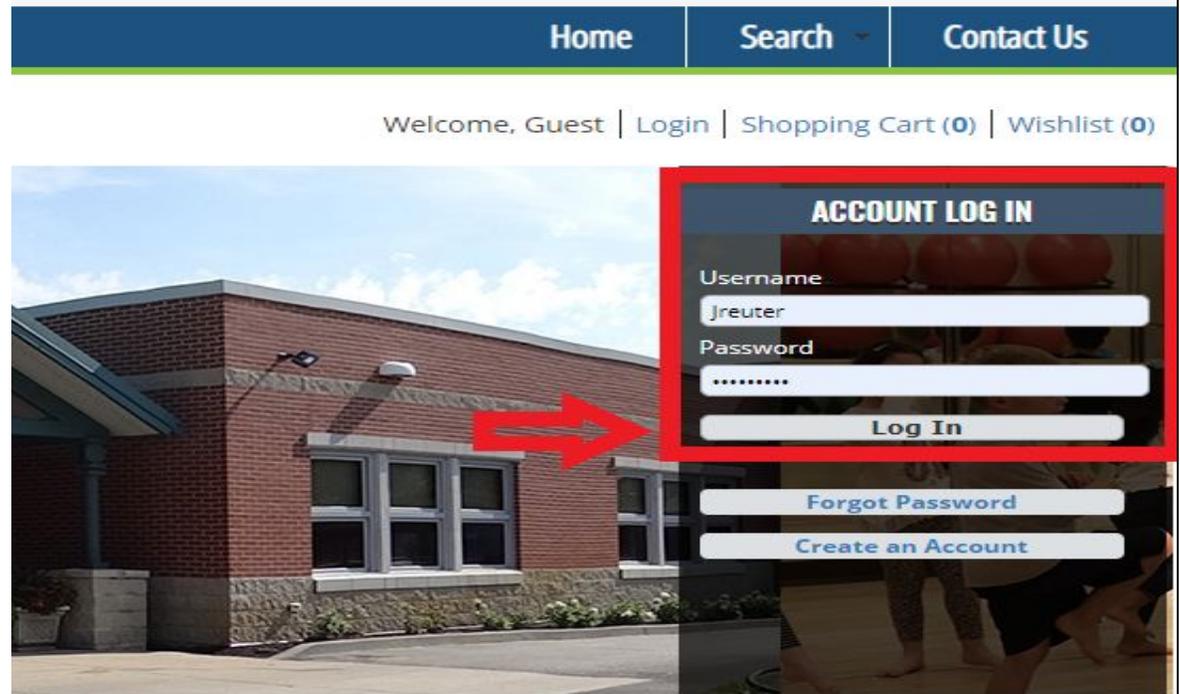


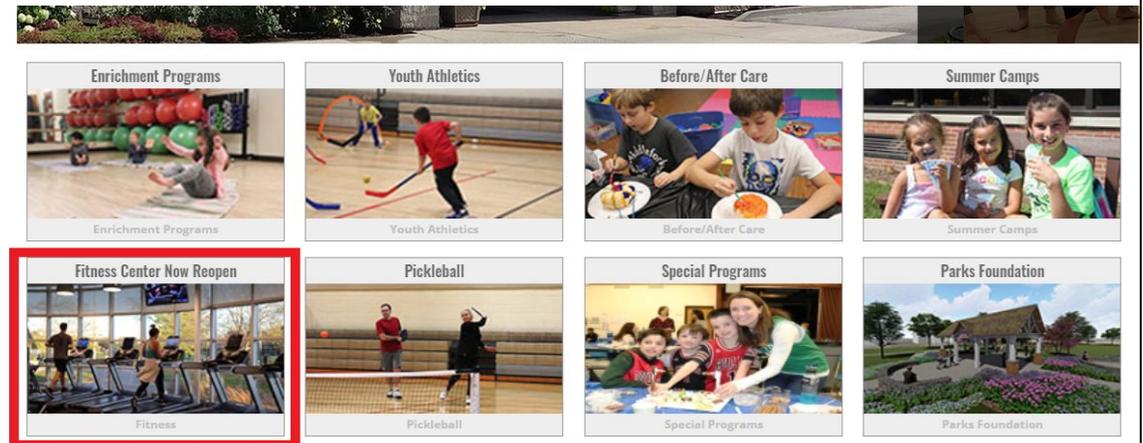
1. Go to northfieldparks.org and click the orange "Program Registration" button on the home page.

2. Enter your Username and Password under the "Account Log In" section on the online registration home page and click the "Log In" button.

- a. If you have EVER signed up for a Northfield Park District program or fitness membership, you have an active account. Please click the "Forgot Password" button to reset your password. Do NOT create a new account.
- b. If you are brand new to our district, please click the "Create An Account" button and complete the form. You will get an email when your account has been approved, which may take 24-48 hours.



3. Once you are logged in, click the "Fitness Center Now Reopen" button on the online registration home page.



4. On the next page, all of our reservable Fitness Center timeslots are listed. Choose the timeslot you wish to reserve and click on the calendar icon button under the "Add to Cart" header. For this example, I will be registering for 12-1pm timeslot, Activity 4213-05.

a. All strength equipment is available each hour and the cardio availability is as follows:

- i. 6-7AM, 9-10AM, 12-1PM, 3-4PM, 5-7PM.
 - 1. Treadmills 1, 3, 5, Elliptical 2, AMT, Recumbent Bike 1, Upright Bike 1 and Rower.
- ii. 7:30-8:30AM, 10:30-11:30AM, 1:30-2:30PM, 4:30-5:30PM, 7:30-8:30PM.
 - 1. Treadmill 2, 4, Ellipticals 1, 3, Recumbent Bike 2, Upright Bike 1, and Rower.

Phase 4 Fitness - 4213

Under the limitations of Phase 4 guidelines ALL Northfield Fitness Center visits require preregistration.

Click the calendar icon to the left of the time you would like to reserve for your workout and select the dates you want on the calendar that pops up. Add your selected dates to your cart and checkout. A 30-minute window is reserved between all workout times to allow for NPD staff to clean the equipment between users.

No walk-ins without pre-registration for a timeslot will be permitted into the Fitness Center. Only certain machines are available during certain hours. Members may use whatever available machines they would like during their reserved time. Maximum 8 Fitness Center users permitted per hour.

Hours: Monday-Friday, 6:00AM-9:00PM | Saturday and Sunday, 9:00AM-1:00PM

Current Northfield Fitness Center Members with ACTIVE membership: \$0 (pre-registration still required)

Current Northfield Fitness Center Members with frozen membership: \$8/hour

Non-member Northfield Residents: \$10/hour

Non-member Non-Residents: \$15/hour

Add to Cart	Activity	Description	Ages	Day	Dates	Times	Locations	Info
	4213-01	6:00-7:00AM	14-99	M, Tu, W, Th, F	07/06/2020 -07/31/2020	6:00 am - 7:00 am	Northfield Community Center	
	4213-02	7:30-8:30AM	14-99	M, Tu, W, Th, F	07/06/2020 -07/31/2020	7:30 am - 8:30 am	Northfield Community Center	
	4213-03	9:00-10:00AM	14-99	Su, M, Tu, W, Th, F, Sa	07/06/2020 -07/31/2020	9:00 am -10:00 am	Northfield Community Center	
	4213-04	10:30-11:30AM	14-99	Su, M, Tu, W, Th, F, Sa	07/06/2020 -07/31/2020	10:30 am -11:30 am	Northfield Community Center	
	4213-05	12:00-1:00PM	14-99	Su, M, Tu, W, Th, F, Sa	07/06/2020 -07/31/2020	12:00 pm - 1:00 pm	Northfield Community Center	
	4213-06	1:30-2:30PM	14-99	M, Tu, W, Th, F	07/06/2020 -07/31/2020	1:30 pm - 2:30 pm	Northfield Community Center	

5. The following page will be a calendar with all the available days shown for the timeslot you selected. To sign up, select any days you wish to reserve by simply clicking in the green section of any days you want. Each day selected will be added to your cart and listed at the bottom of your screen.

- a. To unselect days, click on the blue bar buttons that appear on the days you've picked.
- b. Any red days have already been reserved, so you can select another time/day or a different machine.
- c. You can sign up for up to 2 timeslots per day.

6. Once you have selected all the days you want to reserve THAT timeslot click the “Add to Cart” button in the bottom left of your screen. In our example, I will be signing up for 12-1pm (4213-05) on 7/23/20.

Build Pattern

Toggle Items in the Calendar

<< Previous Year < Previous Month Today July - 2020 Next Month >> Next Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	7 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	8 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	9 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	10 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	11 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm
12 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	13 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	14 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	15 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	16 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	17 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	18 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm
19 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	20 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	21 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	22 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	23 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	24 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	25 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm
26 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	27 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	28 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	29 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	30 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	31 12:00-1:00PM (0/8) 12:00 pm- 1:00 pm	1

12:00-1:00PM (4213-05); 07/23/2020 @ 12:00 pm

Add To Cart Clear Selection

7. The next screen will show you all family members in your household who are eligible to sign up for the options that you have selected. For this example, Jim is the only one able to sign up for 12-1pm, so I have checked the box in front of the activity under his name. Click “Continue” to proceed to the Waiver page.
- All Fitness Center reservations are offered to only patrons 14 years old and up, so if you get an error about age it means we do not have your birthday in the system and you will have to contact the Park District at 847.446.4428 to add that information before making Fitness Center reservations.

Jim Reuter

12:00-1:00PM (4213-05)

Continue Cancel

8. On the Waiver page:

- a. Check the "I agree with the above" box under the waiver and click "Continue".
- b. A COVID-19 section has been added to the Fitness Waiver. By reserving a timeslot and coming to workout you are acknowledging that you are not displaying any COVID-19 symptoms.

12:00-1:00PM (4213-05) On 07/23/20 for Jim Reuter (Purchase)

Waivers

Fitness Center Waiver and Release of All Claims

I have read this form carefully and am aware in registering for participation in this program that I will be waiving and releasing all claims for injuries I might sustain arising from this program. As a participant in the program, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries including death, damages, or loss, which I may have as a result of participating in the program against the Northfield Park District and its officers, agents, servants, and employees. I do hereby fully release and discharge the Northfield Park District and its officers, agents, servants, and employees from any and all claims from injuries, including death, damages, or loss which I may have or which may accrue to me on account of participation in this program. In the event of any emergency, I authorize District officials to secure from a licensed hospital, physician and/or medical personnel any treatment deemed necessary for my immediate care and agree I will be responsible for payment of any and all medical services rendered. I have read and fully understand the above program details and waiver and release all claims.

The Northfield Park District is committed to conducting its recreational programs and activities in a safe manner and holds the safety of participants in high regard. The Northfield Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participant's safety. However, participants and parent/guardians of minors registering for this program must recognize that there is an inherent risk of injury when choosing to participate in recreational activities.

You are solely responsible for determining if you or your minor child/ward is physically fit and/or adequately skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, suffering from an underlying medical condition, takes medication, smokes cigarettes, has a family history of coronary disease, or has recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

Aerobic and other fitness exercises including such items as passive/resistive weight training, use of stair machines, jogging, free weights, other training devices, and equipment (despite careful and proper preparation, instruction, medical advice, and conditioning) pose a substantial risk of serious injury including death. Understandably, not all hazards and dangers can be foreseen. Participants must understand that certain risks, dangers, and injuries due to acts of God, slipping, falling, equipment failure, failure in supervision/instruction, premises defect and all other circumstances inherent to recreational activities/programs exist. Dependent upon a person's physical condition, age and skill level, aerobics and fitness exercise can involve a substantial risk of the following types of injuries. This list is by no means complete, but includes some of the more common ones:

- Heart Attack, stroke, and circulatory problems
- Sho splints
- Bone and joint injuries
- Muscle strain and other muscle injuries
- Back and neck injuries
- Foot problems

I have read this form carefully and am aware that in signing up and participating in this program/activity, I will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss regardless of severity, that I or my minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity.

I recognize and acknowledge that there are certain risks of physical injury associated with participating/activity, and I voluntarily agree to assume the full risk of any injuries, damages or loss regardless of severity, that I or my minor child/ward may sustain as a result of such participation. I fully understand and agree that all exercises including aerobic activities, the use of weights, number of repetitions and use of any and all machinery, equipment and apparatus designed for exercise shall be at my or my minor child/ward's sole risk. Notwithstanding, any consultation or instruction on exercise programs which may be provided by the Northfield Park District, it is hereby understood that the selection of exercise programs, methods and types of equipment shall be my or my minor child/ward's entire responsibility and the Northfield Park District shall not be liable for any claims, demands, injuries, damages or loss to person or property arising out of or in connection with the use of the services and facilities contemplated by this agreement.

I further agree to waive and relinquish all claims that my minor child/ward or I may have or which may accrue to me and/or my minor child/ward as a result of participation in the program/activity.

I do hereby fully release and forever discharge the Northfield Park District from any and all claims for injuries, damages or loss that I or my minor child/ward may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with this program/activity.

I understand that it is strongly recommended that all patrons consult their physician prior to starting an exercise program.

Special Accommodations ADA Information

The Northfield Park District encourages participation by everyone! If you or a family member have special needs and would like to participate in a program, we will be happy to make accommodations to meet your needs. Please indicate on the registration form if you would like information regarding our inclusion program and/or accommodations for program participants according to the American with Disabilities Act. For more information contact the Park District at 847-446-4429. Eligibility Participants must be the required age for a program by the program's starting date. Due to the non-competitive nature of Park District programs, we will enforce the age requirements for the classes. No exceptions will be made for those children who may have more advanced skills than others. Thank you for your cooperation and understanding in keeping our programs at a non-competitive level and helping our children have fun while learning and growing with their peers.

Photo Release

By registering for any Park District program you agree to allow publication of any photos taken at any program, event or facility of the Northfield Park District. We cannot be at every program or event to take pictures. We are asking parents, relatives and friends to donate color or black & white photos to the Park District for publication in our brochures. Photos will be acknowledged in the brochures if desired. Photos will be returned, if requested.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering online or via fax, online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

COVID-19 Wellness Screening

All patrons should ask the following questions when determining whether or not they should come to the Northfield Fitness Center each day:

Have you felt feverish or do they have a temperature of 100.4 degrees or above?
Do you have a cough?
Do you have a sore throat?
Have you been experiencing difficulty breathing or a shortness of breath?
Do you have muscle aches?
Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to you)?
Have you noticed a new loss of taste or loss of smell?
Have you been experiencing chills or rigors?
*Rigors: a sudden feeling of cold with shivering accompanied by a rise in temperature.
Do you have any gastrointestinal concerns (e.g., abdominal pain, vomiting, diarrhea)?
Is anyone in your household displaying any symptoms of COVID-19?
To the best of your knowledge, have you or anyone in your household come into close contact* with anyone who has tested positive for COVID-19?
*Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer (10 minutes or longer for ambulatory care services) unless wearing N95 mask during period of contact.
If the answer to any of these questions is "yes", please STAY HOME and it is strongly recommended to seek a COVID-19 test.

I acknowledge receipt of the COVID-19 screening questions above and agree to conduct a brief screening each day when deciding to come workout at the Northfield Fitness Center. By coming to workout at the Fitness Center, I am certifying that I am exhibiting any of the symptoms of COVID-19.

I agree with the above *

9. The next screen will show your shopping cart with all the timeslots you are about to register for listed along with who in your household is being signed up for each. Check this screen to make sure everything you want to register for is there and, if so, click "Proceed to Checkout".
 - a. If you wish to add anything else on the same receipt simply click the "Home" button in the blue header bar and repeat steps 3-8 before clicking "Proceed to Checkout".
 - b. If you are a member who has reactivated their membership, your fees should be \$0.00 per machine per hour. If you are a member who has kept their membership frozen, your fees should be \$8.00 per hour. If you are a non-member resident of Northfield your fees should be \$10 per hour. If you are a non-member non-resident your fees should be \$15 per hour.

✓ New Charges In Shopping Cart

Your Shopping Cart

Showing 1 To 1 Total Results (1)

	Description	Name	Total Fees		
✕	12:00-1:00PM (4213-05) On 07/23/20 (Enrolled)	Jim	\$ 0.00	✎	◀
Grand Total Fees Due			\$ 0.00		
Total Old Balances Not in Shopping Cart			\$ 0.00		

Proceed To Checkout
Continue Shopping
Pay Old Balances
Empty Cart

10. On the Summary of Charges screen, make sure all the information is correct and select your method of payment. Once you have selected your payment method and confirmed all your personal information is correct, click "Continue".
11. On the next screen enter all your payment and billing information and click "Submit Payment" to complete your online Phase 4 Fitness Center reservations.
12. Once your transaction has been fully processed you will return to a screen like the one shown below and your receipt will have been emailed to the email address listed in the box in the middle of the screen.
13. Congratulations! You have reserved your spot at the time that works best for you and we will see you then! If you have any questions or need help reserving timeslots online, please email me at jreuter@northfieldparks.org or call 847.446.4428.
 - a. Timeslots can only be reserved online and EACH day/time that you wish to come must be reserved before arriving to workout.
 - b. Reservations close an hour before the next timeslot begins each day.