



WESTERN CANADIAN PLACE FITNESS CENTRE

How to Book a Workout

Members can sign up for a 60-minute workout session using the online portal. Booking can be done up to 7 days in advance. Please note, the 5:15 pm session (last of the day) is a 45-minute session only.

If you have already purchased the gym access service, click [here](#) for refined instructions.

Online Portal

Go to URL: <https://hsgwcpfitnesscentre.cshape.net/gym2/MemberLoginBeta.aspx>

- 1) Login with username and password.
- 2) Click Purchase Services on the left hand column (at the very top).
- 3) Click on the arrow at the bottom right of the Gym Access option.
- 4) Scroll to the bottom of the page.
- 5) Click to read and review the waiver and then click the box that you agree to the terms.

NOTE: You won't be able to sign the document; you just have to click the box.

- 6) Click "Proceed to Payment" at the bottom of the screen.

NOTE: If prompted, sign at the bottom and click "Load Signature(s)". Repeat once more, then click "Save Contract" at the top of the page.

- 7) Click "Submit" and "Continue".

Once the transaction is complete you can book your gym access time slot.

- 8) Click Gym Access & Squash Courts on left hand column.
- 9) Select GymAccess on the Class drop down menu. Click the desired date using the calendar icon, then click "Search".
- 10) Find a time on the Gym Access Schedule; make sure to pick one with the correct label on the right (Female/Male booking schedule).
- 11) Click "Register".
- 12) Use the drop down arrow beside "Service Package" and select:
"Session Type[Training] – Pkg Id[####-Gym_Access]"
- 13) Click "Add Appointment".

