

SET UP AN ACCOUNT

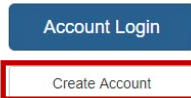


RESERVE YOUR WORK OUT

Scan the barcode with the camera of your phone or go to

<https://lehilegacycenter.activityreg.com>

This will bring you to the Online Registration system. Click on the **Create Account** button.



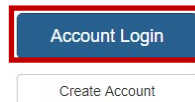
This takes you to the **Create New Account** page. If you ever have had a membership or registered for a program with us, you already have an account. However, because you haven't attached a password to it, you need to create it now. Enter the email you probably gave us and click Submit. You should get a new screen now that says

An Account Using The Given Email Address Already Exists

This is what you want it to say. This means you entered the right email. Click the **"Click Here to Reset and Retrieve a Temporary Password For This Account"**

A screen comes up that says **Retrieve Password**. This is a confusing title because you haven't attached a password to your account yet. Don't worry, just re-enter the email and click submit. A pop up comes up and says **Your Temporary Password Has Been Emailed To You! Check Your Email.**

Go back to the Online Registration page and this time select the **Account Login** button.

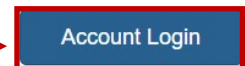


Enter the password. It will now ask you to create a password for your account. Enter a password and then confirm it. When you are done you will get **"Your Password Has Been Successfully Changed"**. You are now ready to use Online Registration

Scan the barcode with the camera of your phone or go to

<https://lehilegacycenter.activityreg.com>

This will bring you to the Online Registration system. Click on the **Login** button.

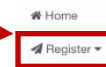


Enter your email and password and then click **"Sign In"**

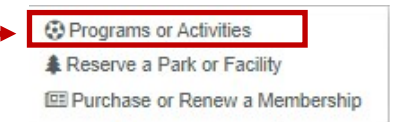
This will take you to your account information. You want to go to the top of the screen and click on the three bars.



Then click on **Register**.



From the Pull Down Menu select **Programs or Activities**



It will bring up the 10 areas you can reserve including the Outdoor Pool which isn't part of the Legacy Center but is using our reservation system because they don't have one.

Basketball Gyms, Cardio Machine, Climbing Wall, Fitness Classes, Lap Lanes, Lazy River & Catch Pool Exercise, Open Swim Outdoor Pool, Open Swim Track and Weight Equipment

Activity times vary between 50 minutes and 2 hours depending on the area.

Once you have made a reservation you will receive an email and a QR code. The QR code should be scanned at our center.

There is a video of this process on our Facebook page. If you still need help, please call 385-201-2000