



# ONLINE REGISTRATION INSTRUCTIONS

## NEW MEMBER

1. Go to <http://www.totalhealthsystemsinc.com>.
2. Click on **Huntington Lake**.
3. Click on **SIGN UP NOW**.
4. Scroll down to see the entire list of services offered. **Click on Monthly Membership** under **Monthly Classes**.
5. Create a Profile by filling in the requested information and click on **CONTINUE**
6. You will receive an email from Total Health Systems. It will give you a **temporary password**. Please sign on using the temporary password. It will then prompt you that the password expired at that time change it to your own password. Use something that you will remember.
7. Please read and sign the Disclosure Form on the next screen. Use your mouse and/or finger to sign the online document. Click the button **I accept the terms of this agreement**.
7. It will take you to the next screen. Click on **SIGN UP**.
8. The next screen is a welcome screen.
9. Click on **CALENDAR (on left side bar)**.
10. Navigate the calendar. Click on the right arrow in the **DAY AND DATE** box (on left side before bar) until you reach the month for which you are registering.
11. Click on the **DROP-DOWN LIST** headed **CALENDAR** (Your name will appear in front of Calendar).
12. Click on **ALL CALENDARS**. All the classes for the month should appear. **Note: Make sure the calendar's drop-down menu: All Calendars, All Staff, All locations for a complete list.**
13. Click on each class you wish to reserve. During this process please remember:
  - **ONLY** reserve the classes you plan on attending. The Reserve button is in Red
  - You are only reserving classes for the month.
  - If you reserve a class and you do not plan on attending, you must cancel. Instead of Reserve it will have a Red Cancel button.

14. After each selection, you will automatically see a **new screen**, On the **THAT SCREEN**, click on **RESERVE** (located on the right).

**15. YOU ARE NOW RESERVED FOR THE SELECTED CLASS.**

**16. When you have completed all your reservations, go to ALL CALENDARS for the month you have registered. All the classes you have reserved should be listed on the right hand side: Reserved \***

18. If you need assistance reserving classes, please email THS or call us and we will assist you.

**(561) 962-4344**

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