1. Member Profile

After the member has logged into the Member Portal, they can select their username/photo (in the top-right hand corner) to open their Member Profile.

2. Select Family Member

As a Head of Household you can select the "For" drop down menu to select the member from this family that you want to review.

1. Personal Shopping Cart for in-process purchases.
2. Notifications Area.
2.1 Personal Information

Within the User Profile:

1. For: Search Bar to select to view information of each family member
2. All General Information on the member
3. Personal Information for activity within Fusion
4. View and add family members

Members are unable to make any changes to the information listed in the General Information section. They can only opt-in or out of Marketing emails
3. Program Registrations

**Registrations**: this window will display the Customer Name, Course Name, Offering Name, Semester, Registration Date, and Status.

In order to view details, print the program confirmation PDF, or cancel registration (if configured to do so) you can select the three dots.

### 3.1 Program Attendance

**Attendance**: this window will display the Program Name, Start Time, End Time and Check-In Status.
4. Memberships

Memberships Tab

*Memberships:* this window will display the Membership Type, Start Date, Expiry Date, and Renewal Status.

5. Lockers

Lockers Tab

*Lockers:* this window will display the Agreement Number, Facility, Section, Row, Locker Number, Locker Type, Start Date and End Date and Renewal Status.
6. Outstanding Equipment

Outstanding Equipment Tab

Outstanding: this window will display the Facility, Equipment Type, Serial #, Checked Out timestamp, Due timestamp and Status.

6. Bookings

Bookings

Bookings: this window will display the Booking Name, Date, Time, and the ability to cancel the Booking.
7. Guest Passes

Guest Passes Tab

Guest Passes: this window will display the Pass Name, Date Purchased, Pass Number, Status and the option to print the Guest Pass.

8. Order History

Order History Tab

Order History: this window will display the Order Number, Date, Computer Name, Subtotal, Adjustment Total, Totals and whether the Order has been Voided.