



# WESTERN SPRINGS RECREATION DEPARTMENT

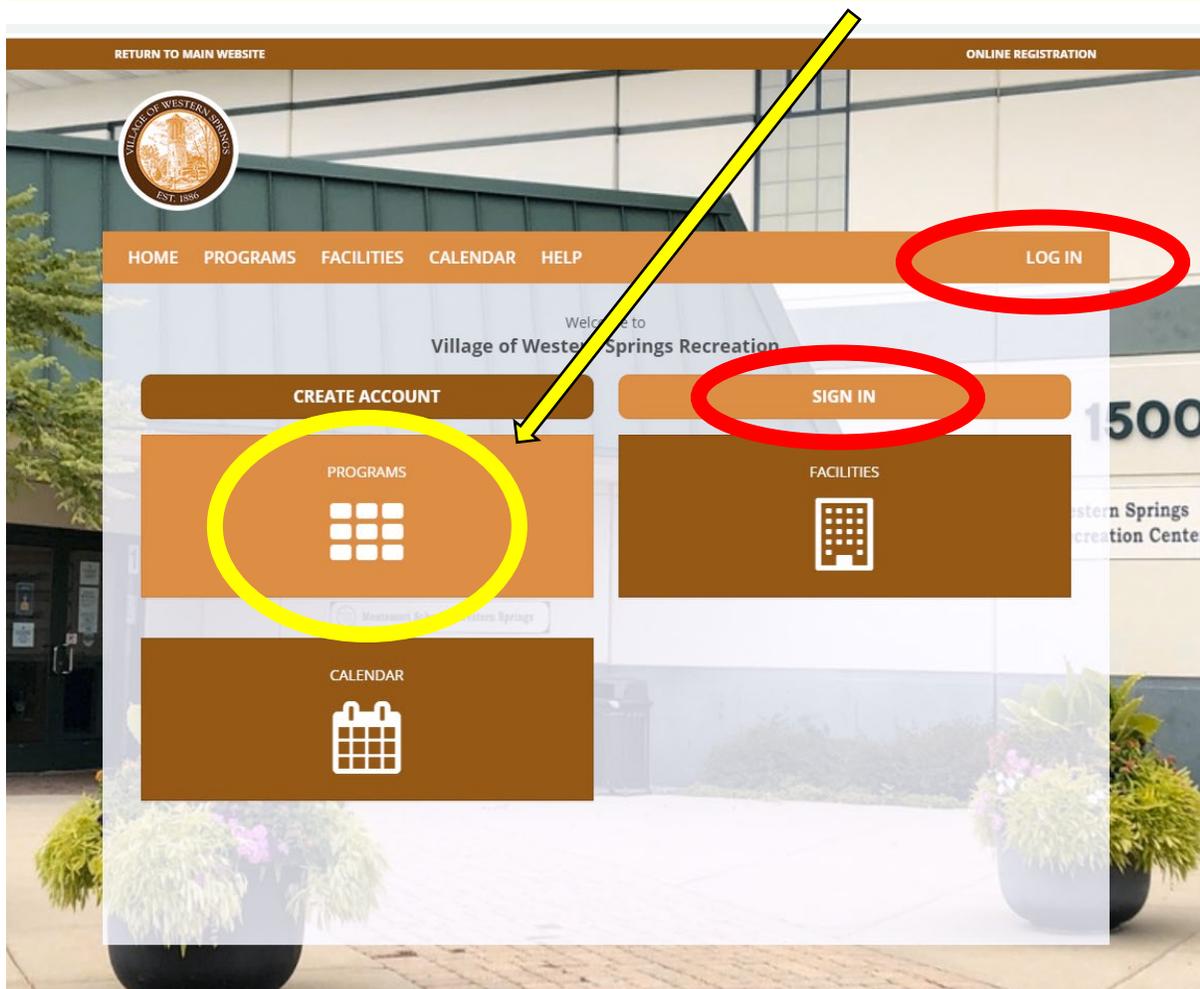
## CHECK IN DIRECTIONS for Fitness Classes

### STEP 1

Go to <https://wsprings.recdesk.com>

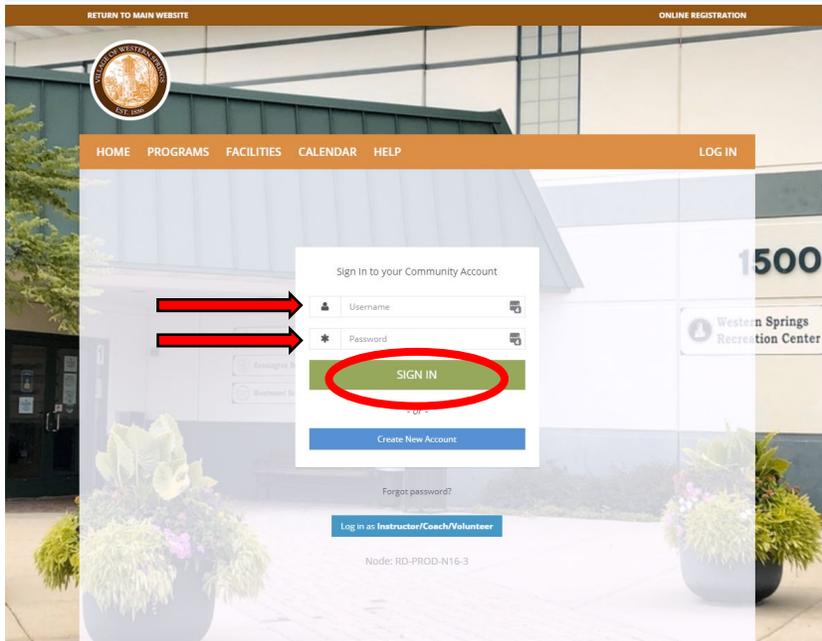
Click "LOG IN" or "SIGN IN"

If you do not see "LOG IN" or "SIGN IN", you are already logged in. Click "PROGRAMS" and go to STEP 4.



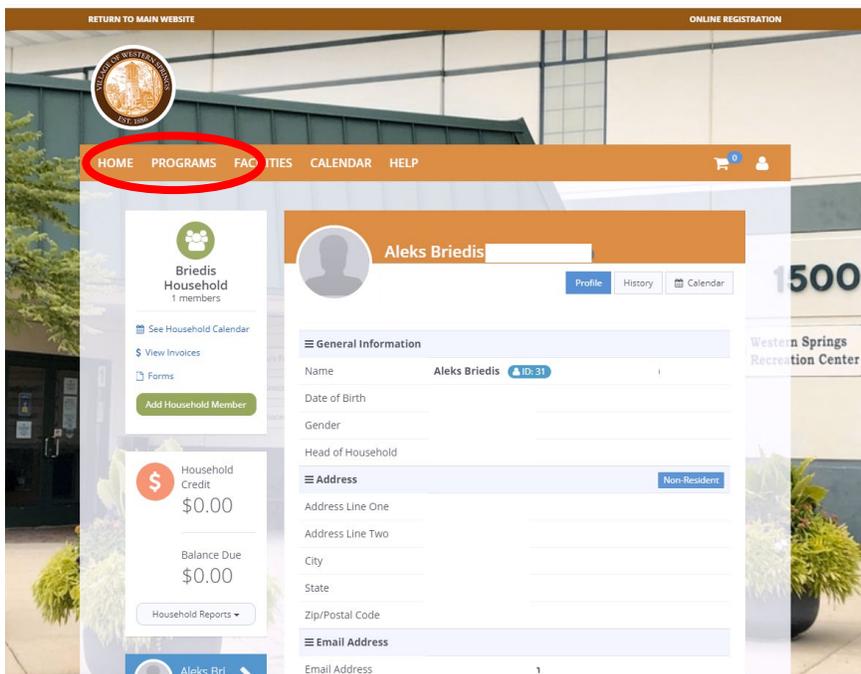
## STEP 2

Log in with your credentials  
Click "SIGN IN"



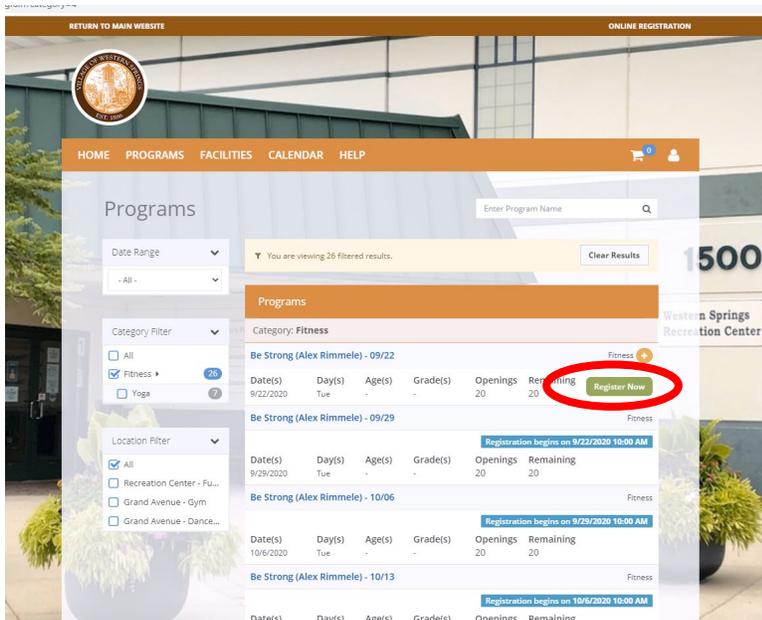
## STEP 3

Click on "PROGRAMS"



## STEP 4

Find your class and click “Register Now”



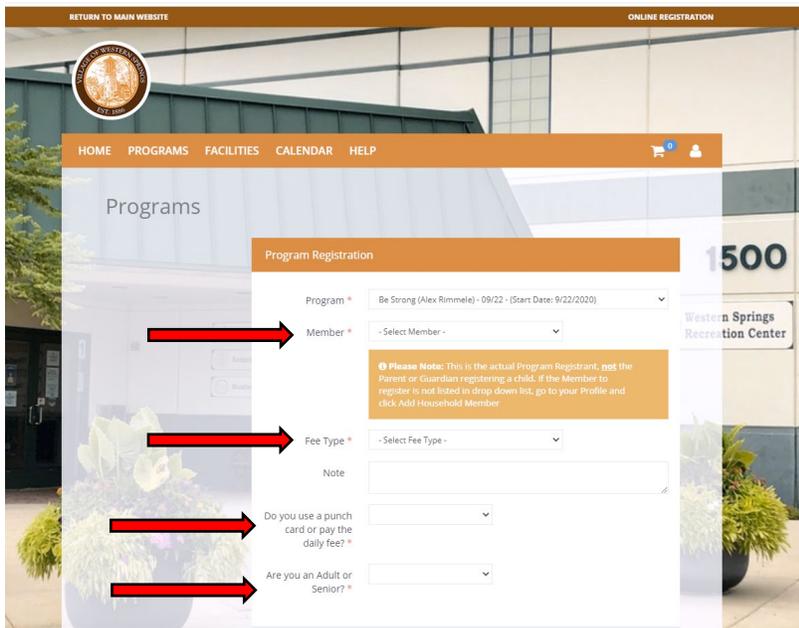
## STEP 5

Choose “Member” (the person taking the class)

Choose “Fee Type” to be “No Fee - \$0.00”

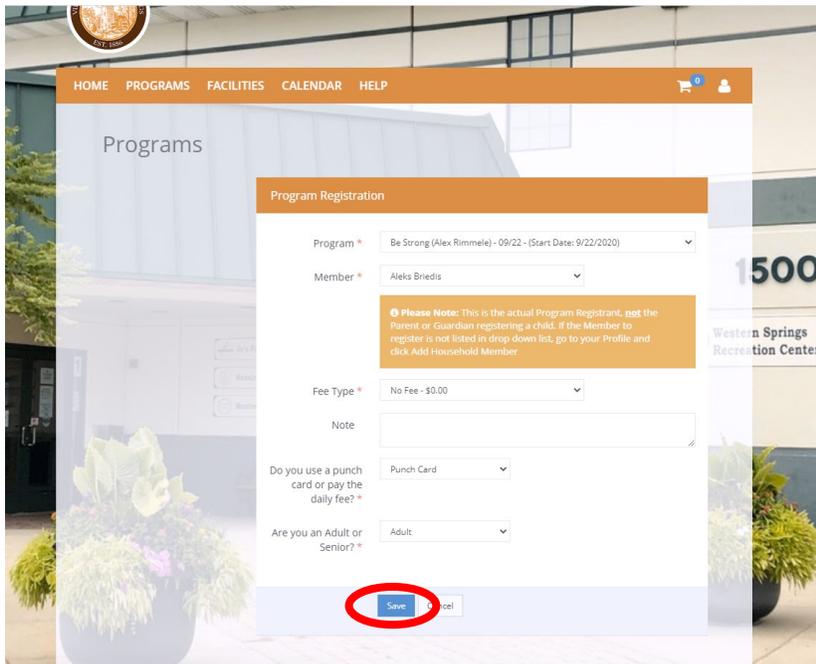
Note can be left blank

Answer Pull Down Questions (questions vary depending on the class)



## STEP 6

Click "Save" at the bottom of the screen.



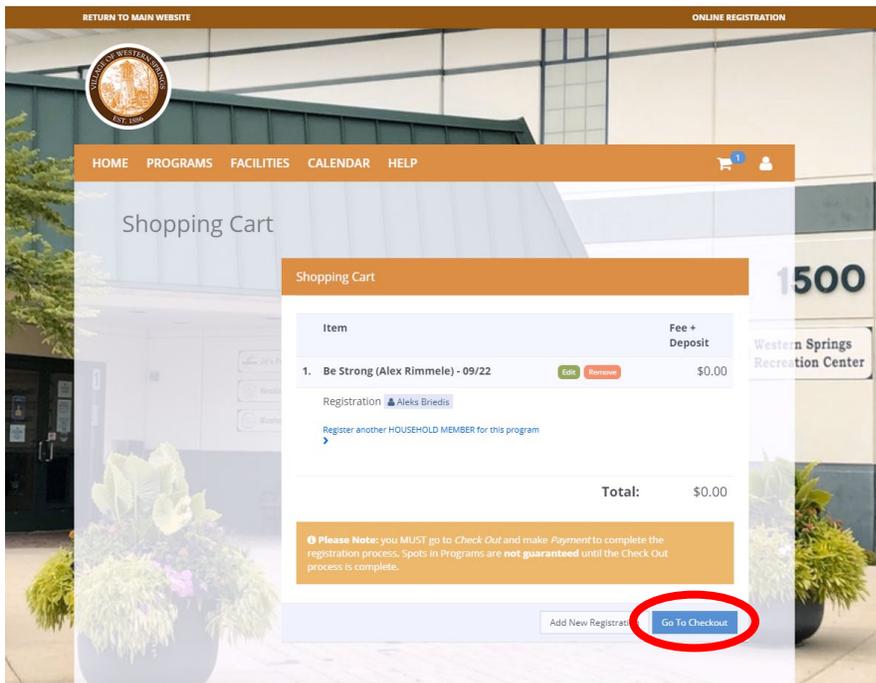
The screenshot shows the 'Program Registration' form on a website. The form includes the following fields and options:

- Program: Be Strong (Alex Rimmel) - 09/22 - (Start Date: 9/22/2020)
- Member: Aleks Briedis
- Fee Type: No Fee - \$0.00
- Note: (empty text area)
- Do you use a punch card or pay the daily fee?: Punch Card
- Are you an Adult or Senior?: Adult

A red circle highlights the 'Save' button at the bottom of the form.

## STEP 7

Click "Go To Checkout"



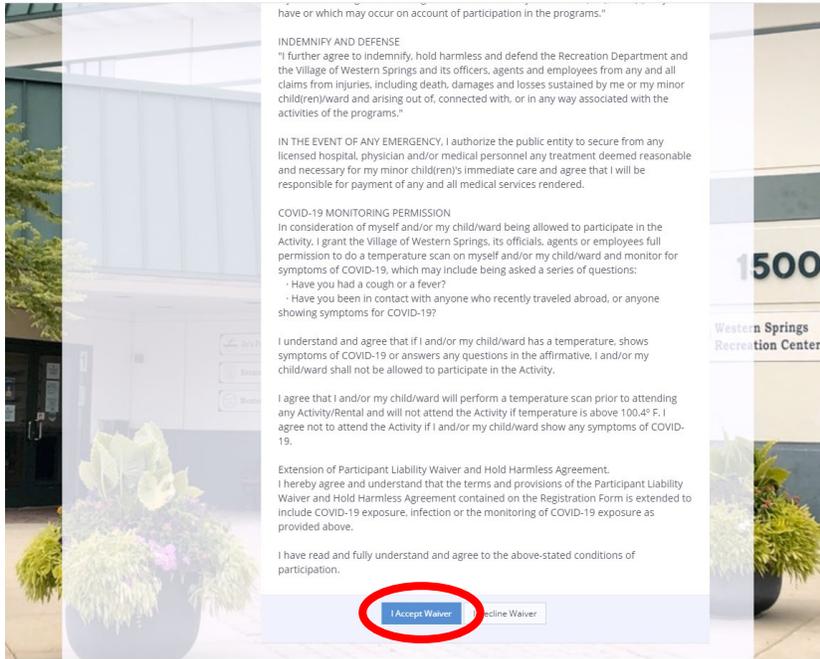
The screenshot shows the 'Shopping Cart' page. The cart contains one item:

Item	Fee + Deposit
1. Be Strong (Alex Rimmel) - 09/22 Registration: Aleks Briedis <a href="#">Register another HOUSEHOLD MEMBER for this program</a>	\$0.00
<b>Total:</b>	<b>\$0.00</b>

A red circle highlights the 'Go To Checkout' button at the bottom of the cart.

## STEP 8

Read the Waiver and then click “I Accept Waiver”



have or which may occur on account of participation in the programs.”

**INDEMNIFY AND DEFENSE**  
"I further agree to indemnify, hold harmless and defend the Recreation Department and the Village of Western Springs and its officers, agents and employees from any and all claims from injuries, including death, damages and losses sustained by me or my minor child(ren)/ward and arising out of, connected with, or in any way associated with the activities of the programs."

**IN THE EVENT OF ANY EMERGENCY**, I authorize the public entity to secure from any licensed hospital, physician and/or medical personnel any treatment deemed reasonable and necessary for my minor child(ren)'s immediate care and agree that I will be responsible for payment of any and all medical services rendered.

**COVID-19 MONITORING PERMISSION**  
In consideration of myself and/or my child/ward being allowed to participate in the Activity, I grant the Village of Western Springs, its officials, agents or employees full permission to do a temperature scan on myself and/or my child/ward and monitor for symptoms of COVID-19, which may include being asked a series of questions:  
- Have you had a cough or a fever?  
- Have you been in contact with anyone who recently traveled abroad, or anyone showing symptoms for COVID-19?

I understand and agree that if I and/or my child/ward has a temperature, shows symptoms of COVID-19 or answers any questions in the affirmative, I and/or my child/ward shall not be allowed to participate in the Activity.

I agree that I and/or my child/ward will perform a temperature scan prior to attending any Activity/Rental and will not attend the Activity if temperature is above 100.4° F. I agree not to attend the Activity if I and/or my child/ward show any symptoms of COVID-19.

**Extension of Participant Liability Waiver and Hold Harmless Agreement.**  
I hereby agree and understand that the terms and provisions of the Participant Liability Waiver and Hold Harmless Agreement contained on the Registration Form is extended to include COVID-19 exposure, infection or the monitoring of COVID-19 exposure as provided above.

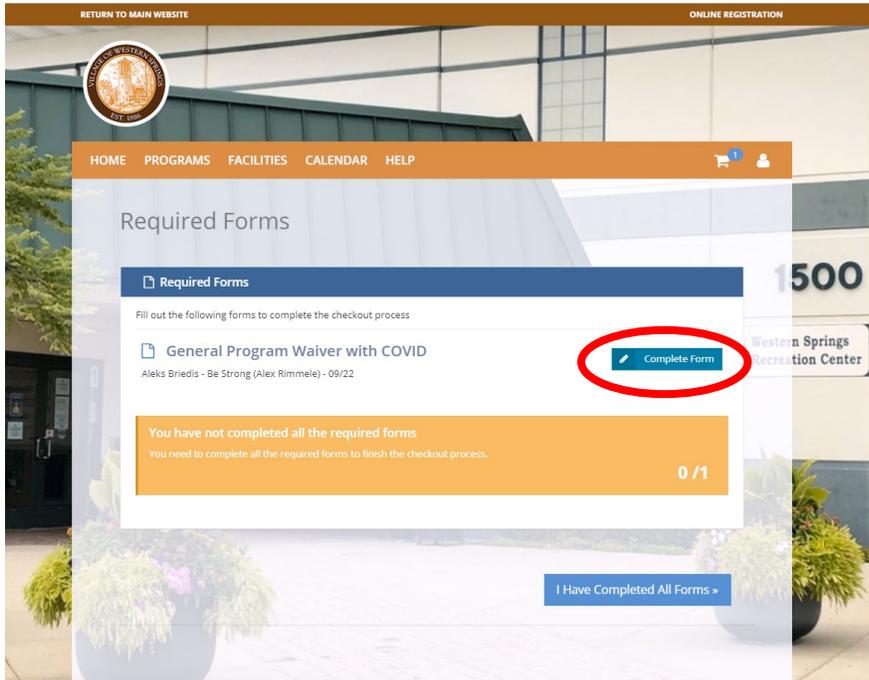
I have read and fully understand and agree to the above-stated conditions of participation.

[I Accept Waiver](#) [Decline Waiver](#)

## STEP 9

Click “Complete Forms”

If “View/Edit Forms” is shown instead of “Complete Forms” skip to STEP 11



RETURN TO MAIN WEBSITE ONLINE REGISTRATION

HOME PROGRAMS FACILITIES CALENDAR HELP

### Required Forms

Fill out the following forms to complete the checkout process

- General Program Waiver with COVID**  
Aleks Briedis - Be Strong (Alex Rimmele) - 09/22

[Complete Form](#)

You have not completed all the required forms  
You need to complete all the required forms to finish the checkout process.

0 / 1

[I Have Completed All Forms >](#)

## STEP 10

Read the form and scroll to the bottom.

Sign the form using your finger with a touchpad or hold the left click on your mouse to sign with it.

Click “Submit Form”

(Note that you will only need to sign this form once per year)

Western Springs, its officials, agents or employees full permission to do a temperature scan on myself and/or my child/ward and monitor for symptoms of COVID-19, which may include being asked a series of questions:

- Have you had a cough or a fever?
- Have you been in contact with anyone who recently traveled abroad, or anyone showing symptoms for COVID-19?

I understand and agree that if I and/or my child/ward has a temperature, shows symptoms of COVID-19 or answers any questions in the affirmative, I and/or my child/ward shall not be allowed to participate in the Activity.

I agree that I and/or my child/ward will perform a temperature scan prior to attending any Activity and will not attend the Activity if temperature is above 100.4° F.

I agree not to attend the Activity if I and/or my child/ward show any symptoms of COVID-19.

**EXTENSION OF PARTICIPANT LIABILITY WAIVER AND HOLD HARMLESS AGREEMENT**  
I hereby agree and understand that the terms and provisions of the Participant Liability Waiver and Hold Harmless Agreement contained on the Registration Form is extended to include COVID-19 exposure, infection or the monitoring of COVID-19 exposure as provided above.

I have read and fully understand and agree to the above-stated conditions of participation.

(If not using a touch screen, use your mouse to sign below by holding down left click and signing.)

Signature \*



Clear

**Submit Form**

POWERED BY REC desk

## STEP 11

Click on “I have Completed All Forms”

RETURN TO MAIN WEBSITE ONLINE REGISTRATION

HOME PROGRAMS FACILITIES CALENDAR HELP

### Required Forms

Fill out the following forms to complete the checkout process

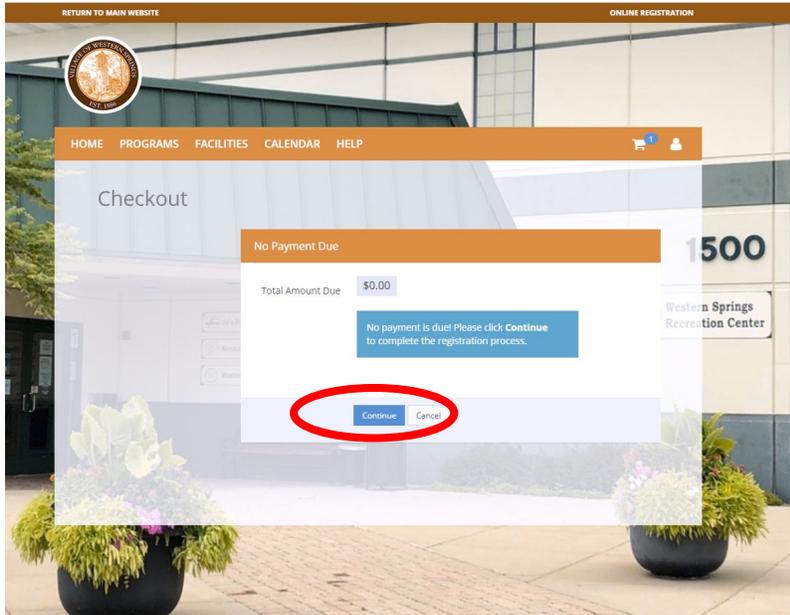
- General Program Waiver with COVID** ✓ View/Edit Form  
Aleks Briedis - Be Strong (Alex Rimmel) - 09/22

**You have completed all the required forms**  
You can now proceed to checkout.

**I Have Completed All Forms >**

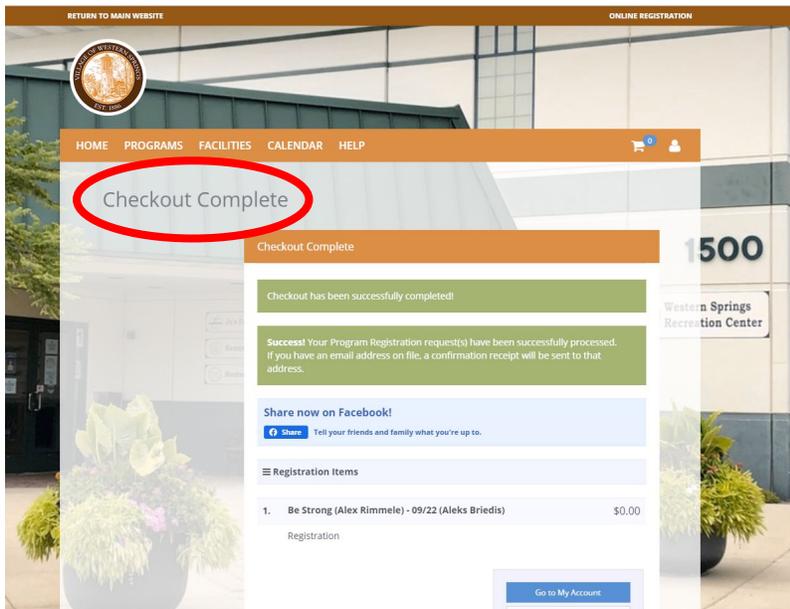
## STEP 12

Click "Continue"



## STEP 13

Once you see "Checkout Complete" you have completed the check-in process  
You will receive a confirmation e-mail



**Contact us at 708-246-9070 with any questions.**