ONLINE ACCOUNT SET-UP AND GENERAL ACCESS

SmartPhone/iPad Set Up

1. Open your camera app on your phone
2. Focus on the QR code below with your camera (don't take a picture, just tap the screen to focus on the square below)

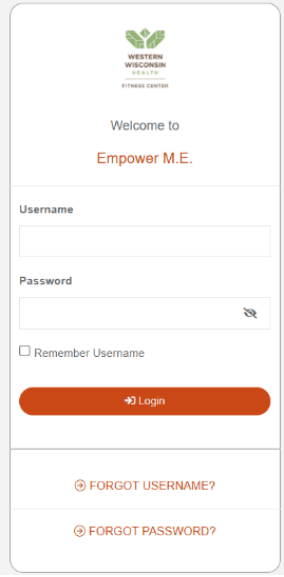
3. Click on the pop-up link on your screen- this will bring you to the registration site- Empower M.E.
4. To save this site to your home screen:

~ Apple

- At the bottom of your screen click the middle or "share" button.
- Scroll down to "Add to Home Screen"
- Type in the name you want to appear for this tile.
- Click Add at the top of the screen.
- This tile will appear on your Home Screen and will look like an App.
    - Click this to go directly to the portal to schedule an appointment.

~ Android

- At the top right of your screen, click the 3 vertical dots.
- Click "Add to Home Screen"
- Type in the name you want to appear for this tile.
- Click "Add.

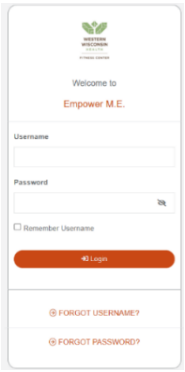


Computer Set Up

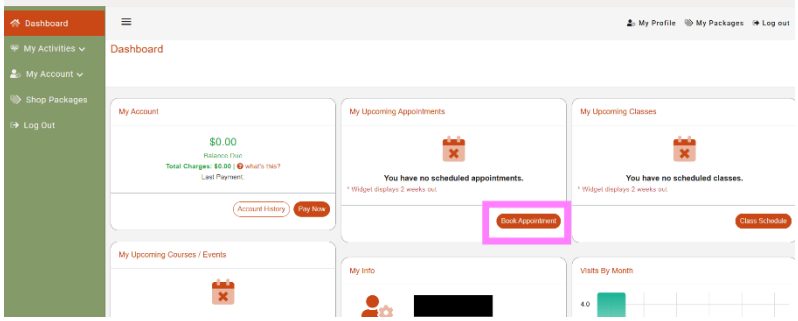
1. Open your web browser (google, chrome, safari, firefox, etc.)
2. In the web address line enter this website address listed below:
   https://www.ourclublogin.com/510787
3. Click search or enter and this will bring you to the registration site- Empower M.E.
4. To save this site as a favorite (to have easy access to it)
    - Click on the star on the far right of the web address line to add it as a favorite
    - To access it after that, you need to click on the star with the 3 lines beside the web address line. Then click on Log In | Empower M.E..

INDEPENDENT EXERCISE SCHEDULING

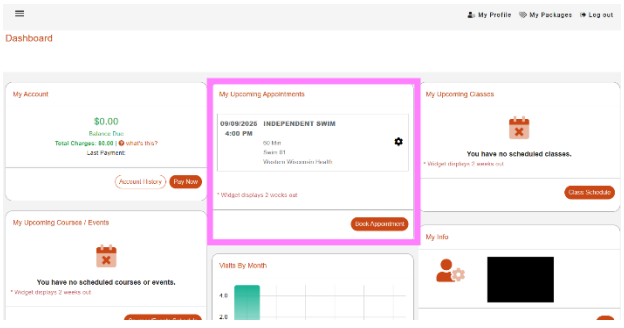
Scheduling Online



1. The newest schedule, for 2 weeks from today's date, opens at **7am** today
2. Online scheduling is available 24/7 for the current 14 days
3. Login to Empower M.E. with your username and password
4. On your member *Dashboard*, go to the top, middle box that says *My Upcoming Appointments*. At the bottom of that box> click on *Book Appointment*.



5. Step 1: Select Location
   Western Wisconsin Health
   Step 2: Select Category
   Independent Exercise
   Step 3: Select Product
   Independent Exercise
6. Below those 3 dropdown tabs listed above, there should be an orange and grey button that says *Daily/Weekly*. **Click on *Weekly* to make it orange**
7. Select a date on the calendar listed below (click the arrows next to the dates to change the week)
   a. Dark blue= the day the calendar is currently showing availability for
   b. Light blue= days with availability to schedule
   c. Grey and crossed out= no availability these days or you have already scheduled this day
8. Swim 01-Swim 06 = times available on the hour (EX. 7am, 8am, 9am, 4pm, etc.)
9. Swim 07-Swim 12 = times available on the half hour (EX. 7:30am, 8:30am, 3:30pm, etc.)
10. Only the times available will show up in orange
11. Book a time, by clicking on the orange time listed and click *Book*
12. You will receive a confirmation email and this booked appointment will also show up on *My Upcoming Appointments* on your *Dashboard*



13. Appointment reminder texts will be sent out the day of your appointment
14. Cancel appointments online or over the phone up to 1 hour in advance. No shows are documented on our end.
15. For more detailed instructions on how to schedule online, please visit our Therapeutic Pool page on our website

Scheduling via Phone Call

1. The newest schedule, for 2 weeks from today's date, opens at **7am** today
2. The phone is only staffed on weekdays during the hours listed below:
   Monday-Thursday 7am-6pm
   Friday 7am-4pm
3. Call 715-684-1642
   a. If you reach the voicemail, leave your name, phone number and days and times you would like to schedule for. Refer to the website below for information if needed.

https://www.wwhealth.org/health-wellness/therapeutic-pool/

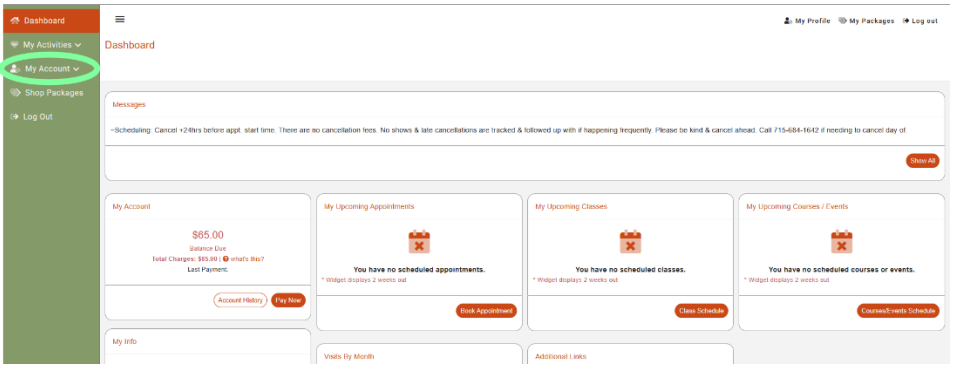
Scheduling In-Person

1. You may only schedule in person during the hours listed below:
   Monday-Thursday 7am-6pm
   Friday 7am-4pm
2. Enter through the fitness center front doors and stop at the Fitness Center front desk (on your immediate right when you walk in)
3. If there is a line, please wait until an assistant is available to help you
4. If there is a sign up on the front desk, please ring the bell for assistance and wait for someone to come over to help you
5. When signing up in-person, please know the name of the program you are signing up for and the days/times you would like, if able

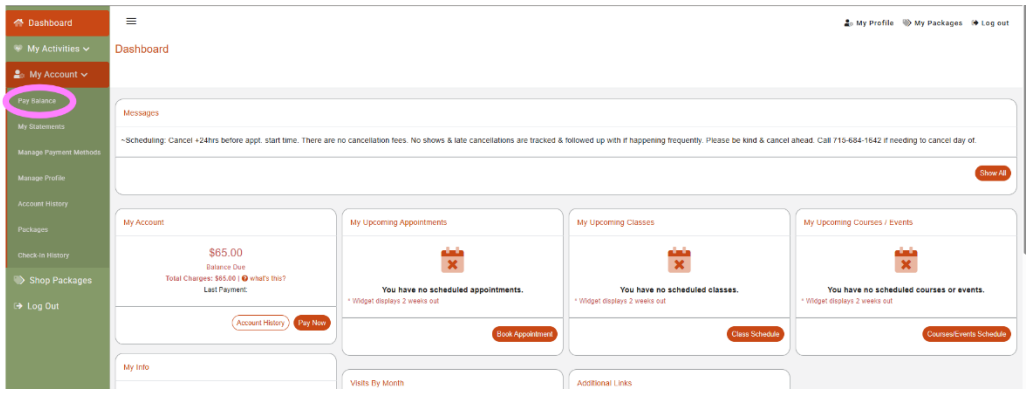
Please reach out to our Aquatics Coordinator for additional assistance
or if having difficulties getting scheduled using one of the 3 ways listed above
715-684-1646 | lauren.petersen@wwhealth.org

PROGRAMMING ONLINE PAYMENTS

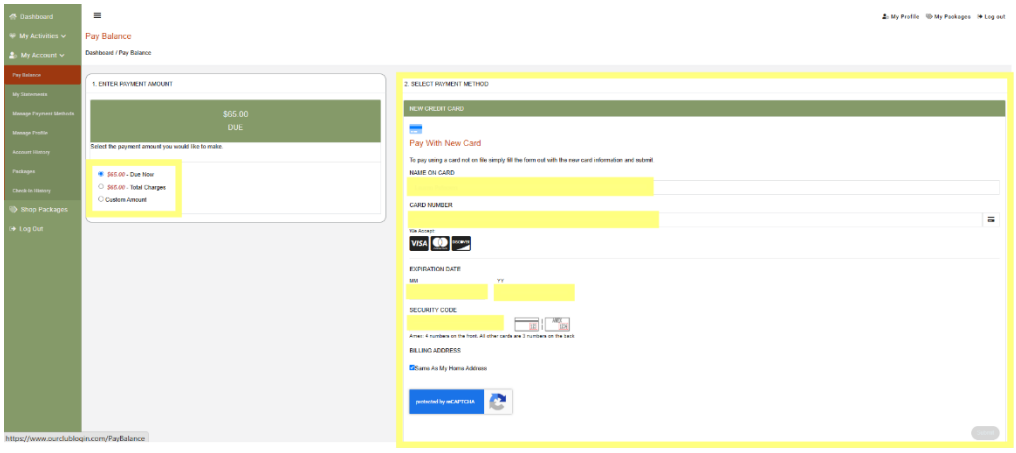
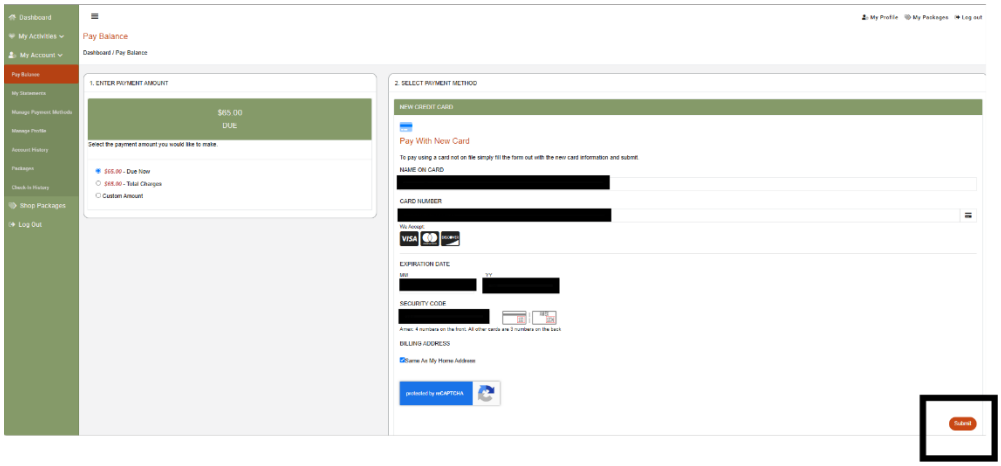
1. Login to our EME account
2. Select “My Account” on your Dashboard



3. Select “Pay Balance”



4. Select payment amount and fill out credit card payment information



5. Select the orange submit button on the bottom right corner of the screen