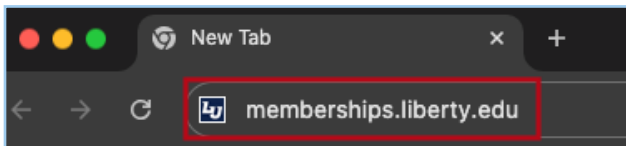## Memberships Angular - Public Portal

This training document provides instructions on using the Liberty Campus Recreation public membership portal.

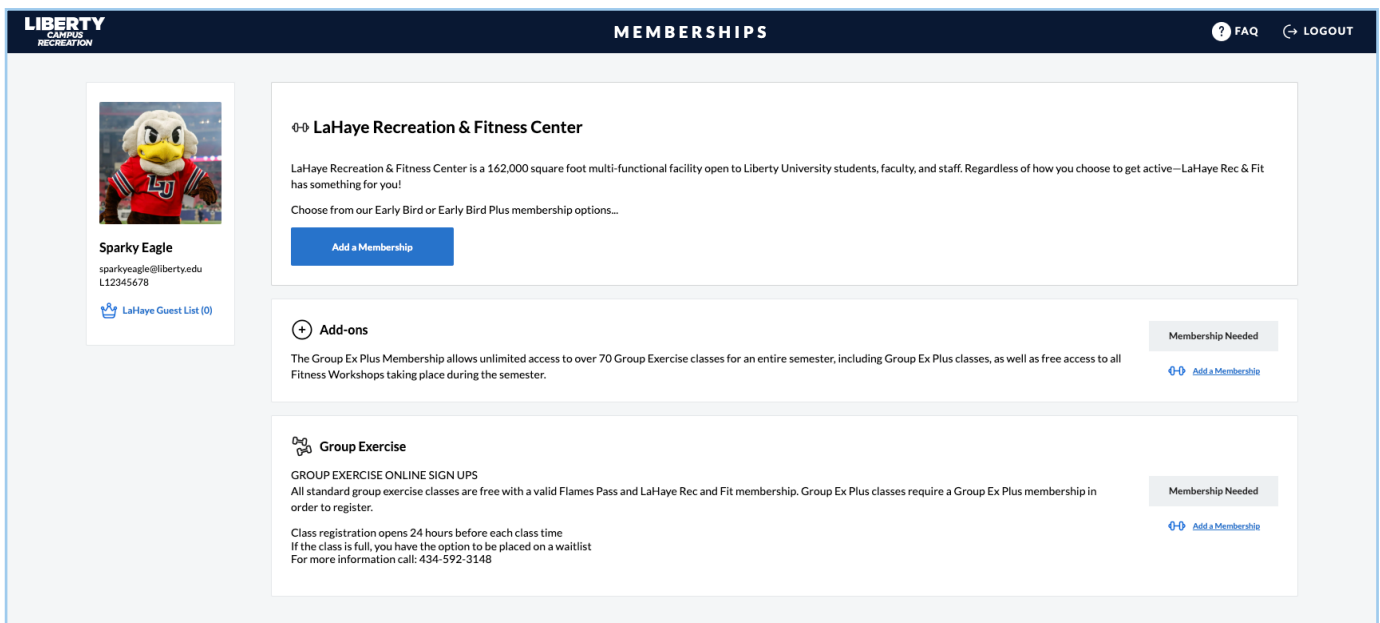This document includes the following sections:
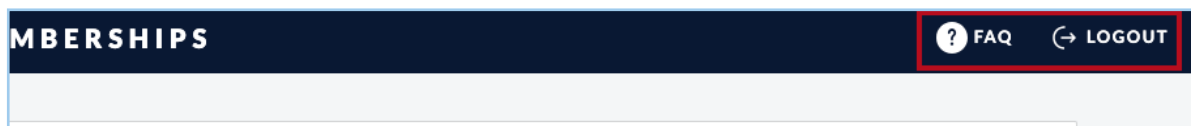
Public Portal Overview

1. To access the membership portal, navigate to memberships.liberty.edu and sign in using your Liberty email and password.

2. Once signed in, you will arrive at the membership portal's dashboard.
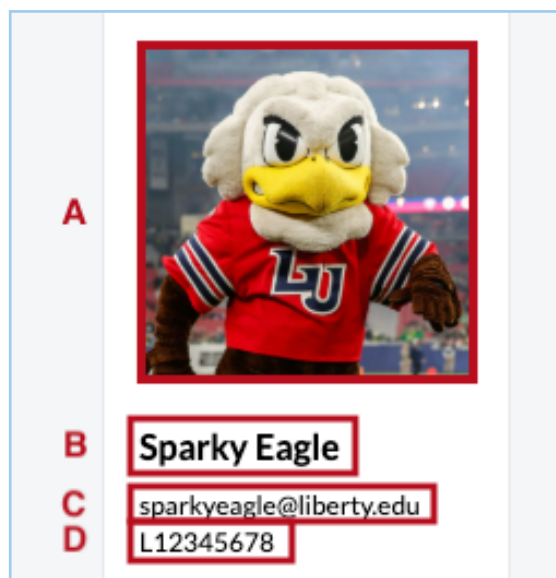
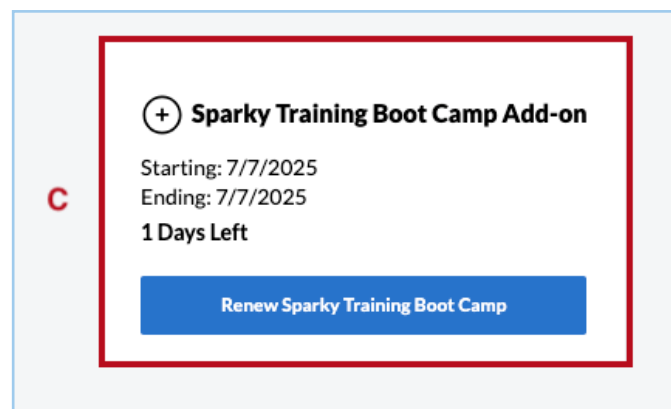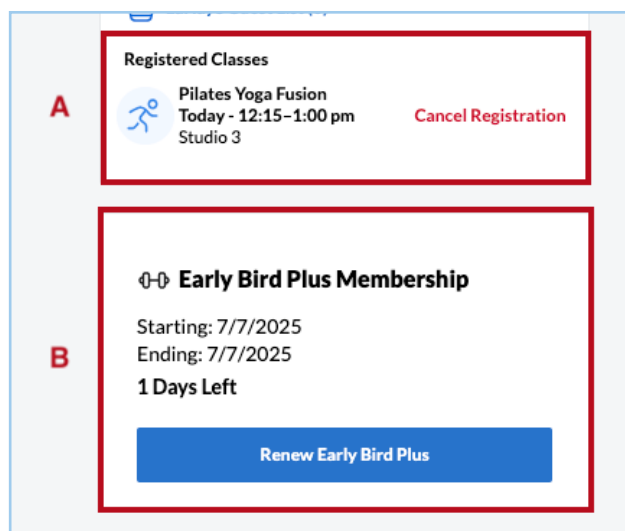3. At the top of the dashboard, you'll see the **menu bar** that includes the **FAQ** and **Logout** buttons.

4. On the left side of the dashboard, your **profile** will display the following:
    A. **Profile Photo**
    B. **Name**
    C. **Email Address**
    D. **LUID**

5. Below your profile, you can view:
    A. **Registered Classes**
    B. **Memberships**
    C. **Add-ons**
    D. **Gun Club information**

🔫 Liberty Mountain Gun Club

General Firearms Safety
Course Completion Date: 5/2/2025

Your LMGC Guests
- **Sparky Jr. Eagle**
  GFS Course Completion Date:
  5/2/2025
  Birth Date: 5/1/1997

D

6. On the right side of the dashboard, you'll find action cards to:
   A. Purchase or Renew Memberships
   B. Add Optional Services (Add-ons)
   C. Register for Group Exercise Classes

◁◀ LaHaye Recreation & Fitness Center

LaHaye Recreation & Fitness Center is a 162,000 square foot multi-functional facility open to Liberty University students, faculty, and staff. Regardless of how you choose to get active—LaHaye Rec & Fit has something for you!

Choose from our Early Bird or Early Bird Plus membership options...

Add Another Membership

A

⊕ Add-ons

The Group Ex Plus Membership allows unlimited access to over 70 Group Exercise classes for an entire semester, including Group Ex Plus classes, as well as free access to all Fitness Workshops taking place during the semester.

Add an Add-on

B

Group Exercise

GROUP EXERCISE ONLINE SIGN UPS
All standard group exercise classes are free with a valid Flames Pass and LaHaye Rec and Fit membership. Group Ex Plus classes require a Group Ex Plus membership in order to register.

Class registration opens 24 hours before each class time
If the class is full, you have the option to be placed on a waitlist
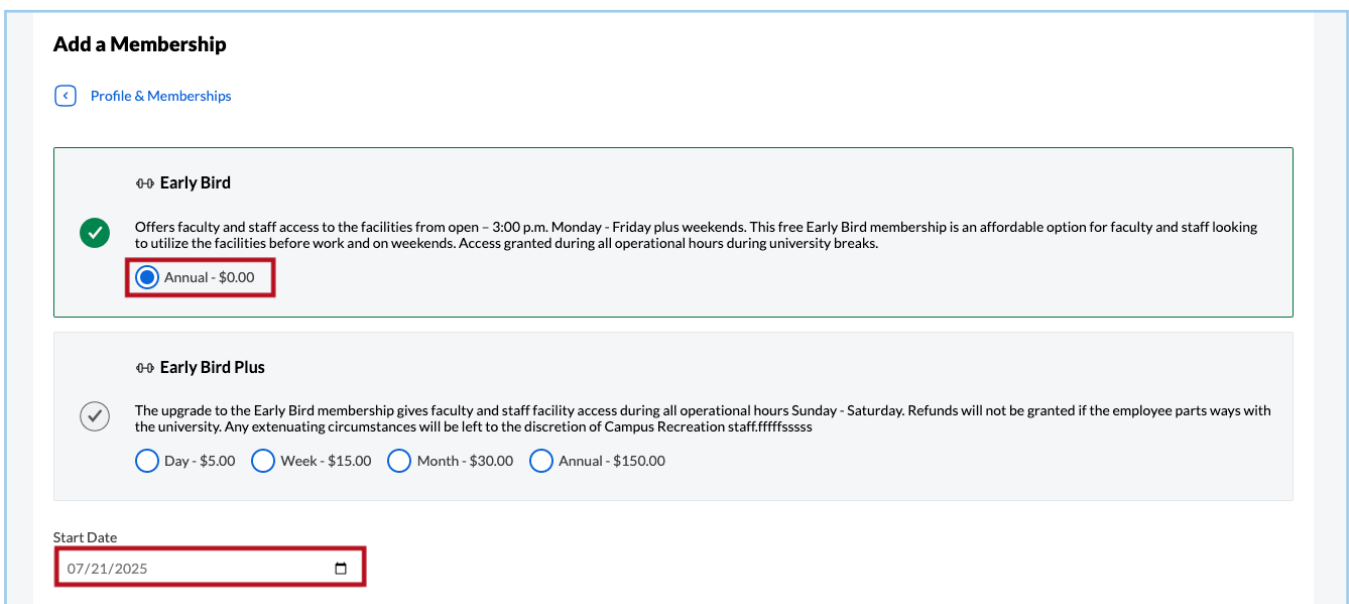For more information call: 434-592-3148

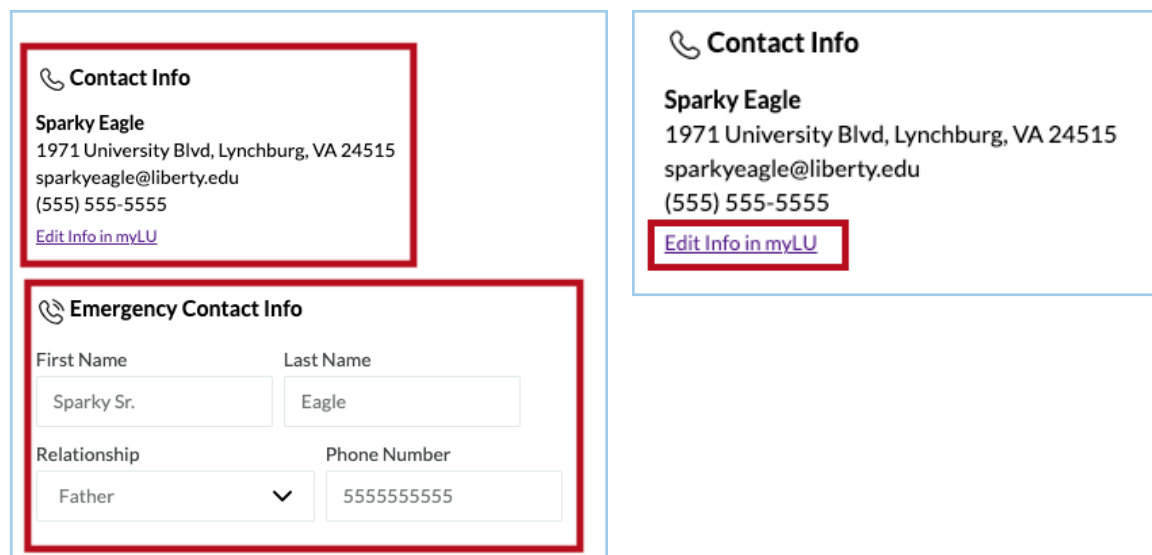**Register for a class**

C

1. To add a membership, click the **Add a Membership** button.
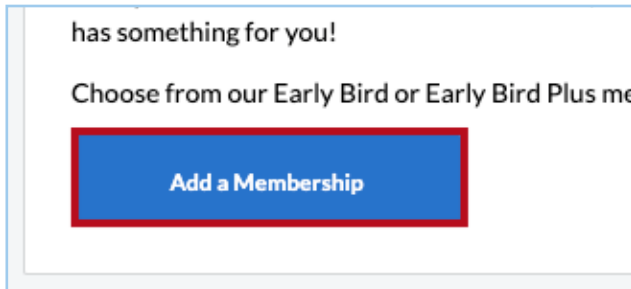
2. Select the **Membership** type and choose a **Start Date**.

3. Verify your Contact and Emergency Contact information is correct. To update your contact information, click **Edit Info in myLU**.

4. Once clicked, a new tab will open to your myLU profile page. Click the **Edit icon** to change your information.

5. After reviewing your information, select **Review and Confirm**.

6. On the review page, confirm your membership details, then click **Save & Submit**.

7. If payment is required, you'll be redirected to the **Payment Portal**.

8. Select your **Payment Method**.

9. Enter your **Account**, **Billing**, and **Contact** information, and then click **Continue**.

10. Once your payment is approved, your membership will appear in the profile section.

Note: If you click 'Cancel' during the payment process or if an error occurs during submission, your membership will appear in your portal dashboard with a message requiring additional review.
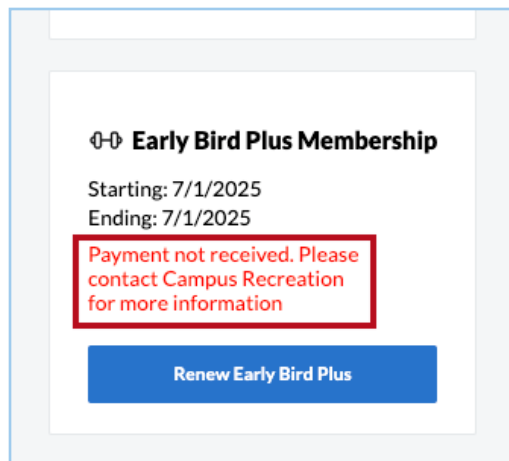
11. To renew your membership, click the **Renew** button on your membership card.
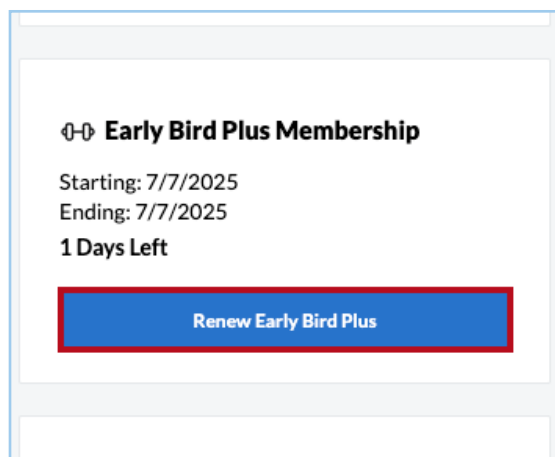
12. Repeat **steps 2-11** to complete the renewal.

How To Add An Add-On

1. Click **Add an Add-on** to include additional membership services.
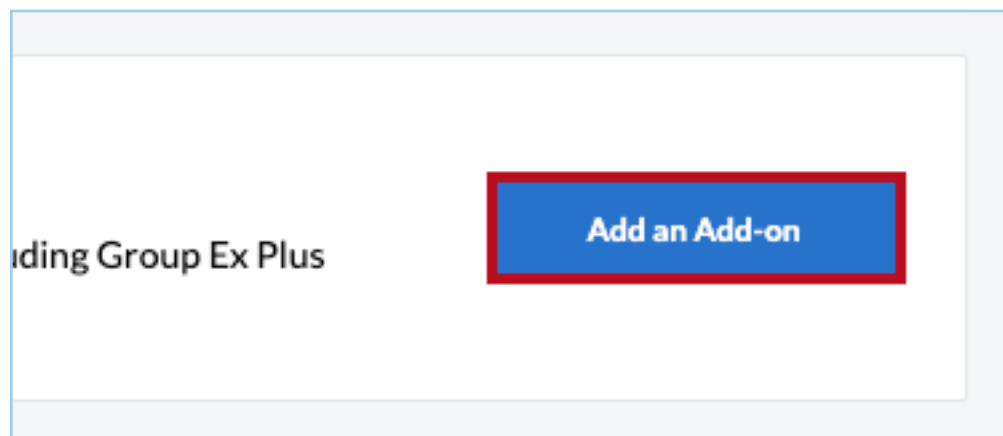
2. Select an **Add-on** and then choose a **Start Date**.

3. Verify your Contact and Emergency Contact information is correct. To update your contact information, click **Edit Info in myLU**.

4. Once clicked, a new tab will open to your myLU profile page. Click the **Edit icon** to change your information.

5. To update your Emergency Contact Information, select a field to input the correct information. Use the dropdown arrow to select a different **Relationship** option.

6. If the information is correct, click **Review and Confirm**.

7. Review your add-on details, and click **Save & Submit**.

8. If payment is required, you'll be redirected to the **Payment Portal**.

9. Select your **Payment Method**.

10. Enter your **Account**, **Billing**, and **Contact** information, and then click **Continue**.

11. Once your payment is approved, your Add-on will appear in the profile section.

1. To register for a class, click the **Register for a class** button.
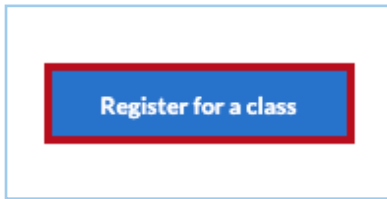
2. Use filters on the left side of the **Group Exercise Classes** page to sort by category.
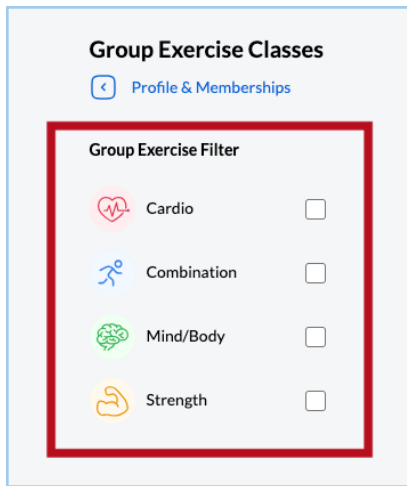
3. The list of available classes for each week is located on the right side of the Group Exercise page. Each class appears on a card which displays the following:
   A. **Title**
   B. **Exercise Category**
   C. **Description**
   D. **Instructor**
   E. **Location**
   F. **Time and Date**

4. Click **View Schedule** to view all available class times.
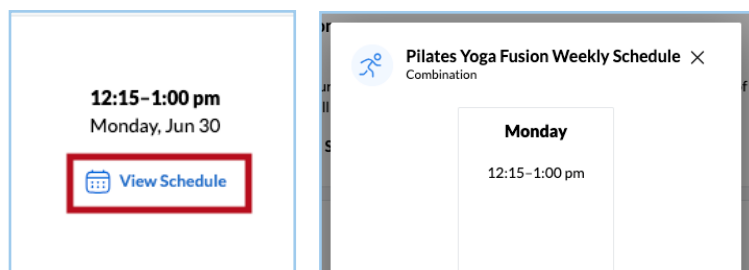
5. Once you find a class, click **Register Now**.
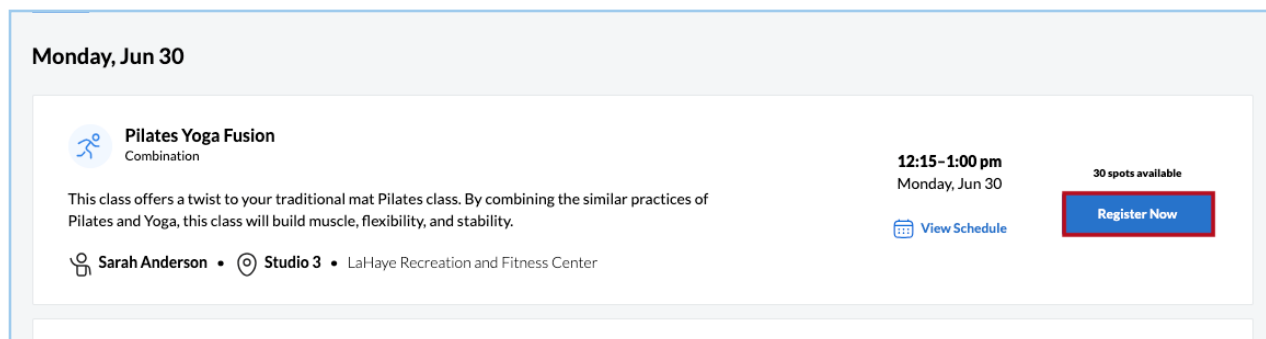
Note: Some classes may require prerequisites or specific membership types for eligibility.

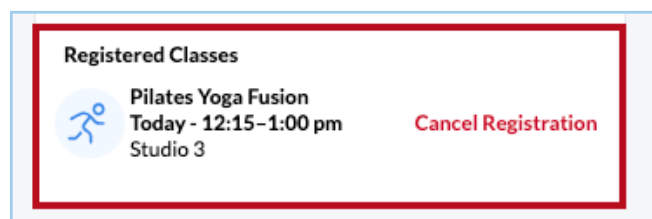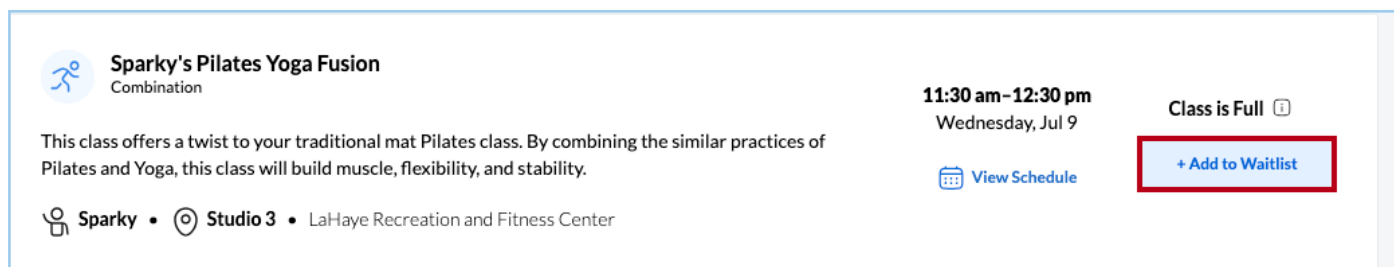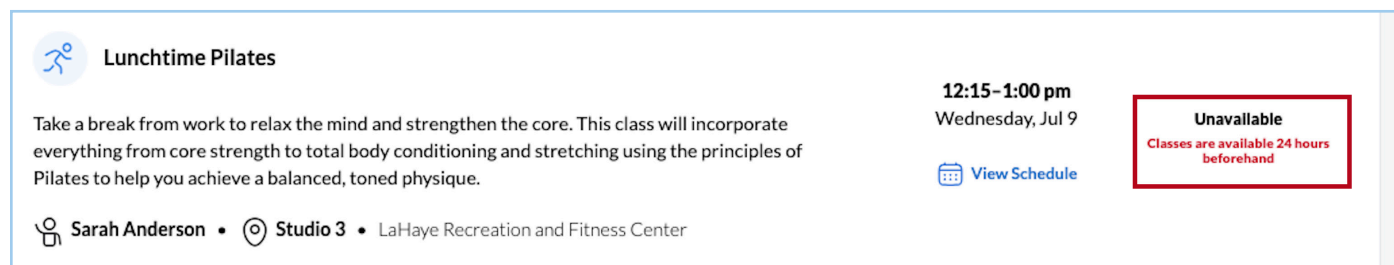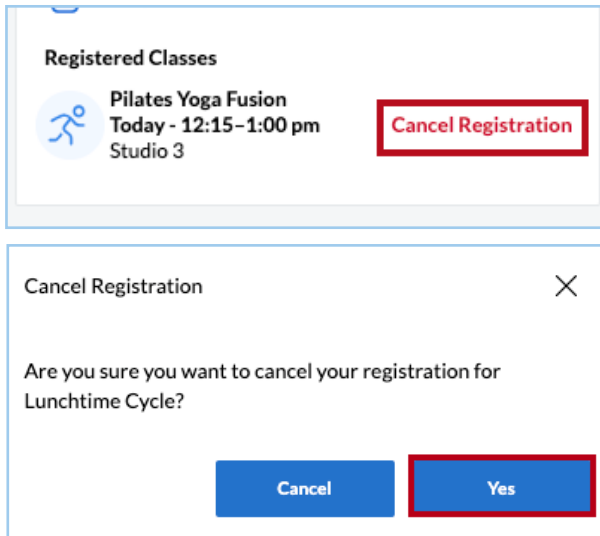6. After registering, class details will be visible on your profile.

7. If a class is full, add yourself to the waitlist by clicking the **Add to Waitlist** button.

8. If a class is **unavailable**, a message will appear explaining why.

9. To cancel a registration, click **Cancel Registration** under the class listing in your profile, then click **Yes** to confirm.

Need Assistance?

If you need assistance with the Membership Portal, contact the LaHaye Recreation & Fitness front desk at (434) 592-3223 or email us at LaHayRec@Liberty.edu.