

Memberships Angular - Public Portal

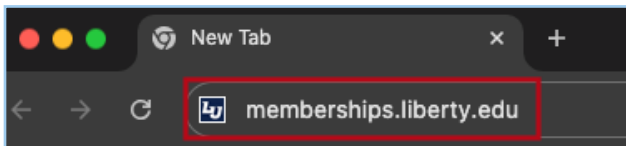
This training document provides instructions on using the Liberty Campus Recreation public membership portal.

This document includes the following sections:

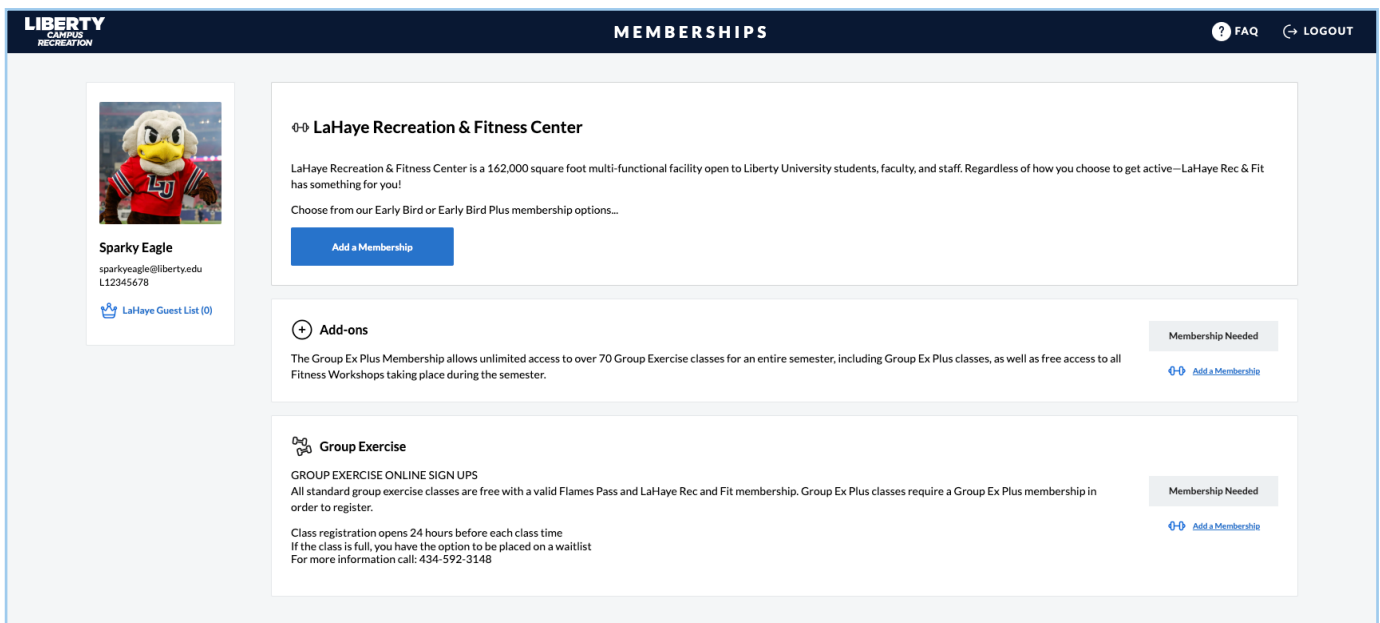
- [Public Portal Overview](#)
- [How to Add/Renew a Membership](#)
- [How to Add an Add-on](#)
- [How to Register for a Class](#)

Public Portal Overview

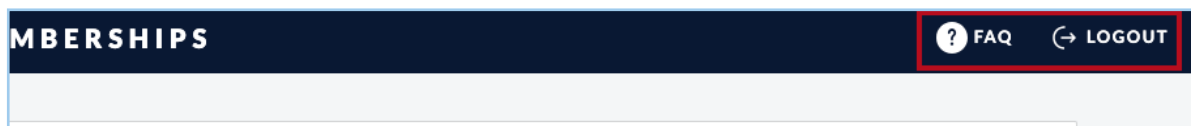
1. To access the membership portal, navigate to memberships.liberty.edu and sign in using your Liberty email and password.



2. Once signed in, you will arrive at the membership portal's dashboard.

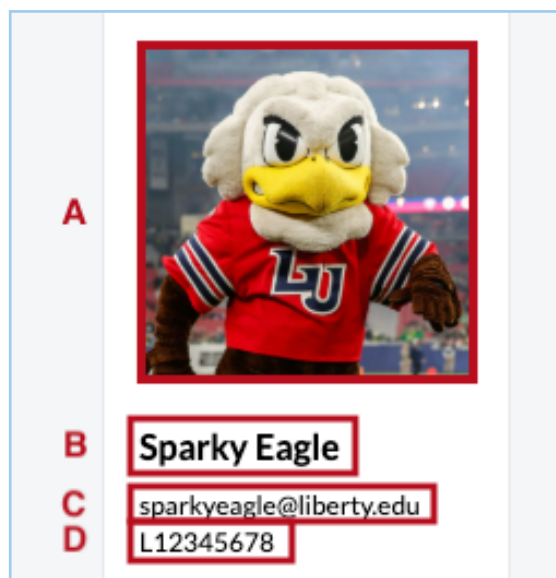


3. At the top of the dashboard, you'll see the **menu bar** that includes the **FAQ** and **Logout** buttons.



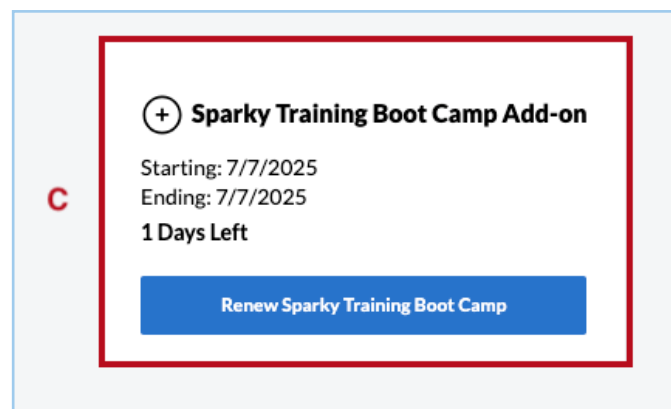
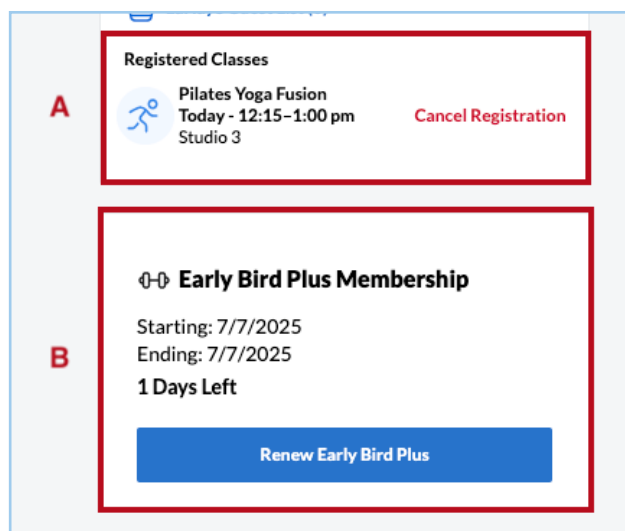
4. On the left side of the dashboard, your **profile** will display the following:

- 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

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

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

Group Exercise

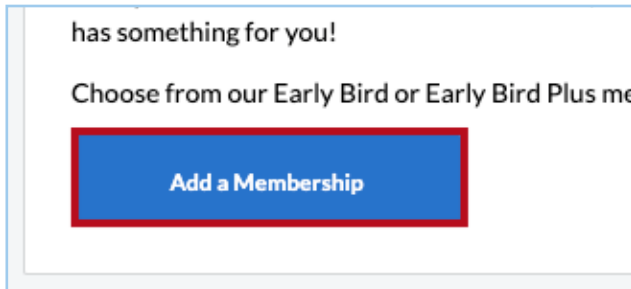
GROUP EXERCISE ONLINE SIGN UPS
All standard group exercise classes are free with a valid Flames Pass and LaHaye Rec and Fit membership. Group Ex Plus classes require a Group Ex Plus membership in order to register.

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

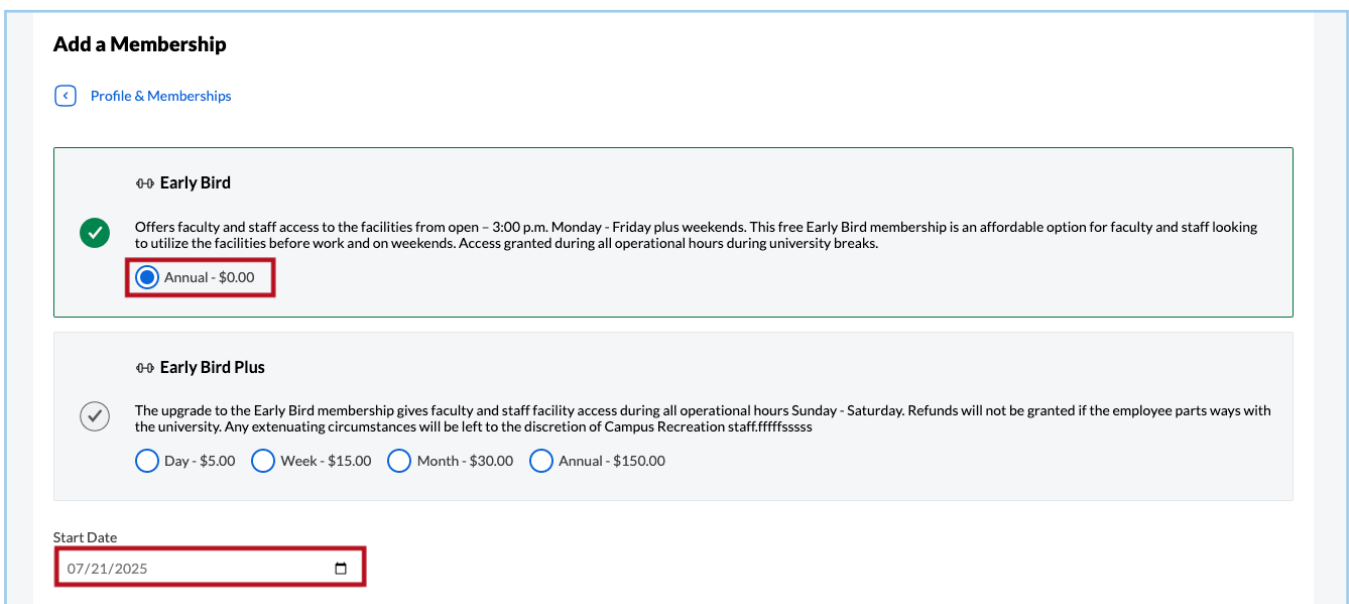
Register for a class

How To Add/Renew A Membership

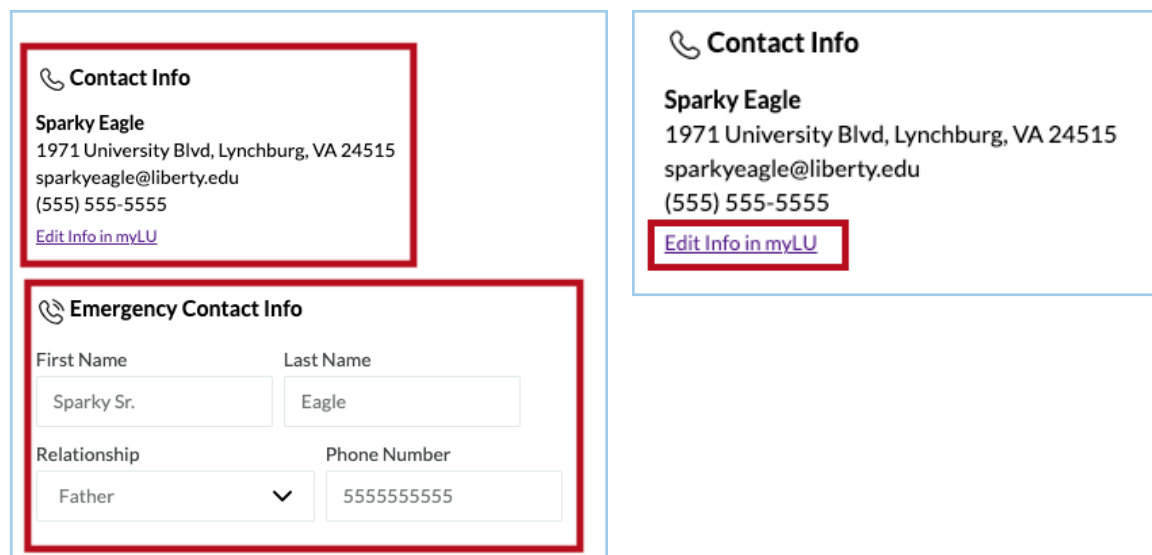
1. To add a membership, click the **Add a Membership** button.



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.

The screenshot shows a user profile page with a left sidebar for 'Settings' and a main 'Contact' section. The 'Settings' sidebar includes links for Contact, Emergency Notifications, Newsfeed Settings, MyWidgets, Shared Access, Communications Agreement, Optional Digital Legacy Successor, Emergency Contacts, and Ethnicity Information. The 'Contact' section has two main areas: 'Email' and 'Phone'. The 'Email' area shows 'Personal 1' (sparkyeagle@liberty.edu) and 'Parent/Guardian 2' (sparkysreagle@gmail.com), with an 'LU Email' (sparkyeagle@liberty.edu). The 'Phone' area is empty. Both the 'Email' and 'Phone' sections have a blue 'Edit' button with a pencil icon, which is highlighted with a red box in the original image.

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

A blue rectangular button with the text 'Review and Confirm' in white, outlined with a red border.

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

The screenshot shows a 'Add a Membership' review page. It displays the 'Selected Item' as 'Early Bird' membership at 'David's Place & LaHaye Rec & Fitness & IMS - LaHaye'. The description states: 'Offers faculty and staff access to the facilities from open - 3:00 p.m. Monday - Friday plus weekends. This free Early Bird membership is an affordable option for faculty and staff looking to utilize the facilities before work and on weekends. Access granted during all operational hours during university breaks.' The price is 'Annual - \$0.00' and the 'Start Date' is '7/21/2025'. At the bottom, there is a 'Back' button, a 'Cancel' button, and a 'Save & Submit' button (highlighted with a red box in the original image).

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







The screenshot shows the 'Payment Portal' with three tabs: 'Payment', 'Confirmation', and 'Receipt'. The 'Payment' tab is active. It displays 'Payment Information' with a total of '\$5.00' and a 'Payment Method' dropdown set to 'Credit Card'. Below this are logos for American Express, Discover, Mastercard, and Visa. The 'Account Information' section includes a 'Credit Card Type' dropdown, an 'Account Number' field, an 'Expiration Date' field (set to 06/2025), and a 'Security Code' field. A 'View Example' link is also present. A red asterisk indicates required information.

8. Select your **Payment Method**.

Payment Information * Indicates required information

Total: \$5.00

Payment Method: Credit Card

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

Account Information * Indicates required information

Credit Card Type: Select a Credit Card Type

Account Number:

Expiration Date: 07 2025

Security Code:

[View Example](#)

Name on Card: Sparky Eagle

Billing Information * Indicates required information

Street Address 1: 1971 University Blvd

Street Address 2:

City: Lynchburg

State: Virginia

Zip Code: 24515

Country: United States

Contact Information * Indicates required information

Email: sparkyeagle@liberty.edu


Day Phone: (555) 555-5555

Night Phone: (555) 555-5555

Mobile Phone: (555) 555-5555

Cancel Continue

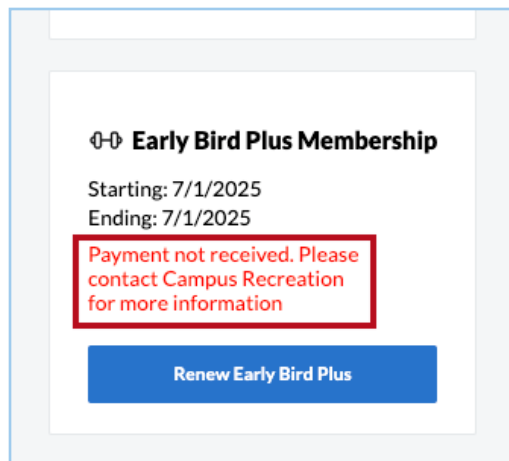
10. Once your payment is approved, your membership will appear in the profile section.

 **Early Bird Plus Membership**

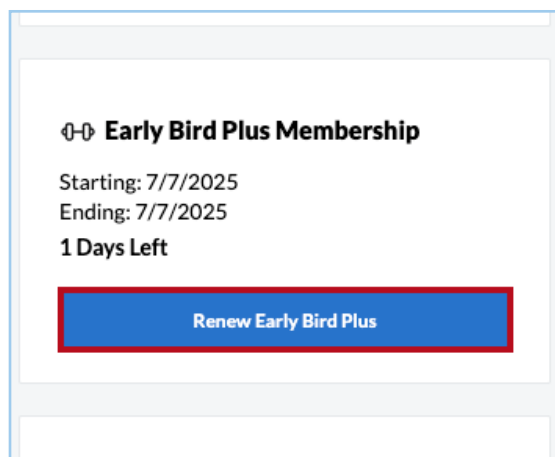
Starting: 7/21/2025
Ending: 7/21/2025
1 Days Left

[Renew Early Bird Plus](#)

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.



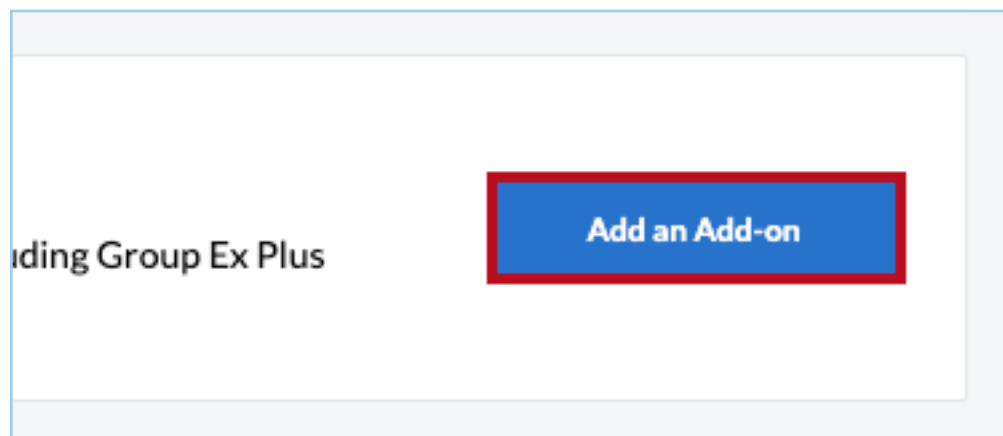
11. To renew your membership, click the **Renew** button on your membership card.



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**.

Add an Add-on


[Profile & Memberships](#)

Group Ex Plus

 Purchase now to gain exclusive access to our premium tier group exercise classes! Do it now and your access date starts your ability to sign up for classes. You will need to make the access date for your questions, please contact Josie Jensen via email jejensen1@liberty.edu

☒ Month - \$5.00 ☐ Semester - \$500.00 (Jan 12, 2025 - Aug 29, 2025)

Start Date

07/21/2025 

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

Contact Info

Sparky Eagle

1971 University Blvd, Lynchburg, VA 24515
sparkyeagle@liberty.edu
(555) 555-5555

[Edit Info in myLU](#)

Emergency Contact Info

First Name

Last Name

Sparky Sr.

Eagle

Relationship

Phone Number

Father

5555555555

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

Settings

- Contact
- Emergency Notifications
- Newsfeed Settings
- MyWidgets
- Shared Access
- Communications Agreement
- Optional Digital Legacy Successor
- Emergency Contacts
- Ethnicity Information

Contact

Email

Personal 1

sparkyeagle@liberty.edu

LU Email

sparkyeagle@liberty.edu

Parent/Guardian 2


sparkysreagle@gmail.com

Edit

Phone

Edit

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.

 **Emergency Contact Info**

First Name

Sparky Sr.

Last Name


Eagle

Relationship

Father

Phone Number

5555555555

 **Emergency Contact Info**

First Name

Sparkelina

Last Name

Eagle

Relationship

Mother

Phone Number

5555555555


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

Review and Confirm

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

Add an Add-on


Selected Item:

 **Group Ex Plus**

Purchase now to gain exclusive access to our premium tier group exercise classes! Do it now and don't get left out. Please note: When purchasing a Group Ex Plus membership, be aware your access date starts your ability to sign up for classes. You will need to make the access date for your add on to match your access date for your membership. If you have any questions, please contact Josie Jensen via email jejensen1@liberty.edu

Month - \$5.00


Start Date: 7/21/2025


 Back


Cancel

Save & Submit

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

 Payment

 Confirmation

 Receipt








Payment Information

Total:

\$5.00

Payment Method:

Credit Card

Account Information

Credit Card Type:

Select a Credit Card Type

Account Number:

Expiration Date:

06

2025

Security Code:

View Example

Name on Card:

Sparky Eagle









Billing Information

9. Select your **Payment Method**.

Payment Information * Indicates required information

Total: \$5.00

Payment Method:* Credit Card

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

Account Information * Indicates required information

Credit Card Type:* Select a Credit Card Type

Account Number:*

Expiration Date:* 07 2025

Security Code:*

[View Example](#)

Name on Card:* Sparky Eagle

Billing Information * Indicates required information

Street Address 1:* 1971 University Blvd

Street Address 2:

City:* Lynchburg

State:* Virginia

Zip Code:* 24515

Country:* United States

Contact Information * Indicates required information

Email: sparkyeagle@liberty.edu


Day Phone: (555) 555-5555

Night Phone: (555) 555-5555

Mobile Phone: (555) 555-5555

Cancel Continue

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

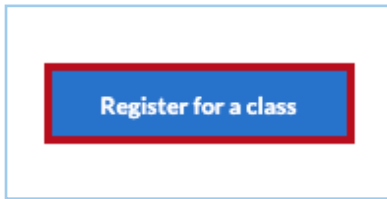
 **Group Ex Plus Add-on**

Starting: 7/21/2025
Ending: 8/20/2025
31 Days Left

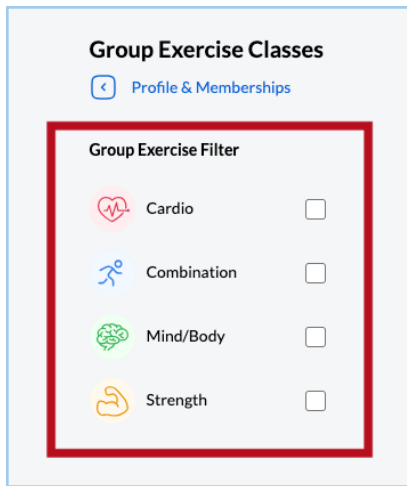
Renew Group Ex Plus

How To Register For A Class

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


Monday, Jun 30

**Pilates Yoga Fusion** **A**
Combination **B**



This class offers a twist to your traditional mat Pilates class. By combining the similar practices of Pilates and Yoga, this class will build muscle, flexibility, and stability. **C**

D  Sarah Anderson •  Studio 3 • LaHaye Recreation and Fitness Center **E**

F
12:15-1:00 pm
Monday, Jun 30
30 spots available
[View Schedule](#) [Register Now](#)

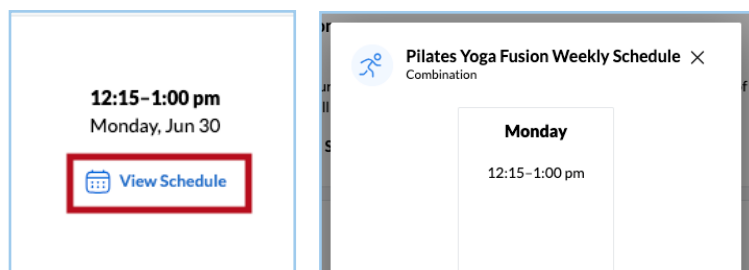
**Glute Max Out**
Strength

Exercises for the gluteus maximus are the primary goal of this class, plus additional work to fire up your posterior chain, hamstrings, thighs, and low back.

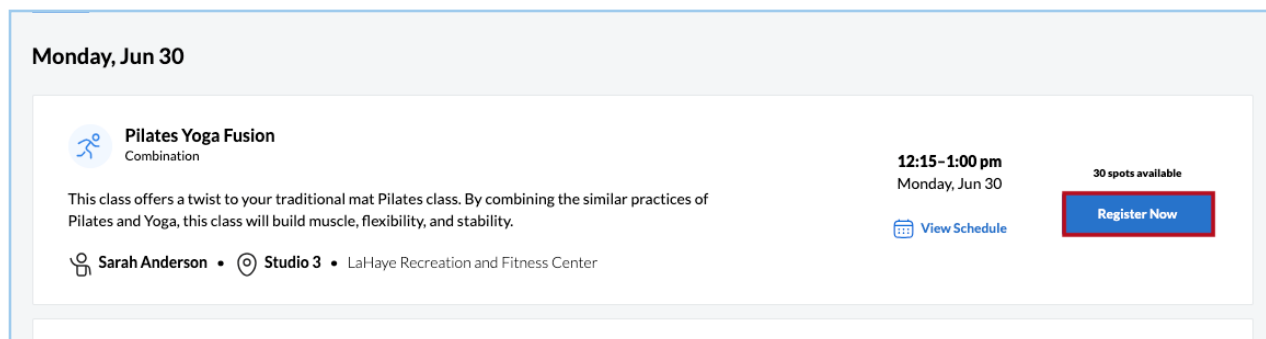
 Sarah Anderson •  Studio 2 • LaHaye Recreation and Fitness Center

4:30-5:15 pm
Monday, Jun 30
12 spots available
[View Schedule](#) [Register Now](#)

4. Click **View Schedule** to view all available class times.

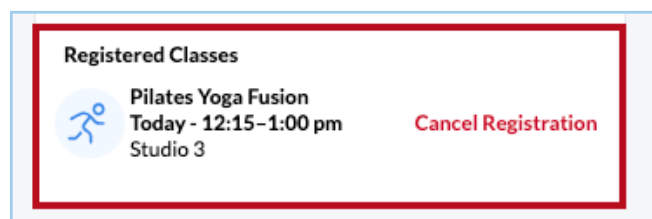


5. Once you find a class, click **Register Now**.

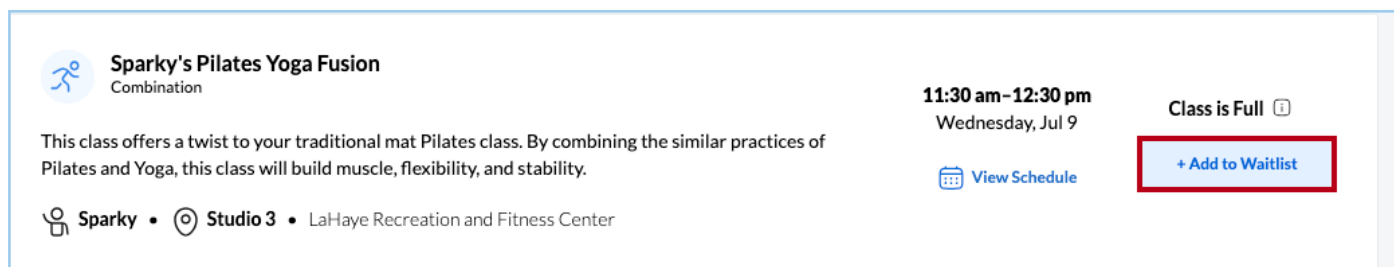


Note: Some classes may require prerequisites or specific membership types for eligibility.

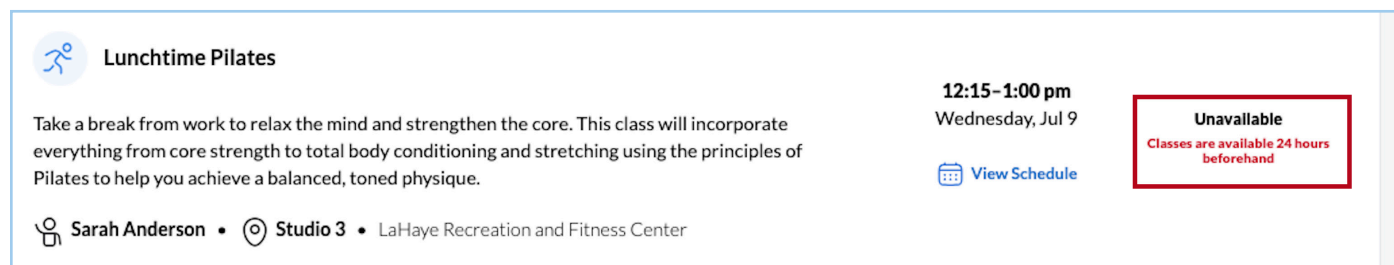
6. After registering, class details will be visible on your profile.



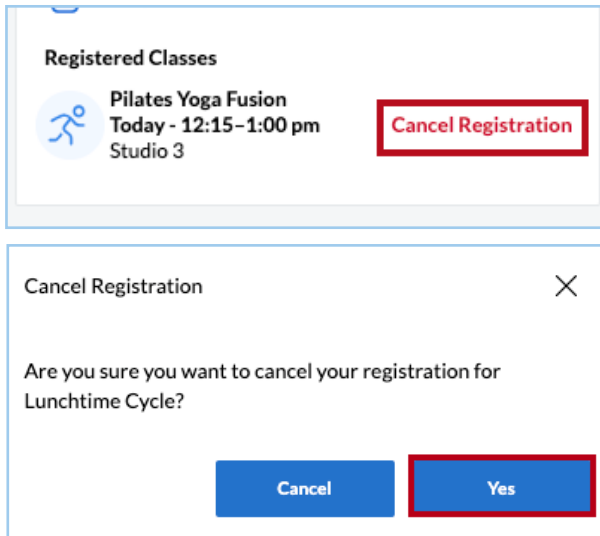
7. If a class is full, add yourself to the waitlist by clicking the **Add to Waitlist** button.



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.



The image shows two screenshots from a web application. The top screenshot displays a 'Registered Classes' section with a class listing for 'Pilates Yoga Fusion' on 'Today - 12:15-1:00 pm' in 'Studio 3'. A red box highlights the 'Cancel Registration' button. The bottom screenshot shows a 'Cancel Registration' confirmation dialog with the text 'Are you sure you want to cancel your registration for Lunchtime Cycle?'. It features two buttons: 'Cancel' and 'Yes', with the 'Yes' button highlighted by a red box.

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.