

CYCLING CLASS PRE-REGISTRATION SIGN UP SHEET

- CLASS PARTICIPANTS CAN CALL OR COME IN **1 HOUR** PRIOR TO THE START OF THE CLASS THEY WOULD LIKE TO ATTEND. THEY MUST GIVE THEIR FIRST AND LAST NAME AND PHONE NUMBER TO THE WELCOME DESK ATTENDANT TO BE PLACED ON THE SIGN UP SHEET. CLASS PARTICIPANTS **CANNOT** SIGN UP ANY OTHER PERSON (THIS INCLUDES SPOUSES, SIBLINGS, SIGNIFICANT OTHERS OR YOUR CHILDREN) BESIDES THEMSELVES WHEN THEY CALL OR COME IN. THEY ALSO **CANNOT** GIVE AWAY THEIR SPOT TO SOMEONE ELSE IF THEY CANNOT MAKE IT. THEY MUST CALL AND CANCEL AND LET THE OTHER PERSON CALL AND RESERVE A SPOT. CLASS PARTICIPANTS WHO CALL IN **CANNOT** LEAVE A VOICEMAIL TO RESERVE A SPOT ON THE SIGN UP SHEET; THEY MUST TALK TO A WELCOME DESK STAFF (PERSONALLY) TO GUARANTEE THEIR SPOT ON THE SIGN UP SHEET IF A SPOT IS AVAILABLE IN THE FIRST PLACE.
- THERE ARE 16 BIKES AVAILABLE FOR EACH CLASS.
- IF THE PRE-REGISTERED PERSON IS A NO-SHOW WITHOUT PRIOR NOTIFICATION, THEY WILL BE VERBALLY WARNED FOR THE FIRST OFFENSE AND NOTIFIED THAT ANY FURTHER NO-SHOWS WILL RESULT IN THE SUSPENSION OF THE PRIVILEGE TO PRE-REGISTER FOR ANY CYCLING CLASSES FOR THE REMAINDER OF THE 8-WEEK SESSION. THE WELCOME DESK STAFF WILL NOTE ON THE SIGN UP SHEET ANYONE WHO IS A NO-SHOW AND THE WELLNESS DIRECTOR OR OPERATIONS DIRECTOR WILL HANDLE CONTACTING ANY NO-SHOW CLASS PARTICIPANTS.
- SPIN PASSES WILL BE AVAILABLE TO THOSE REGISTRANTS #1-16 UP TO 20 MINUTES BEFORE CLASS AND MUST BE PICKED UP BY THE REGISTRANTS NO LATER THAN 5 MINUTES BEFORE CLASS STARTS. THE WELCOME DESK STAFF WILL HAND OUT THE 16 LAMINATED TICKETS IN ORDER AS THE PEOPLE SHOW UP FOR THE CLASS AND CHECK OFF THEIR NAME WHEN THEY RECEIVE THEIR TICKET. THE INSTRUCTOR WILL COLLECT THOSE TICKETS AS THE CYCLISTS ENTER THE CYCLING ROOM. IT IS THE INSTRUCTORS RESPONSIBILITY TO COUNT AND RETURN ALL OF THE TICKETS TO THE WELCOME DESK AFTER CLASS. THE INSTRUCTOR SHOULD REPORT ANY MISSING TICKETS TO THE WELCOME DESK ATTENDANT SO THEY CAN MAKE A NOTE FOR PATRICK. (NOTE: ANYONE WHO FRAUDULATELY IMPERSONATES SOMEONE ON THE SIGN UP SHEET WILL BE SUSPENDED FROM CYCLING CLASSES FOR THE REMAINDER OF THE 8-WEEKS AND COULD POTENTIALLY HAVE THEIR MEMBERSHIP PRIVILEGES SUSPENDED OR REVOKED FOR 3 MONTHS UP TO A YEAR.)
- IF A PRE-REGISTERED PARTICIPANT HAS NOT PRESENTED A NUMBERED TICKET TO THE INSTRUCTOR AT THE SCHEDULED START TIME OF CLASS, THEY FORFEIT THEIR BIKE.
- THE UNCLAIMED TICKETS WILL BE MADE AVAILABLE TO ANYONE WAITING ON SITE AS SOON AS POSSIBLE AND NO LATER THAN 5 MINUTES AFTER THE SCHEDULED START TIME OF CLASS.
- WELCOME DESK ATTENDANTS MUST SERVE THE NEEDS OF ALL CUSTOMERS; THEREFORE YOU MAY HAVE TO WAIT IN LINE TO OBTAIN A TICKET. PLEASE BE PATIENT AND POLITE WHILE WAITING.

CYCLING CLASS PRE-REGISTRATION ROSTER

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

CLASS NAME: GROUP CYCLING

DATE: _____

CLASS TIME: 9:45am

FIRST AND LAST NAME

PHONE NUMBER

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____