

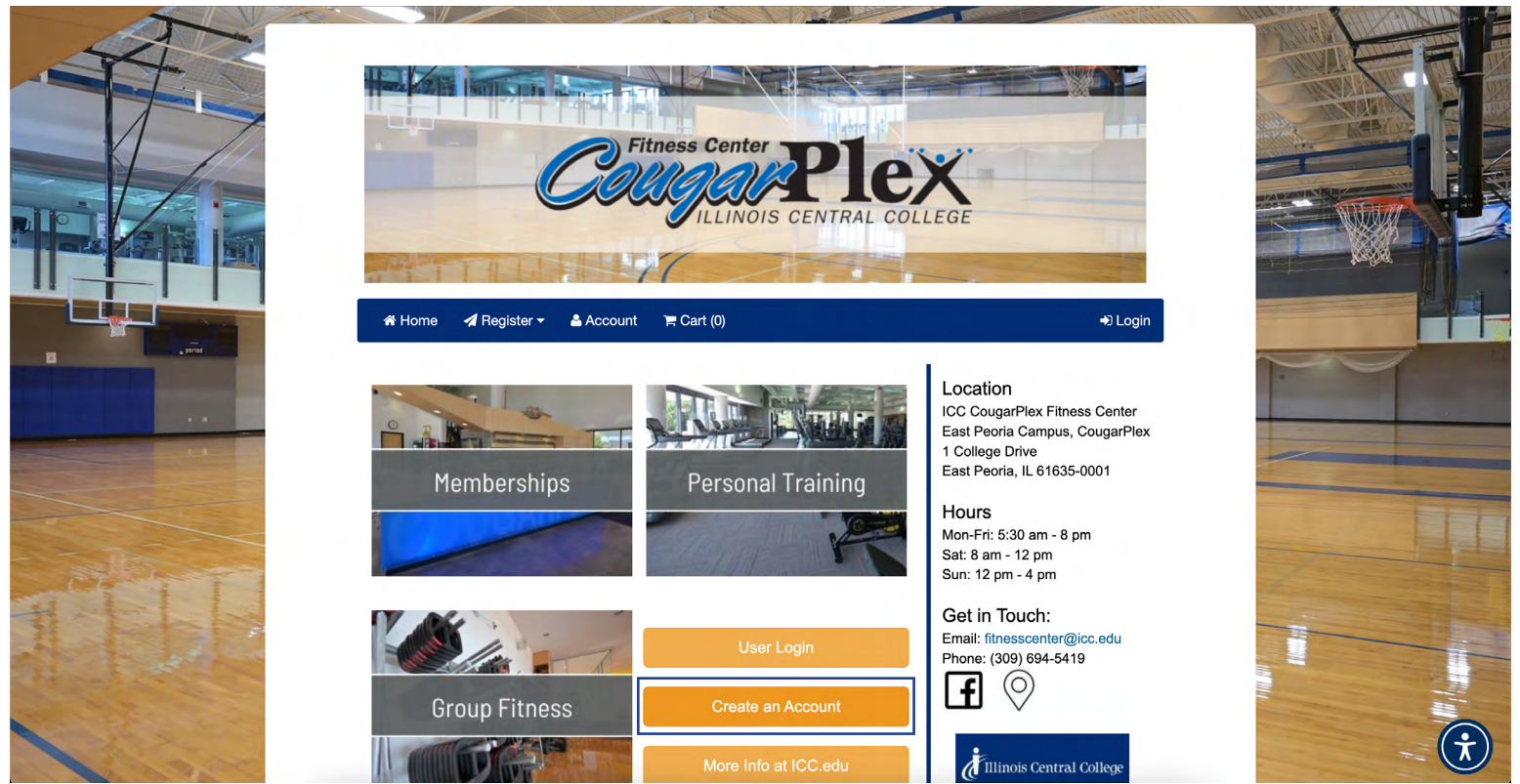


# **COUGARPLEX MEMBERSHIP SIGN UP INSTRUCTIONS**

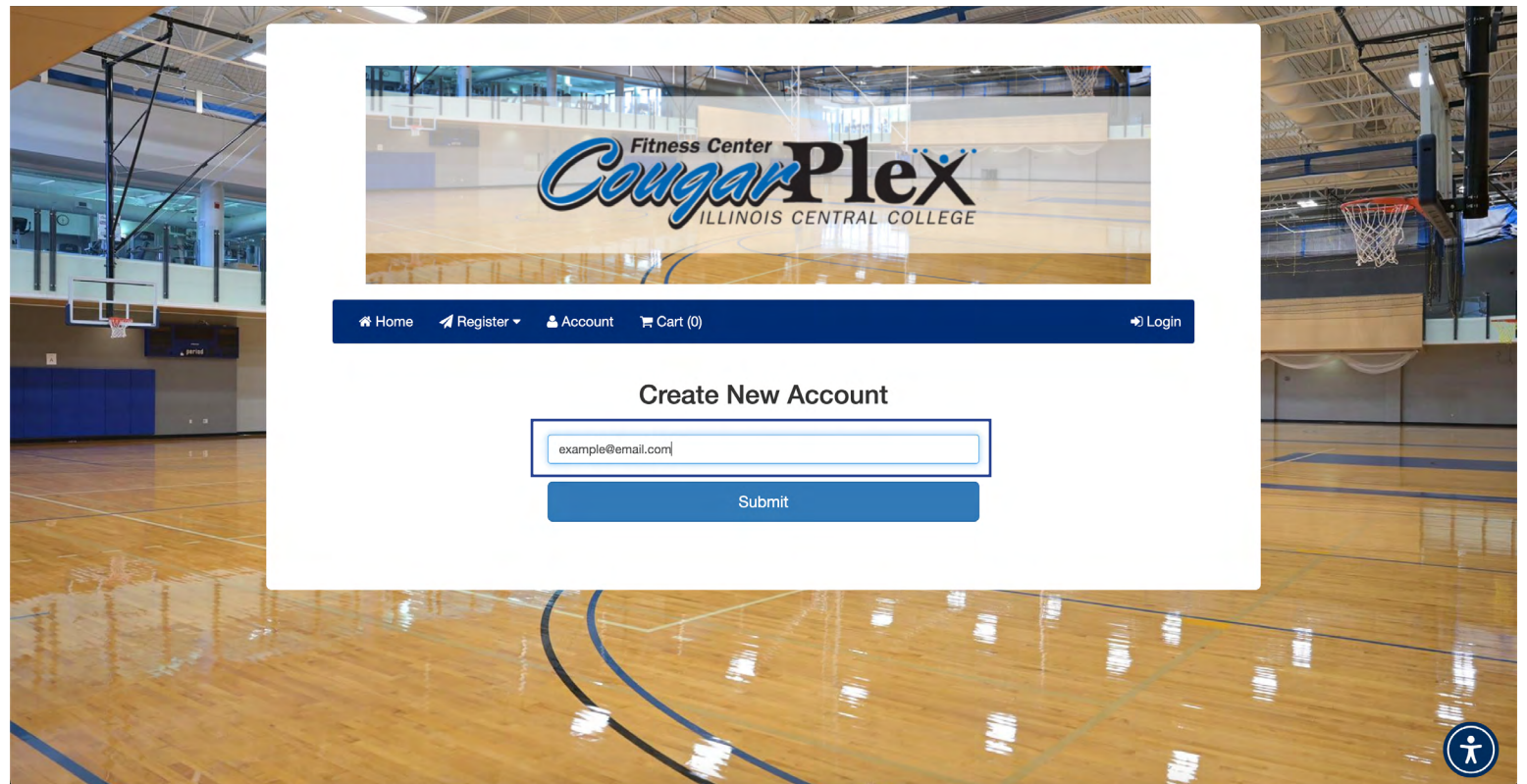
**ALL MEMBERS MUST FIRST CREATE AN ACCOUNT (pg 2). After initial account set up member can then purchase membership. Supporting documents will be needed for certain memberships, list is shown below on page 5**

**WEBSITE LINK:** <https://iccfitnesscenter.activityreg.com/>





1. To create a membership - select **Create an Account**.
2. Use personal or school email account to start sign up process
3. Hit **Submit** to continue process







**CougarPlex**  
ILLINOIS CENTRAL COLLEGE

Home Register Account Cart (0) Login

**Add A New Person**

**New Person Information**

\* First Name: [Text Field] \* Middle Initial: [Text Field] \* Last Name: [Text Field]

\* Birth Date: [Month] [Day] [Year] \* Address: [Text Field]

\* Gender: [Dropdown] \* City: [Text Field]

\* Email: [Text Field] \* State / Province: [Dropdown]

\* Daytime Phone: [Text Field] \* Zip Code: [Text Field]

\* Evening Phone: [Text Field] \* Residency: [Radio] Resident [Radio] Non-Resident

\* Cell / Other: [Text Field] \* Area: [Text Field]

☐ Opt-In to notifications via email  
☐ Opt-In to notifications via text  
(Email and data rates from your carrier may apply)

**Login Account Information**

Account Login: emm001@iccc.edu

\* Password: [Text Field]

\* Confirm Password: [Text Field]

(Note: Password must be at least 8 characters and contain both numbers and letters)

**Emergency Contact Information**

\* Contact Name: [Text Field] \* Day Phone: [Radio] Same As Daytime # [Radio] Same As Evening #

\* Relationship: [Dropdown] \* Evening Phone: [Radio] Same As Daytime # [Radio] Same As Evening #

Medical Notes (if any): [Text Area]



1. Fill out all required areas in **New Person Information**

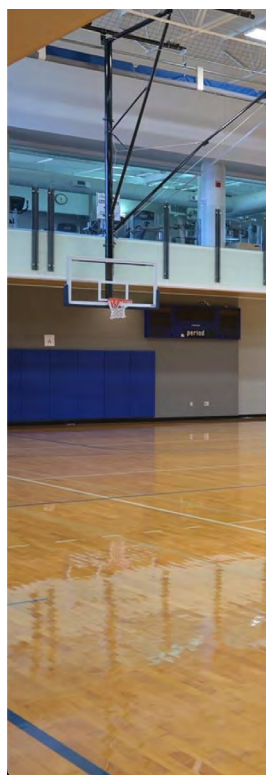
2. Fill out **Login Account Information**

Keep this information so you can access your account

3. Fill out **Emergency Contact Information**

Please note in this section that you can add medical notes that may be needed in case of an emergency

4. After all information is filled press **Save**



**Login Account Information**

Account Login: example@email.com

\* Password: [Text Field]

\* Confirm Password: [Text Field]

(Note: Password must be at least 8 characters and contain both numbers and letters)

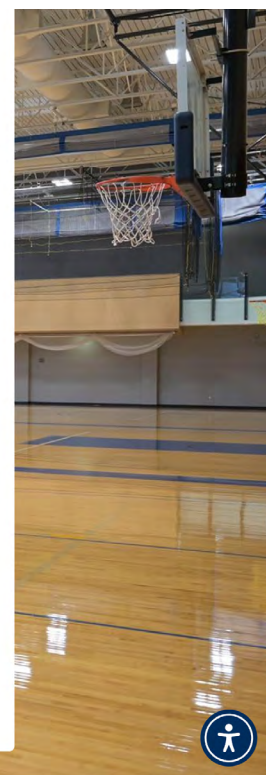
**Emergency Contact Information**

\* Contact Name: [Text Field] \* Day Phone: [Radio] Same As Daytime # [Radio] Same As Evening #

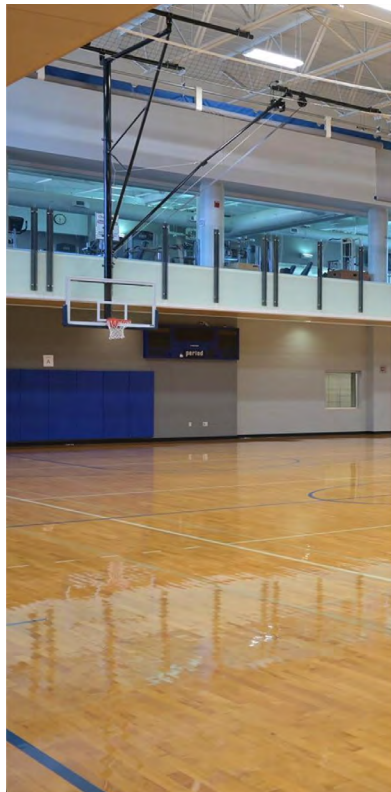
\* Relationship: [Dropdown] \* Evening Phone: [Radio] Same As Daytime # [Radio] Same As Evening #

Medical Notes (if any): [Text Area]

**Save >**







**CougarPlex**  
ILLINOIS CENTRAL COLLEGE

Home Register Account Cart (0) Logout

**Account Information**

Select Family Member:  
Example Name

+ Add New Member Edit Member Info

**Account** Registered Activities Facility Reservations Memberships Documents Card On File ID Cards

**Account Information**

Example Name  
Example Address  
123, Main Drive  
Washington, IL 12345  
Birthdate: 4/5/67  
Daytime Phone: (309) 456 789  
Cell Phone: (309) 456 789  
Email: example@email.com

**Add Picture**

**Account Logins**

example@email.com (Example Name)  
Reassign Member

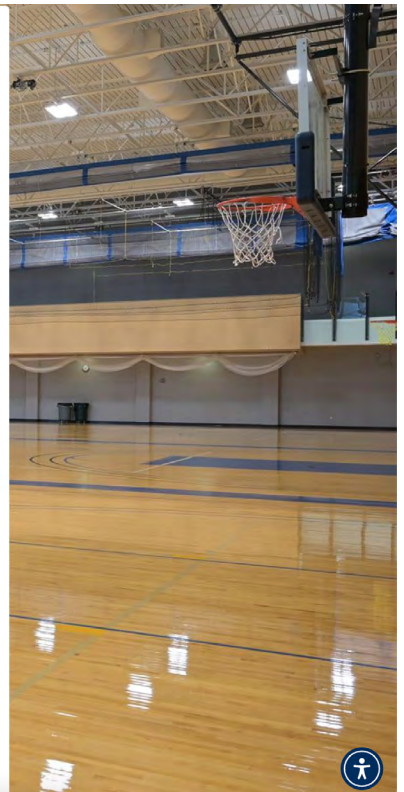
**Emergency Contact Information**

John Smith  
Relationship: FATHER  
Daytime Phone: (309) 456 789  
Evening Phone: (309) 456 789

**Medical Notes**

**Account Balances**

This Account: \$ 0.00  
Family Balance: \$ 0.00  
Family Credits: \$ 0.00  
Make A Payment

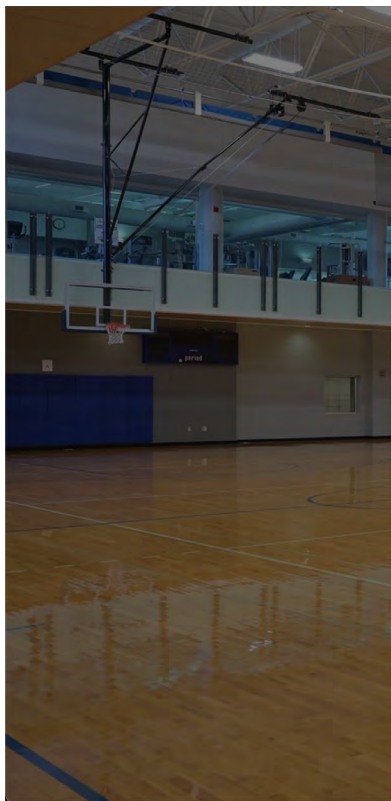


1. Click on Add Picture

2. Upload Member Picture to account

Use add image button and choose a photo from files or from downloads on computer

3. Save Information



**CougarPlex**  
ILLINOIS CENTRAL COLLEGE

Home Register Account Cart (0) Logout

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**Account** Registered Activities Facility Reservations Memberships Documents Card On File ID Cards

**Account Information**

Example Name  
Example Address  
123, Main Drive  
Washington, IL 12345  
Birthdate: 4/5/67  
Daytime Phone: (309) 456 789  
Cell Phone: (309) 456 789  
Email: example@email.com

**Add Picture**

**Account Logins**

example@email.com (Example Name)  
Reassign Member

**Emergency Contact Information**

John Smith  
Relationship: FATHER  
Daytime Phone: (309) 456 789  
Evening Phone: (309) 456 789

**Medical Notes**

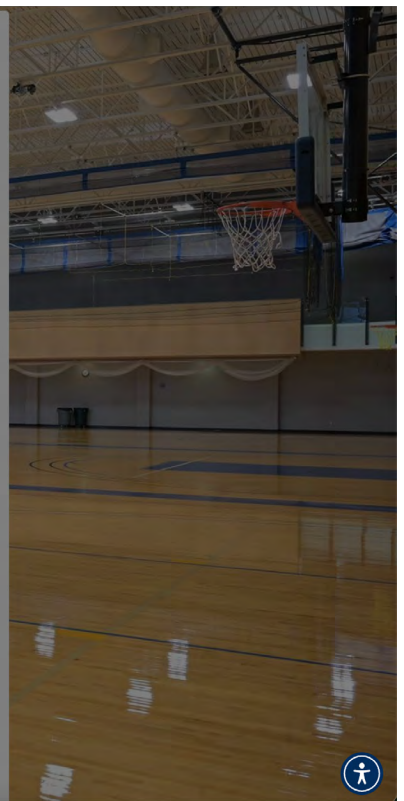
**Account Balances**

This Account: \$ 0.00  
Family Balance: \$ 0.00  
Family Credits: \$ 0.00  
Make A Payment

**Upload Member Photo**

Note: You can upload a picture with multiple people and then select the face you would like to use.

Drag image here  
or  
+ Image  
Cancel







[Home](#)
[Register](#)
[Account](#)
[Cart \(0\)](#)
[Logout](#)

## Account Information

Select Family Member:

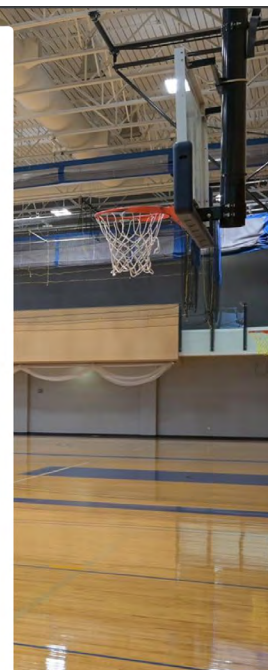
Example Name

+ Add New Member

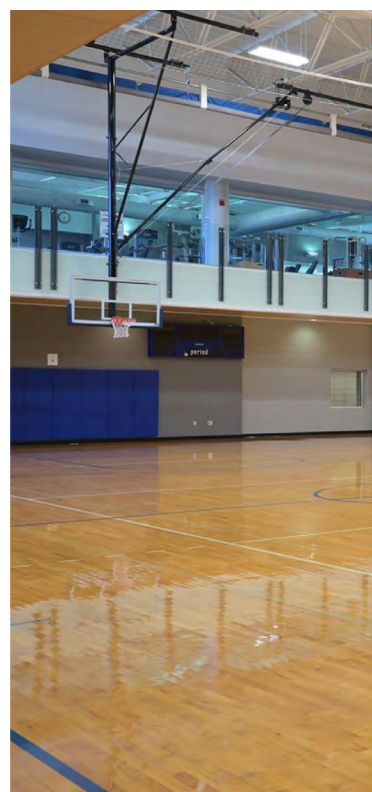
Edit Member Info



[Account](#)
[Registered Activities](#)
[Facility Reservations](#)
[Memberships](#)
[Documents](#)
[Card On File](#)
[ID Cards](#)



1. For joint memberships make sure to fill out primary account first.
2. Go to account page and Add New Member
3. Fill out Updated Information and Save (make sure to upload photo)
4. Make sure card on file and physical information matches what is on both members files.



## Update Information

### Person Information

\* First name:   
 \* Middle Initial:  M.I.  
 \* Last name:  Last Name

\* Birth Date:  Month  Day  Year  
 Gender:  Female

\* Email: (separate multiple emails with a comma)  Email  
 Daytime Phone:  309-251-0429 Type:   
 Evening Phone:  Type:

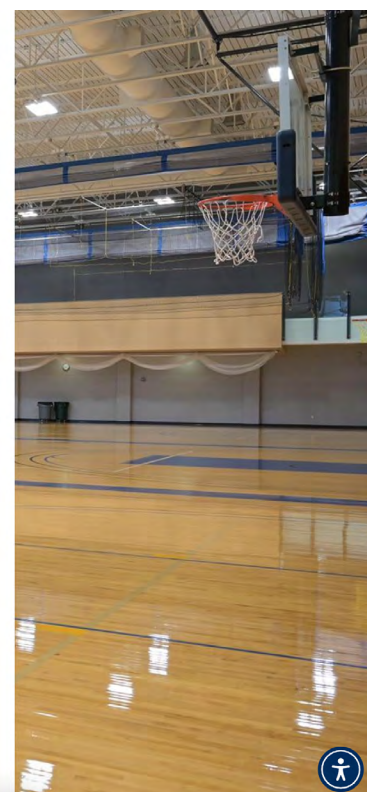
\* Address:  Street Address  
 \* City:  City  
 \* State / Province:  Select State / Province  
 \* Zip Code:  Zip Code  
 \* Residency: ☐ Resident ☒ Non-Resident

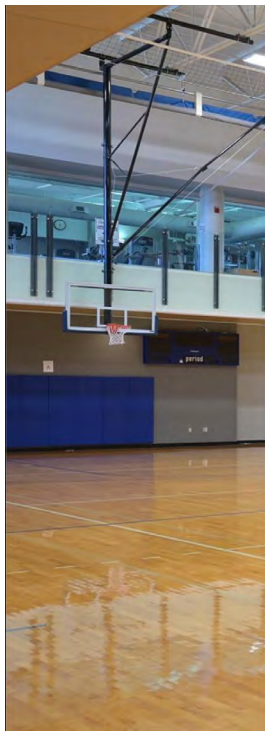
\* Cell / Other:   
☐ Opt-in to notifications via email  
☐ Opt-in to notifications via text (msg and data rates from your carrier may apply)

### Emergency Contact Information

\* Contact Name:  First and Last Name  
 \* Relationship:  Select Relationship  
 Medical Notes (if any):

\* Day Phone:  Same As Daytime # ☐ Same As Evening #  
 \* Evening Phone:  Same As Daytime # ☐ Same As Evening #





Select Family Member:

Example Name

+ Add New Member Edit Member Info

Account Registered Activities Facility Reservations Memberships Documents Card On File ID Cards

Card On File Payment Options

Default	Card	Nickname	Cardholder Member Name	Expires

More Information For Selected Credit Card

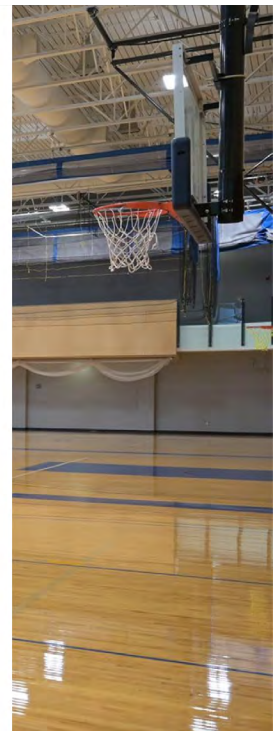
+ Add New Card On File

Modify Selected Card On File

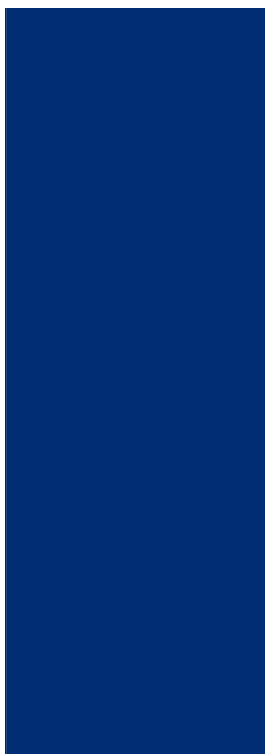
Delete Selected Card On File

Recurring Charges / Payment Plan

Type	Member	Payment Type	End / Due	Charge	Card On File



1. To add card on file select **Add New Card On File**
2. Add in card information (see image below) and choose Add
3. This will keep your card on file for recurring membership charges, and if you'd like to purchase items from the juice bar without carrying cash or card.



Home Register Account Cart (0) Logout

Add A New Card On File

New Card On File Information

\* Name On Card: Name as shown on credit card

\* Card Number: Credit card number

\* Expiration Date: Month Year

Billing Information For This Card:

\* Address: Street Address

\* City: City

\* State / Province: State

\* Zip Code: Zip Code

\* Phone: Billing phone number

\* Email: Billing email

Set As Default Payment Card

Card Nickname: Friendly name for this card

\* required

Add >



**STOP BEFORE CONTINUING:** If membership needs supporting documents, member **MUST** come into CougarPlex complete and purchase membership.

## **Online or In-house Memberships**

*No supporting documents required*

Public

Senior

ICC Retiree

Employee

Campus Housing

Athletes

PHY-ED

## **In-house Memberships**

*MUST bring supporting documents to CougarPlex to complete Membership*

**Student:** Student ID

**Student Joint:** Student ID and Licenses Showing Same Address

**Alumni:** Showing Proof of 24 credit hours taken

**Alumni Joint:** Showing Proof of 24 credit hours taken and Licenses Showing Same Address

**Public Joint:** Licenses Showing Same Address

**Senior Joint:** Licenses Showing Same Address

**Veteran:** Military ID

**Veteran Joint:** Military ID and Licenses Showing Same Address

**Retiree Joint:** Licenses Showing Same Address

**Employee Joint:** Licenses Showing Same Address

**Insurance:** Insurance ID (Silver Sneakers, Active Fit/ Silver Fit, or Renew Active ID #)

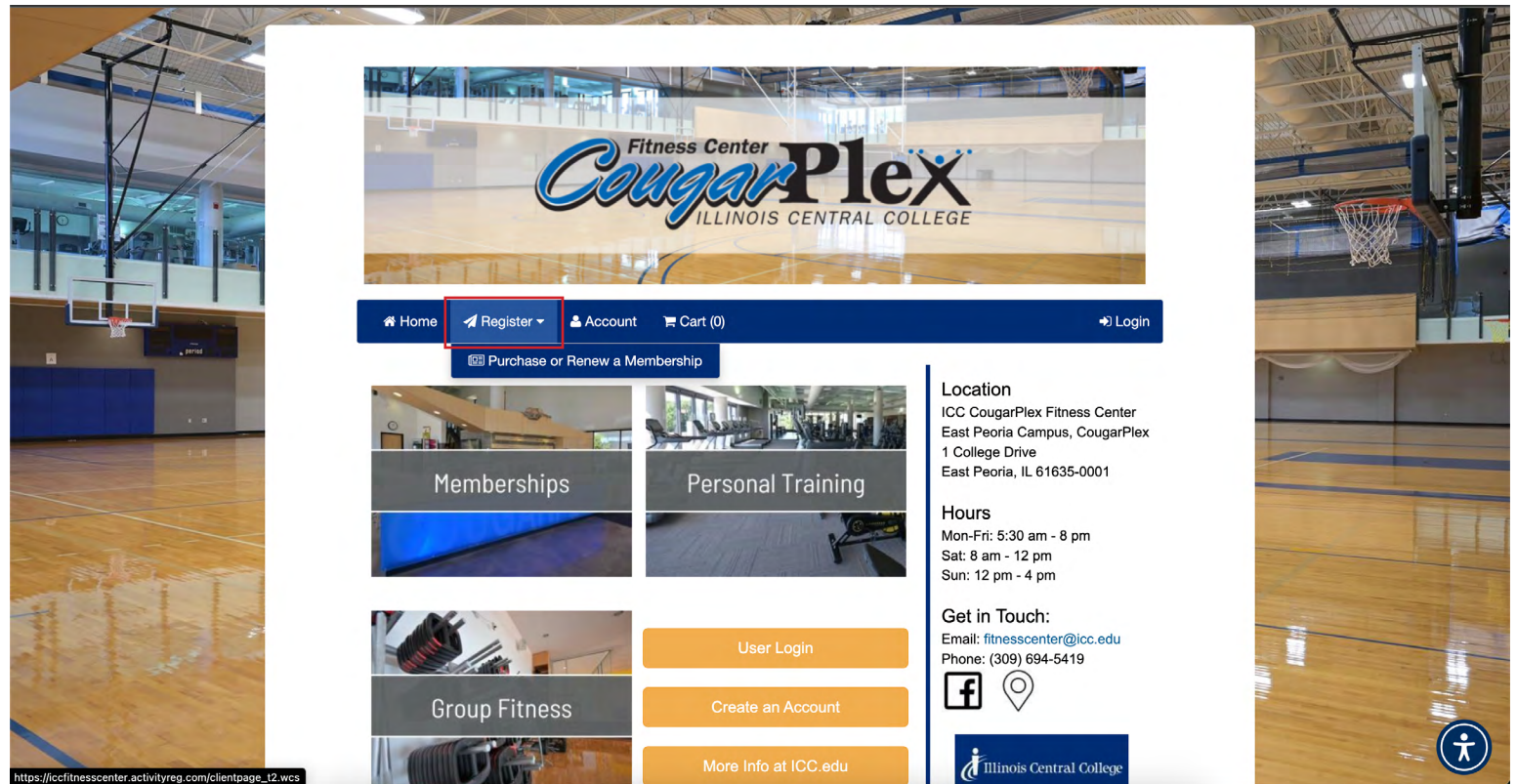
**Corporate (CAT):** Employee Badge

**\$40 Punch Pass:** Licenses Showing 18+

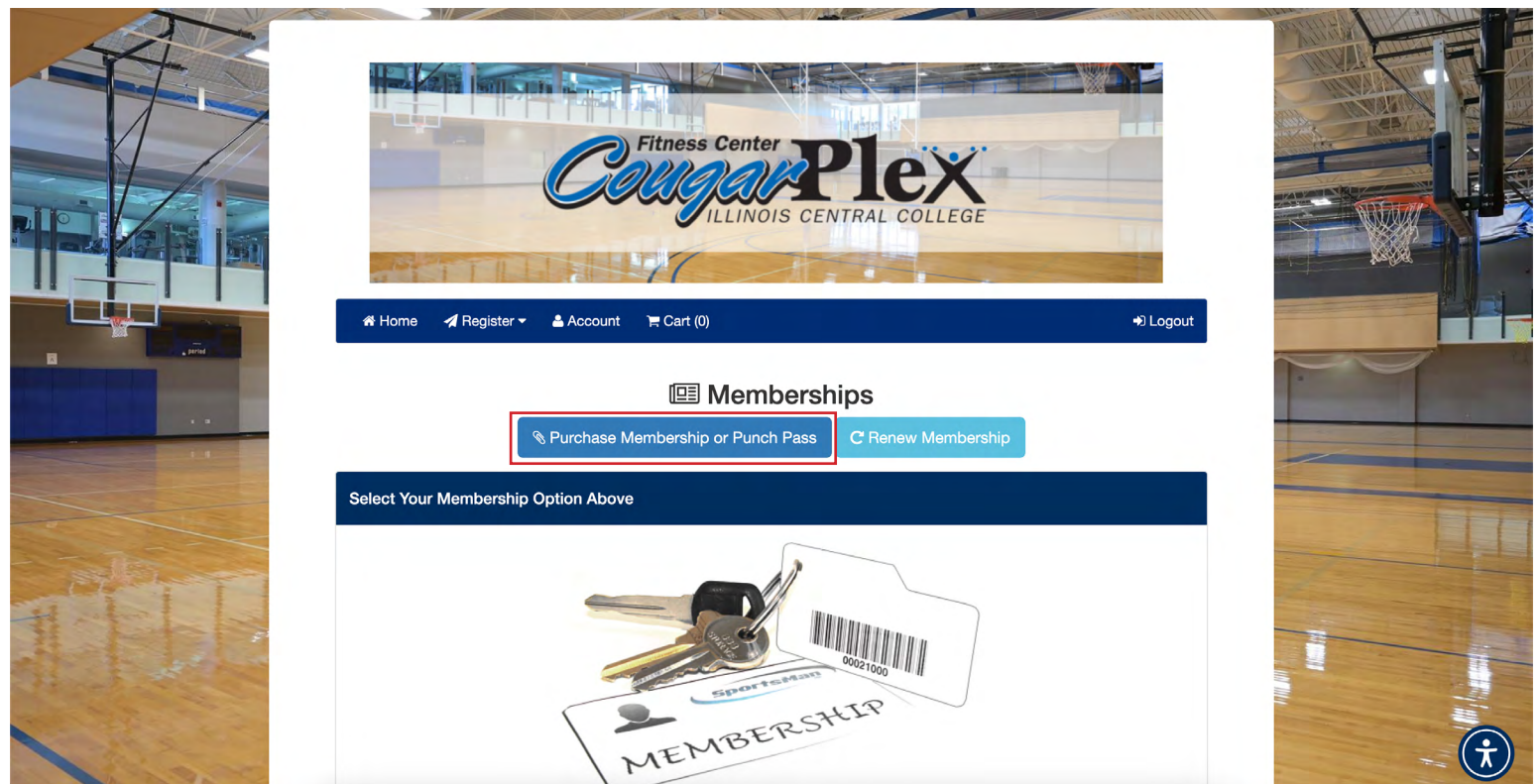
**\$15 Track Pass:** Licenses Showing 18+

**\$10 Public Day Pass:** Licenses Showing 18+

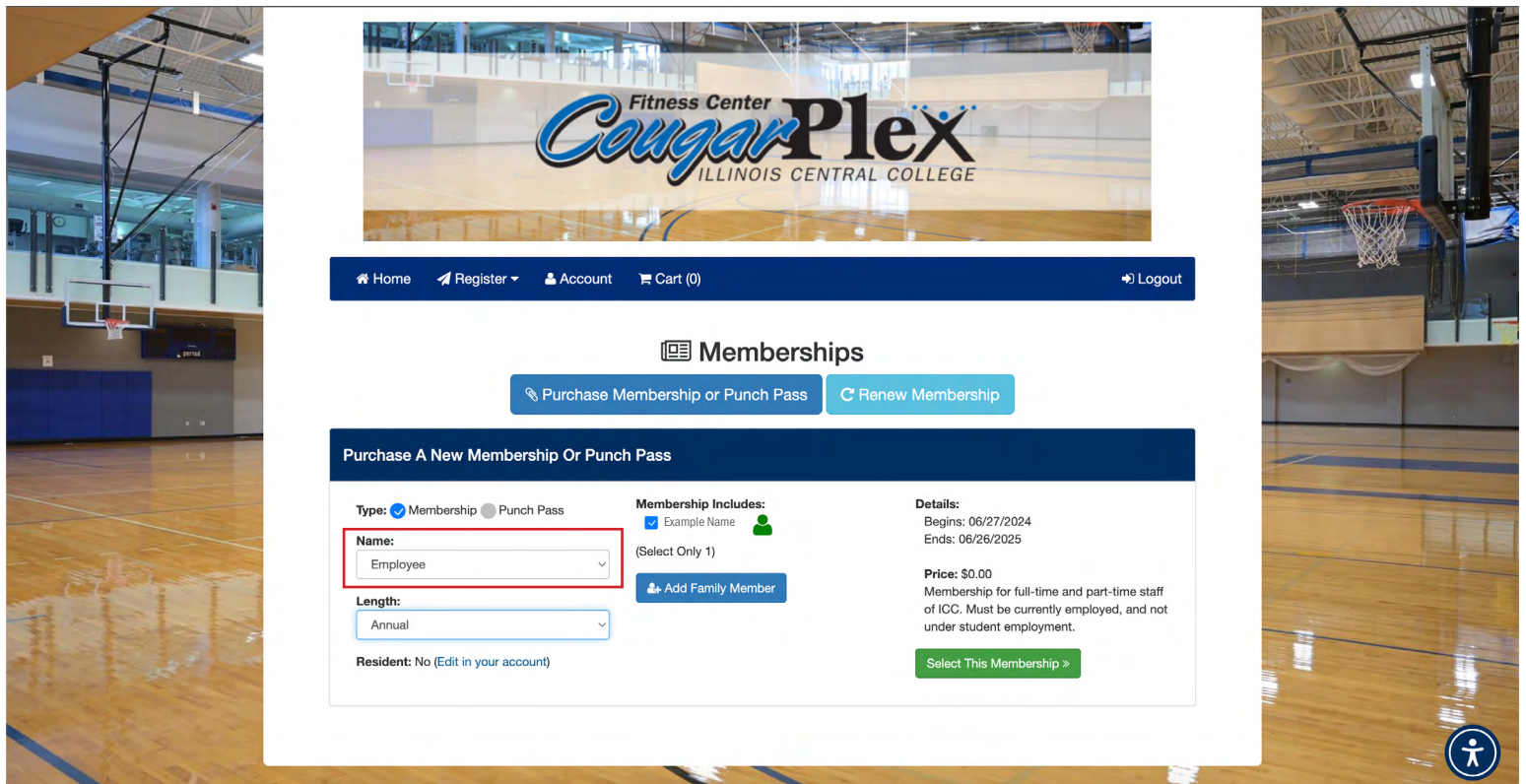




1. Click on Register
2. Click Purchase Membership or Punch Pass





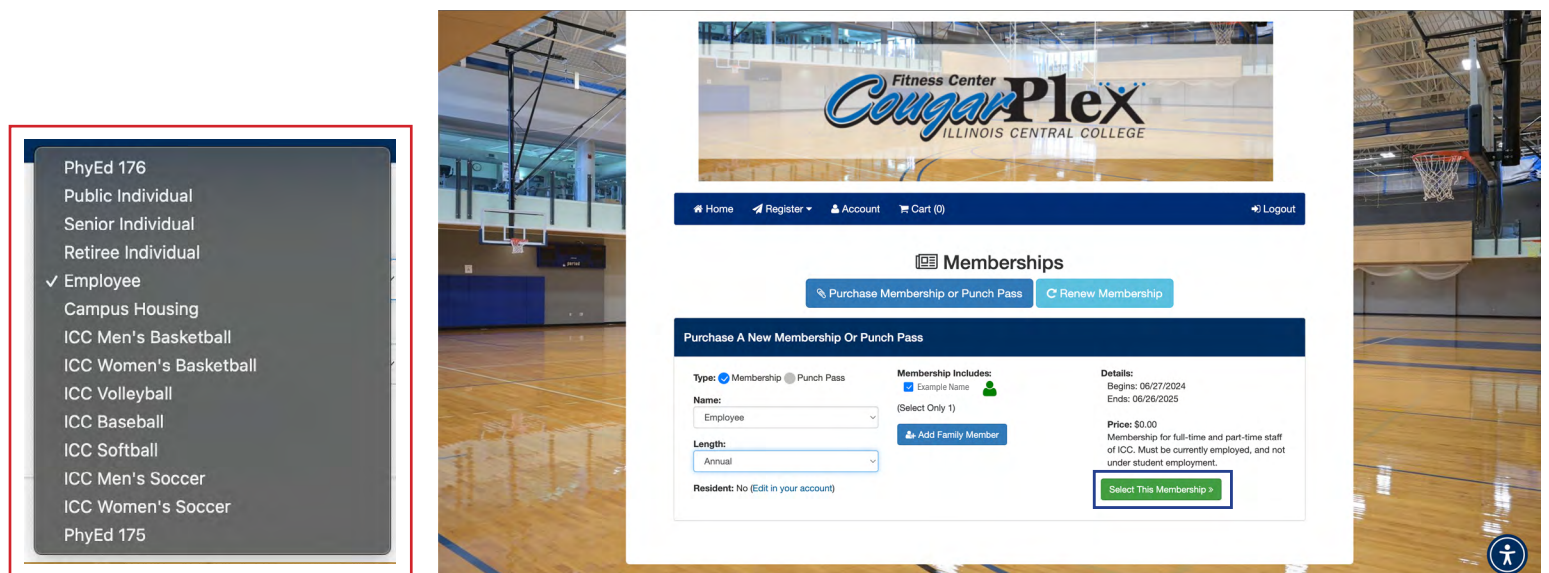


## 1. Choose Membership

## 2. Under Name choose type of membership wanted

Below are a list of some of the examples to choose from- **ATHLETES** please choose the sport you are involved with instead of regular student membership

## 3. After selecting membership type you press Select this Membership





### Membership Information

**Type:** Employee  
**Length:** Annual  
Valid 06/27/2024 thru 06/26/2025  
**Description:** Membership for full-time and part-time staff of ICC.  
Must be currently employed, and not under student employment.

**Resident:** No  
**Included:** Example Name  
**Fees:** \$0.00

#### IMPORTANT - LIABILITY WAIVER AGREEMENT

- PROVISIONS.** The member understands that the Fitness Center may be closed and/or unavailable for use by members due to special events or circumstances. Management reserves the right to limit Fitness Center usage on special occasions. The Fitness Center reserves the right to cancel any program or activity without notice to members or program participants.
- Facility Rules and Regulations.** Memberships at the Fitness Center are available for adults age 18 and older or registered ICC students. All non-members must be accompanied by a member and must read and sign the Fitness Center Waiver of Liability form prior to entry. Members are urged to refrain from bringing valuables into the premises. The Fitness Center is not responsible for any property that may be lost, stolen, or damaged. Lockers are provided at no cost for the use and convenience of members while present at and utilizing the Fitness Center. Management will remove any articles left in a locker overnight. The member agrees to abide by all membership rules, regulations and schedules of the Fitness Center, which may be posted at the Fitness Center, communicated verbally, and may be amended without notice at the discretion of Management. Misuse of the membership or the facilities may result in the membership being revoked.
- MEMBER'S HEALTH WARRANTY.** The member warrants and represents that the member or any family member or guest entitled to use the facilities of ICC Fitness Center under the terms of membership, has no disability, impairment, or ailment preventing him/her from engaging in active or passive exercise, or that will be detrimental or adverse to

I have **READ** and **AGREE** to the above Terms & Conditions: ☒ YES ☐ NO

Accepted Waiver:

Be sure to click [Add to Cart](#) **ONCE** when finished.

**NOTE:** Due to possible high internet traffic, please give this process time to complete. If your browser times out and you are forced to re-click on submit and you get a Participant Already Registered message, you are registered.

[Add to Cart](#)

1. Read and Agree to Liability Wavier Agreement
2. After click **Add to Cart**
3. Once in cart choose **Check Out**



[Home](#) [Register](#) [Account](#) [Cart \(1\)](#) [Logout](#)

#### Cart (1)

Items / Details	Quantity	Price	Cart Expires In: 14:49
<b>Employee</b> Annual - 06/27/2024 thru 06/26/2025 Example Name	1	\$0.00	<a href="#">Remove</a>

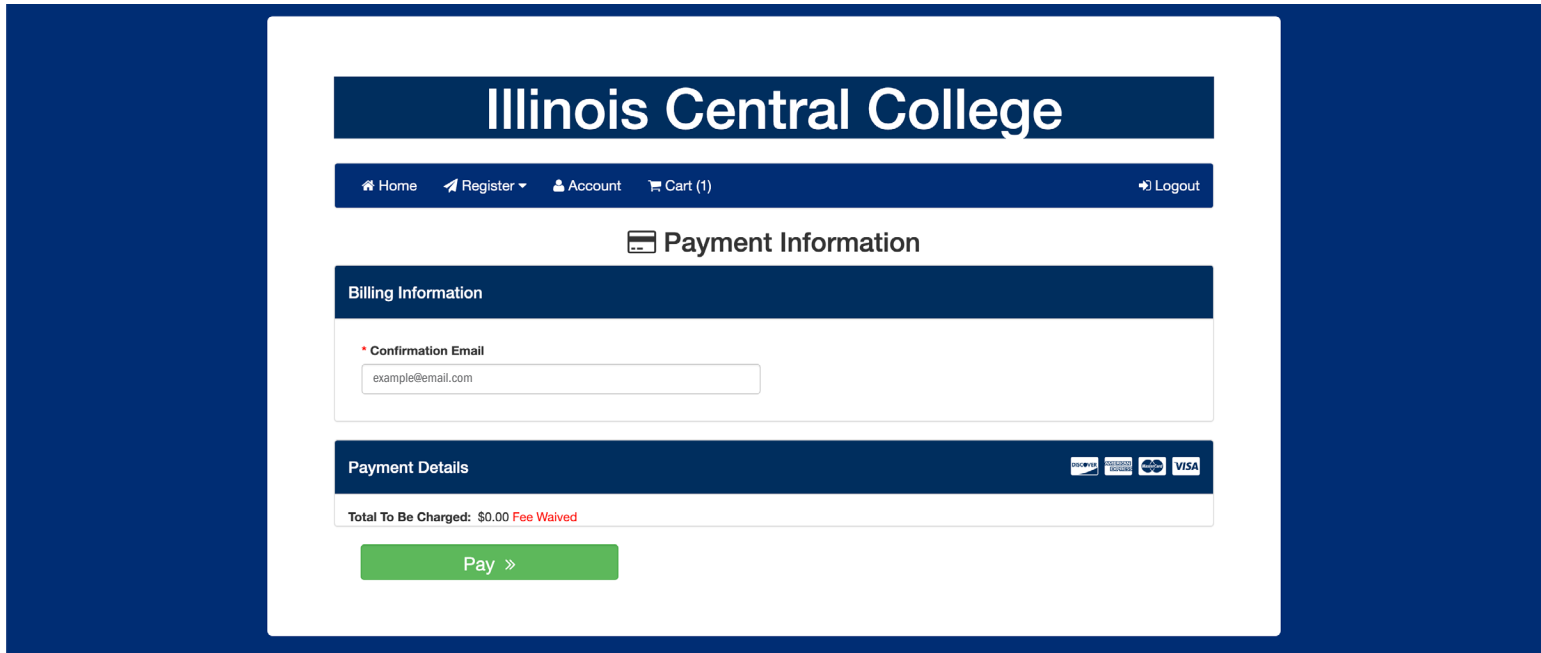
[Purchase Membership](#)

Subtotal \$0.00

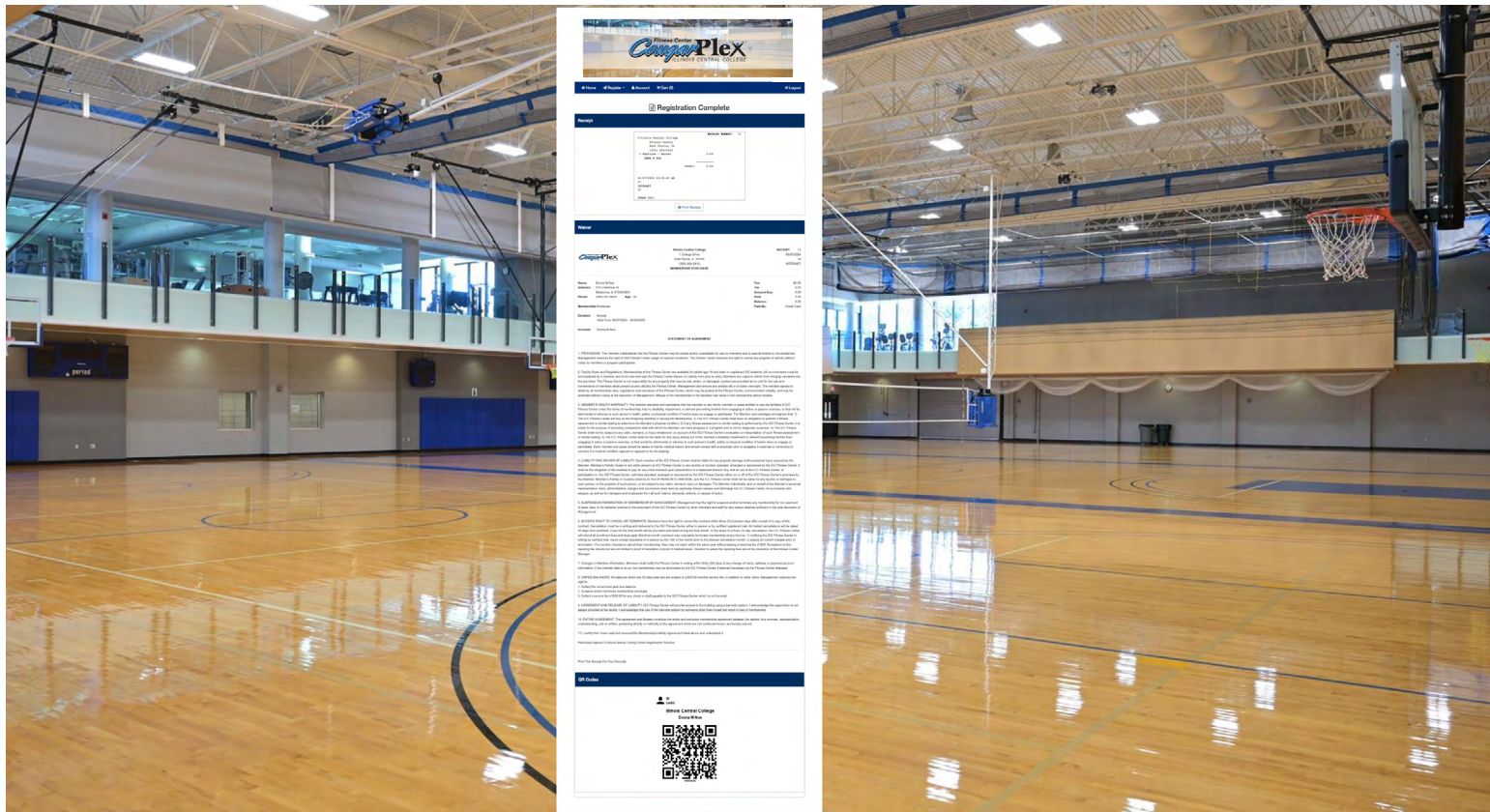
Tax \$0.00

**Total \$0.00**

[Check Out](#)



1. Under **Billing Information** type confirmation email into box
2. Under **Payment Details** type in credit/debit card information if needed  
If membership is under insurance, ICC student housing, ICC employee, or student athlete this step is not needed
3. After finishing payment set up select **Pay**
4. Next page will include proof of purchase, statement of agreement, and QR member code





10. ENTIRE AGREEMENT. This agreement and Bylaws constitute the entire and exclusive membership agreement between the parties. Any promise, representation, understanding, oral or written, pertaining directly or indirectly to the agreement which are not continued herein, are hereby waived.

11. I certify that I have read and received the Membership/Liability Agreement listed above and understand it.

Participant Agreed To Above Waiver During Online Registration Process.

Print This Receipt For Your Records.

#### QR Codes

ID  
CARD

Illinois Central College

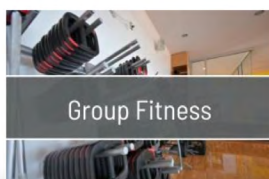
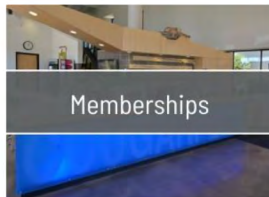


00000024

1. Print off this page to keep for your records
2. On your phone, from your confirmation email, screenshot QR code and save it as a photo. It will be used to scan into the Fitness Center
3. If help is needed along the membership process call Heather at (309) -694-8937 or Stephanie at (309)-694-5126, or email [fitnesscenter@icc.edu](mailto:fitnesscenter@icc.edu)



[Home](#) [Register](#) [Account](#) [Cart \(0\)](#) [Login](#)



User Login

Create an Account

More Info at ICC.edu

#### Location

ICC CougarPlex Fitness Center  
East Peoria Campus, CougarPlex  
1 College Drive  
East Peoria, IL 61635-0001

#### Hours

Mon-Fri: 5:30 am - 8 pm  
Sat: 8 am - 12 pm  
Sun: 12 pm - 4 pm

#### Get in Touch:

Email: [fitnesscenter@icc.edu](mailto:fitnesscenter@icc.edu)  
Phone: (309) 694-5419

