



Fitness Center
CougarPlex
ILLINOIS CENTRAL COLLEGE

MEMBERSHIP GUIDE

GUIDE

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PROOF OF ID

ALL MEMBERS MUST FIRST CREATE AN ACCOUNT (pg 4). After initial account set up member can then purchase membership. Supporting documents will be needed for certain memberships after completing setup, list is shown below

Online or In-house Memberships

No supporting documents required

Public

Senior

ICC Retiree

Employee

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: Unofficial transcript showing 24 credit hours completed

Alumni Joint: Unofficial transcript showing 24 credit hours completed and both licenses showing the 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 #)

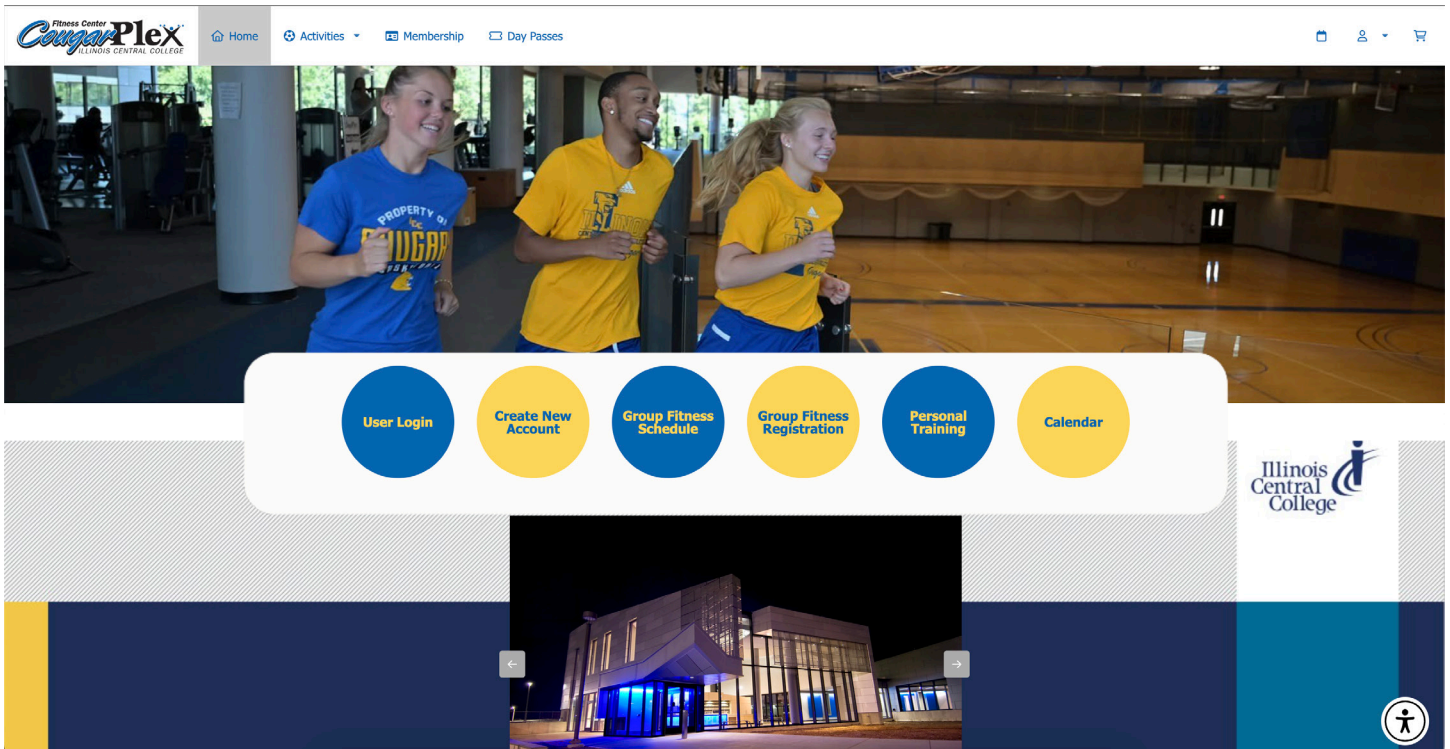
Corporate (CAT): Employee Badge

\$40 Punch Pass: Licenses showing 18+

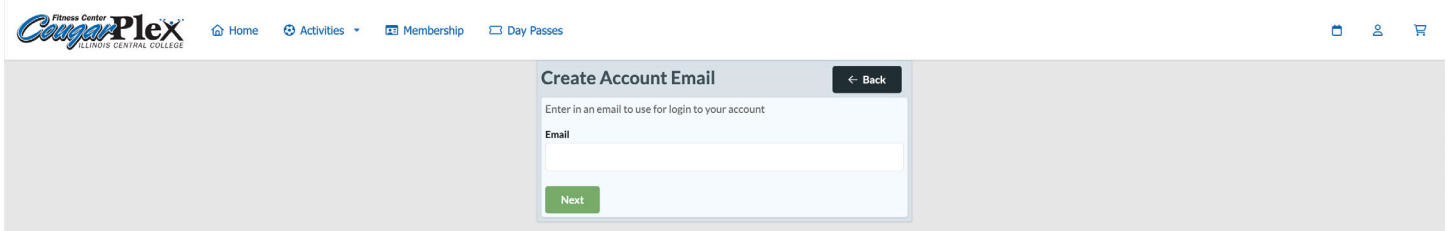
\$15 Track Pass: Licenses showing 18+

\$10 Public Day Pass: Licenses Showing 18+

CREATING AN ACCOUNT



1. Select **Create New Account**
2. Fill out an email that you will use to make a login for your account



3. Continue to fill out **Create Account** information

General Information

First Name * Sonya Last Name * Cougar

Birth Day 09/18/1967 Gender Female

Address Information

Address * 1 College Drive

City * East Peoria State * IL Zip * 61611

Contact Information

Email (You can add multiple if needed) * fitness1@fakeemail.com Cell Phone * (309) 694-5419

Opt-in to notifications via email
 Opt-in to notifications via text

Emergency Contact Information

Name * Cosmo Cougar Relationship * Brother Cell (309) 694-1881

Medical Notes (if any)

Save Cancel

4. After everything is filled out on the form the program choose **Save** which will initiate **Recover Password** (even though you have not created one) There will be an email named **ICC Password Reset** in your inbox that will have your confirmation code to reset your password

Recover Password

A confirmation code has been sent to your email address. Please enter it below.

Confirmation Code

Previous Cancel Next

Illinois Central College - Password Reset Inbox x

ActivityReg 12:33 PM (27 minutes ago) ☆
 Illinois Central College - Password Reset Verification Code: VIYvTNJnCa Someone requested a password reset for your account. If this wasn't you, contact Illinoi

ActivityReg <noreply@activityreg.com> 12:40 PM (21 minutes ago) ☆ 😊 ↶ ⋮
 to me ▾

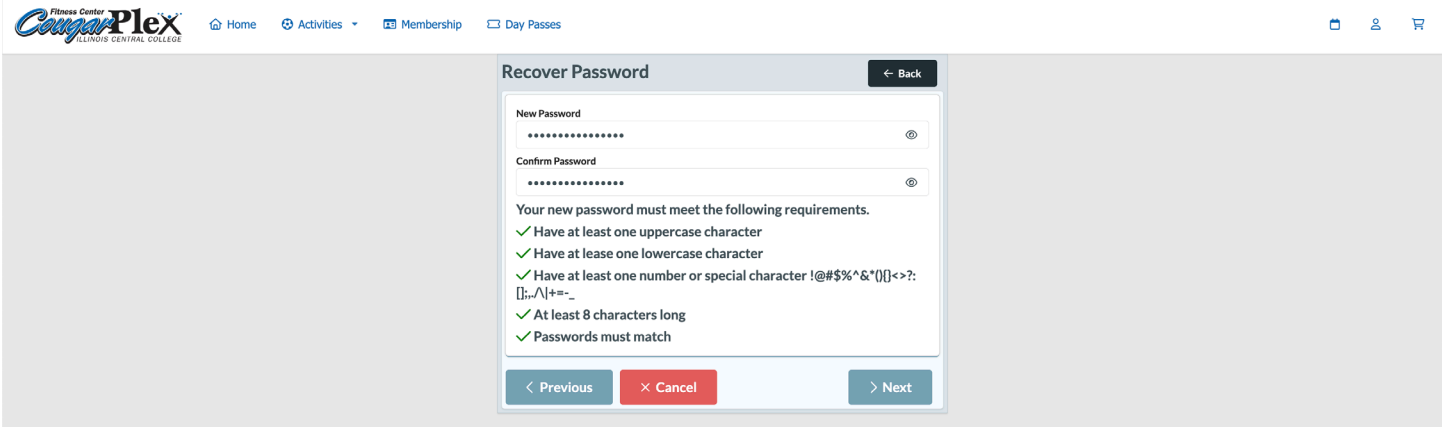
Illinois Central College - Password Reset

Verification Code: **P2HdxSguii**

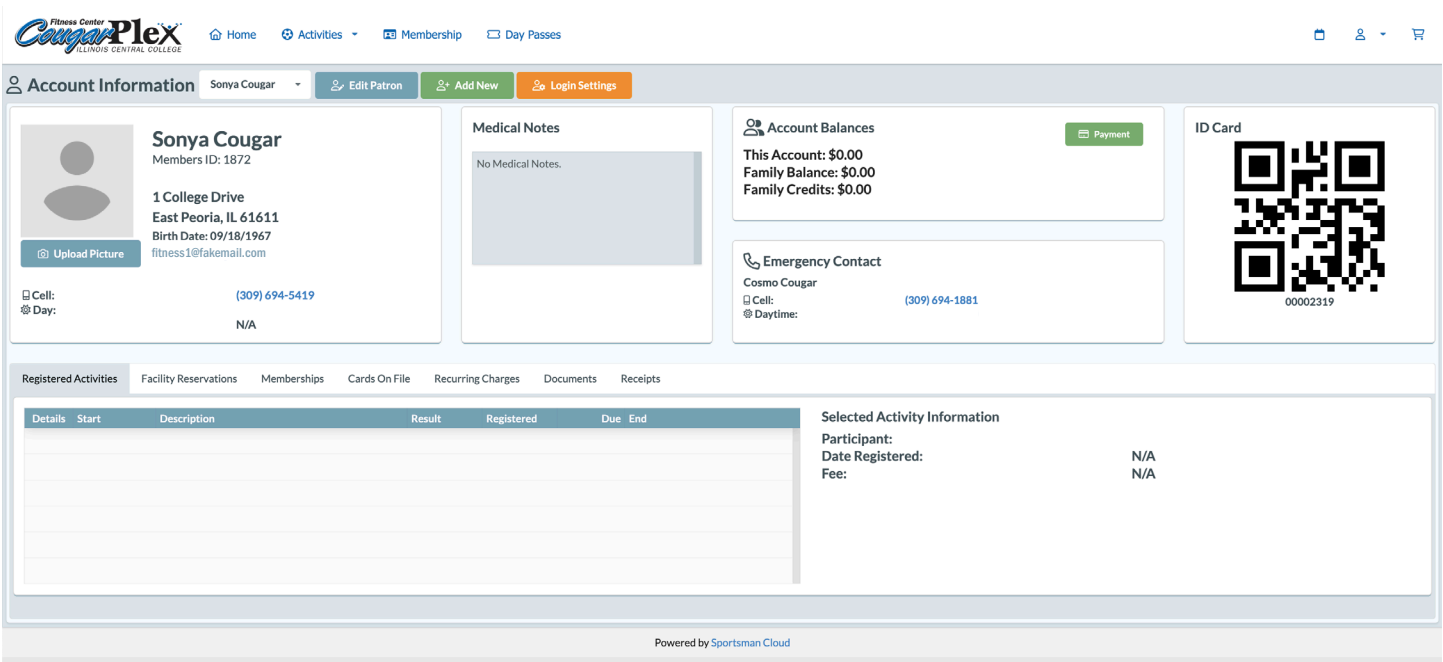
Someone requested a password reset for your account.
 If this wasn't you, contact Illinois Central College at (309) 694-5419.

[Sportsman by Peak Software Inc](#)
[\(301\) 572-3570](tel:(309)572-3570)
support@peakinfo.com

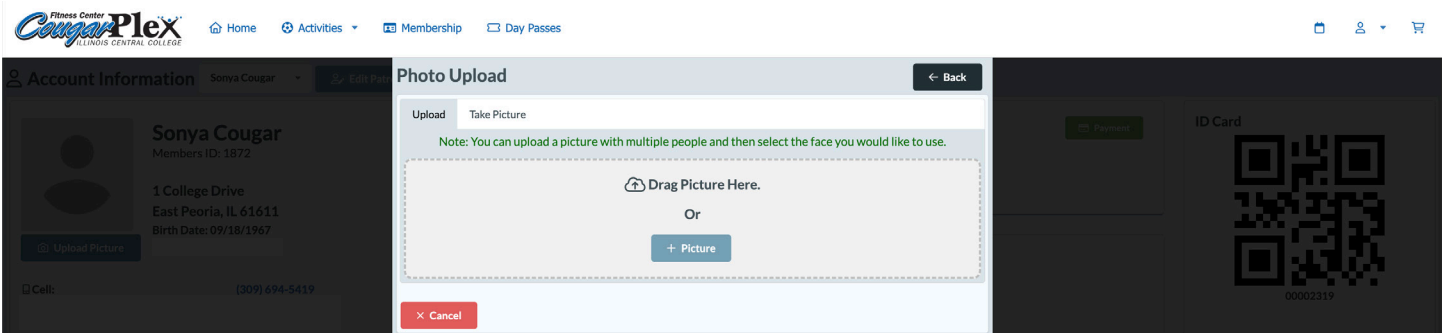
↶ Reply ↷ Forward 😊



5. Follow along password guidelines. Once you meet the requirements choose **Next**



6. To add a photo to the account select **Upload Picture**. All pictures must be recent and non-AI generated. A photo can also be taken in person at the Fitness Center



If creating new account continue onto adding card on file (pg 7) after photo upload*
 *If creating **joint account** select the **add new** icon and repeat steps 4-6

ADDING CARD ON FILE

Account Information Sonya Cougar Edit Patron Add New Login Settings

Sonya Cougar
Members ID: 1872
1 College Drive
East Peoria, IL 61611
Birth Date: 09/18/1967
emn080103@gmail.com

Medical Notes
No Medical Notes.

Account Balances
This Account: \$0.00
Family Balance: \$0.00
Family Credits: \$0.00

ID Card
00002319

Emergency Contact
Cosmo Cougar
Cell: (309) 694-1881
Daytime: N/A

Registered Activities Facility Reservations Memberships **Cards On File** Recurring Charges Documents Receipts

Default	Card Type	Card Name	Card Number	Cardholder Name	Expires	Edit
---------	-----------	-----------	-------------	-----------------	---------	------

+ Add Card Showing cards on file for all group members.

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1. To be able to purchase a membership, member **must** have card on file. Under profile tab select **Cards On File** then **Add Card**

Add Card On File Back

Card Information

Card #: Card Number

Expires (mm/yy): MM/ CVC: CVC

Name On Card:

Billing Information Copy Info From Account

Address *

City * State * Zip *

Phone * Email *

Nickname for this payment option

Make this my default payment option

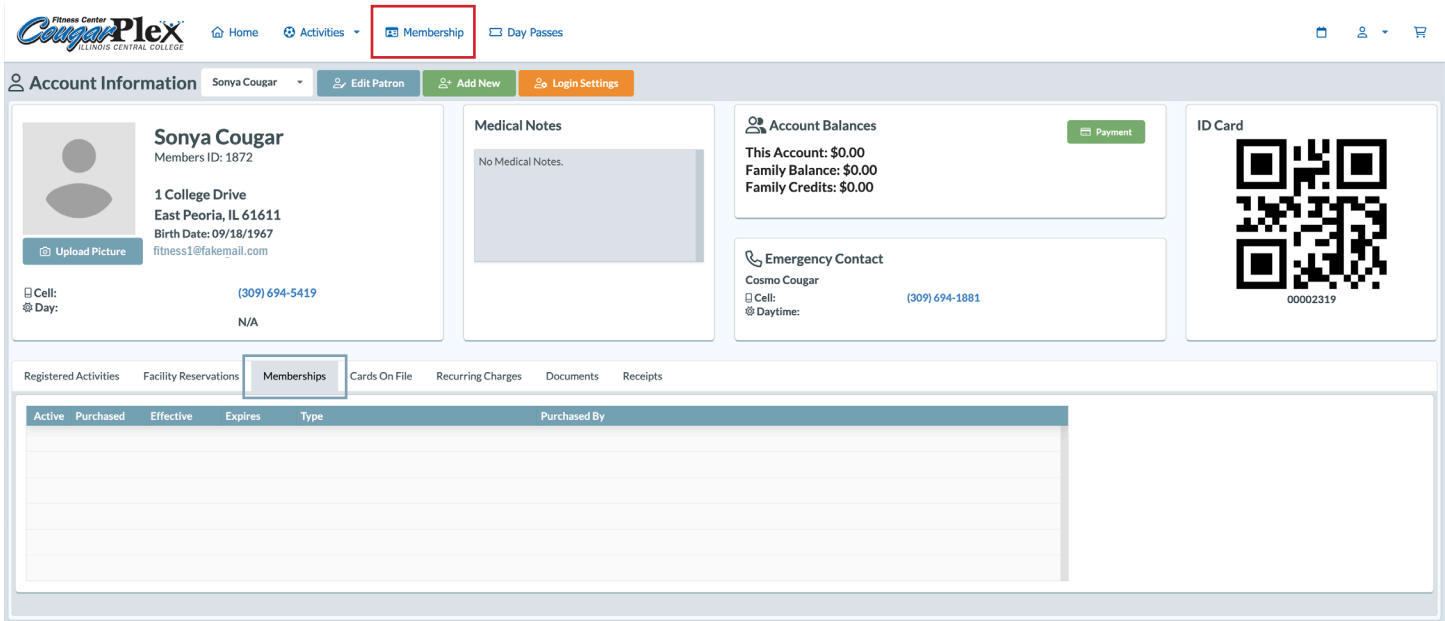
Save Cancel

2. Fill out **Add Card on File** and make sure to check *make this my default payment option for reoccurring payments*, then save***

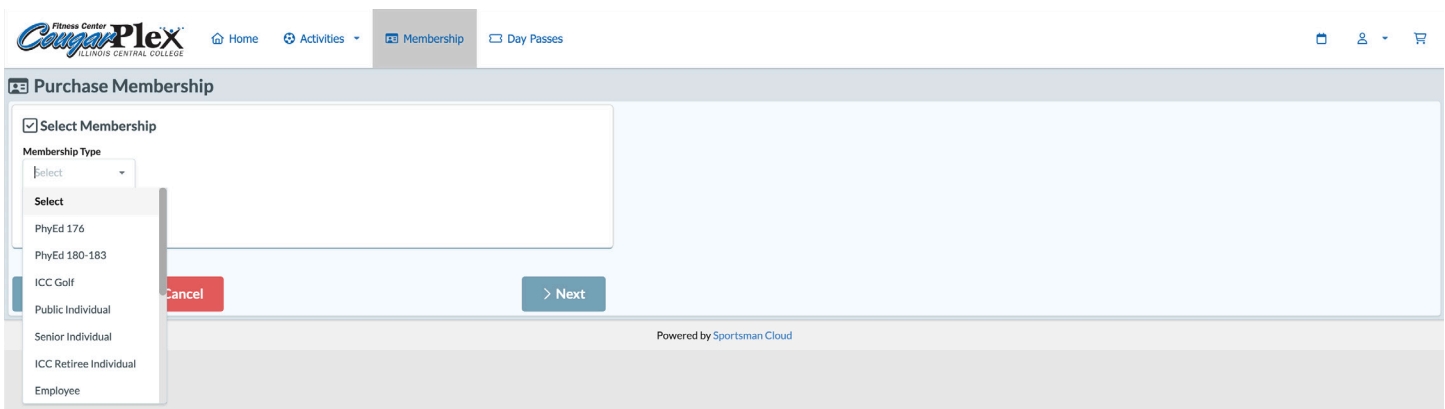
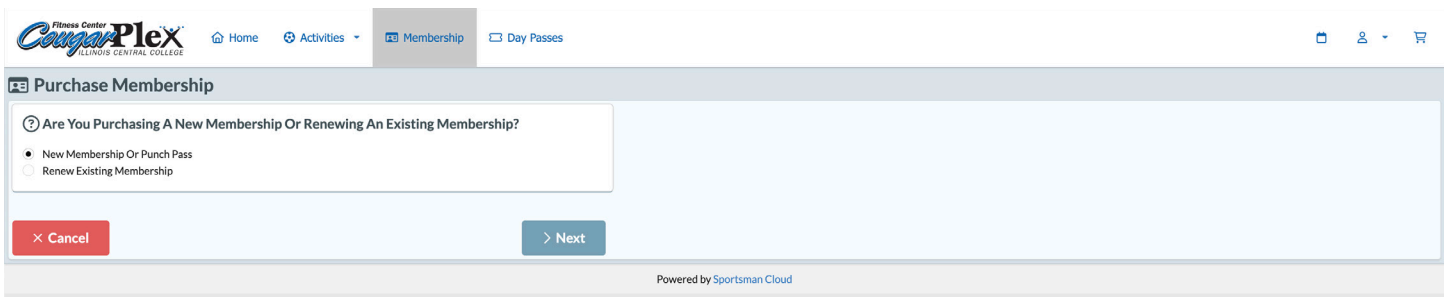
* For any memberships, adding a card on file will enable you to purchase from our juice bar without having to bring in cash or card

** If your card is expiring soon, and need to update it, follow the steps of adding new card on file

PURCHASING A MEMBERSHIP



1. To purchase a membership select **Membership** from top navigation*
*the tab **memberships** is where once purchased your membership will show



2. Select **New Membership** and press next
3. Select dropdown menu and select from list of membership choices*
Page 3 list memberships available to purchase online. All discounted memberships must be purchased in house

Purchase Membership

Select Membership

Membership Type: Public Individual

Length: Monthly

Details

Begins: 08/15/2025 Ends: 09/15/2025

Resident Price: \$40.00 Non-Resident Price: \$40.00

Description: Public Individual Membership - You must be 18+ years of age to apply for membership. The ICC Fitness Center is an 18 and up facility. Public membership is \$40 per month. This Membership Automatically Renews

< Previous Cancel Next >

4. Make sure correct membership is selected

Purchase Membership

Membership Details

Purchaser of Membership: Sonya Cougar

Included Members: Sonya Cougar Emma M Noe

Due Today: \$41.29 Total: \$40.00

Price includes 1 member

Fee is prorated for 1 day paid through 09/15/2025

Next billing on 09/15/2025 for \$40.00

Resident: No

< Previous Cancel Next >

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5. Make sure the **Purchaser of Membership** and **Included Members** are correct

Purchase Membership

Liability Waiver

1. 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.

2. 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. All lockers within the Cougarplex are the property of Illinois Central College and as such are subject to all applicable Fitness Center and college policies, including, without limitation: prohibition on possessing and storing weapons pursuant to the Weapons on Campus and Concealed Policy dated January 16, 2014 as amended, prohibition as to possession or storage of tobacco or cannabis pursuant to the Smoke Free Substance Free Workplace Policy dated January 2014 as amended, and prohibition as to possession or storage of controlled substances pursuant to the Drug Free Workplace Program dated January 14 as amended. The Fitness Center reserves the right to alter the policies governing the use of lockers with

I have READ and AGREE to the above Terms & Conditions

✗ You must accept the waiver before continuing

< Previous Cancel Next >

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6. Sign online **Liability Wavier**-make sure to read throughly

Purchase Membership

Confirm Membership

Type: Public Individual Due Today: \$41.29 Total: \$40.00

This Membership Automatically Renews Price includes 1 member

Purchased By: Sonya Cougar Fee is prorated for 1 day paid through 09/15/2025

Included Members: Sonya Cougar Next billing on 09/15/2025 for \$40.00

Begins: 08/15/2025 Ends: 09/15/2025 Resident: No

[Previous](#) [Cancel](#) [Add to Cart](#)

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7. Confirm Membership and **Add to Cart**

Cart (1 Item)

Membership Added To Cart

Item	Patron	Quantity	Price
Public Individual - Monthly	Sonya Cougar	1	\$41.29

Items In Your Cart Are Reserved For 15 Minutes.

[Register For Activities](#) [Purchase A Membership](#)

Subtotal: \$41.29
Tax: \$0.00
Total: \$41.29

[Check Out](#)

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8. Confirm Membership and **Checkout**

Checkout

Select Payment

Card will be saved for future payments (required with payment plan or memberships)

Mastercard

Use Different Card

Summary

Subtotal: \$41.29
Tax: \$0.00
Total: \$41.29
Total Due: \$41.29

[Complete Purchase](#)

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9. Confirm Membership and **Complete Purchase***

*Certain membership do not require payment but still need to complete this step

** All annual memberships (employees and insurance partnerships) need to be renewed on a yearly basis. Chose **renew**

Fitness Center **CampusPlex** ILLINOIS CENTRAL COLLEGE

Home Activities Membership Day Passes

Purchase Successful!

Your registration(s) are complete.

Below are your individual waivers with important details.

A copy of this information has been emailed to fitness1@fakeemail.com

If you have any questions please contact us.

Illinois Central College
1 College Drive
East Peoria, IL 61635
(309) 694-5419
fitnesscenter@icc.edu

Return Home View Account Print

Receipt

Illinois Central College Fitness Center East Peoria, IL (309) 694-5419	
1 Employee - Annual	0.00
Total:	0.00

08/15/25 03:21:46 PM
11915
INTERNET
762
THANK YOU!

10. After completing purchase you should receive a **QR code** sent to your email and phone number. You will use this QR code to scan into the Fitness Center for each visit. You do not need to scan out.

GROUP FITNESS REGISTRATION

The screenshot displays the CougarPlex website interface. At the top, the navigation bar includes 'Home', 'Activities', 'Membership', and 'Day Passes'. A central navigation bar contains buttons for 'User Login', 'Create New Account', 'Group Fitness Schedule', 'Group Fitness Registration' (highlighted with a red box), 'Personal Training', and 'Calendar'. Below this is a carousel image of the CougarPlex building at night. The account page for Sonya T Cougar is shown, with the 'Activities' dropdown menu open and 'Register' highlighted. The account page includes sections for Account Information, Medical Notes, Account Balances, Emergency Contact, and an ID Card with a QR code. A table for Registered Activities is also visible.

Account Information: Sonya T Cougar, Members ID: 1872, 1 College Drive, East Peoria, IL 61611, Birth Date: 09/18/1967, fitness1@fakemail.com, Cell: (309) 694-5419

Medical Notes: No Medical Notes.

Account Balances: This Account: \$0.00, Family Balance: \$0.00, Family Credits: \$0.00

Emergency Contact: Cosmo Cougar, Cell: (309) 694-1881

ID Card: 00002319

Details	Start	Description	Result	Registered	Due	End

Selected Activity Information: Participant: N/A, Date Registered: N/A, Fee: N/A

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Registering for group fitness classes is not required but helps us know who is coming to class, if a class is cancelled unexpectedly, we will reach out to those registered to let them know

1. From the home page select **group fitness registration**, from the account page select **activities** and select **register**

The screenshot shows the top navigation bar with 'Home', 'Activities', 'Membership', and 'Day Passes'. The 'Activities' menu is open. On the left, a search filter panel is visible with 'Group Fitness (20)' selected under 'Activity Classification'. The search button is highlighted with a red box. On the right, a banner titled 'Join the Fun!' encourages users to select an activity from the filters to begin registration. The banner features images of various sports equipment like a soccer ball, basketball, and baseball.

2. Select **Group Fitness** under Activity Classification and search

This screenshot shows the search results page after selecting 'Group Fitness'. The left filter panel remains the same. The main content area displays 'Results (9)' and lists several activities in a grid. Each activity card includes the activity name, dates (05/18/2025 - 08/17/2025), a fee of \$0.00, and a green button labeled 'View Available Time Slots'. The activities listed are BodyBalance, BodyPump, Core, R.I.P.P.E.D., Silver Sneakers, Silver Sneakers Tai Chi, Werq, and Yoga. A red box highlights the 'View Available Time Slots' button for the 'BodyBalance' activity.

3. Next select class and **View Available Time Slots**

The screenshot shows the 'Silver Sneakers Registration' page. On the left, there is a 'Filters/Options' section with a calendar for August 2025. The dates 18, 19, 20, 21, 22, 25, 26, 27, 28, and 29 are highlighted with green circles, and a red box is drawn around the dates 18 through 22. In the center, the 'Available Time Slots' section is empty, with a 'Fee Per Slot: \$0.00' and columns for 'Details' and '# Open'. On the right, the 'Selected Time Slots' table is also empty, with columns for 'Date', 'Time', and 'Qty'. At the bottom, there are 'OK' and 'Cancel' buttons, and a footer that says 'Powered by Sportsman Cloud'.

4. Select Time Slot Available under calendar

This screenshot shows the same registration page, but with a time slot selected. In the 'Available Time Slots' section, a row is highlighted with a blue background and a red box around a '+' sign in the 'Details' column. The row contains the text 'Mon 9:30am-10:30am' and '20' in the '# Open' column. Below this row is a button that says 'See Details of Selected Slot'. The 'Selected Time Slots' table remains empty. The 'OK' and 'Cancel' buttons are still present at the bottom, along with the 'Powered by Sportsman Cloud' footer.

5. Select + sign to add time selected

This screenshot shows the registration page with the time slot added to the 'Selected Time Slots' table. The table now has one row with a red 'x' in the 'Date' column, '08/18/2025' in the 'Date' column, 'Mon 9:30am-10:30am' in the 'Time' column, and '1' in the 'Qty' column. In the 'Available Time Slots' section, the '+' sign in the 'Details' column is now greyed out, and the '# Open' value has changed to '19'. The 'OK' and 'Cancel' buttons are at the bottom, and the footer reads 'Powered by Sportsman Cloud'.

6. Select **OK** once all class times are selected*
*to add multiple sign up times repeat steps 4 and 5

1/3

Who Is Registering?

Select Group Member
Sonya T Cougar

Account Actions
Add New Person Edit Person Show Patron Details

Communication Preferences
Email Communication Text Communication

Emergency Contact Information
Name: Cosmo Cougar
Relationship: Brother
Cell: (309) 694-1881

Medical Notes

Registration Summary
Spot Reserved For
09:54

Cancel Next

Powered by Sportsman Cloud

7. Confirm everything looks okay then select **Next**

2/3

Registering Sonya T Cougar

Item	Fee
Silver Sneakers	\$0.00

Selected Time Slots
08/18/2025 09:30am 1 Slot
08/20/2025 09:30am 1 Slot
08/22/2025 10:30am 1 Slot
08/25/2025 09:30am 1 Slot
08/27/2025 09:30am 1 Slot
08/29/2025 10:30am 1 Slot

Registration Summary
Spot Reserved For
08:50

Description	Fee	Discount
Sonya T Cougar - Silver Sneakers	\$0.00	\$0.00

Back Cancel Next

Powered by Sportsman Cloud

8. Confirm everything looks okay then select **Next**

3/3

Liability Waiver

This waiver includes the following patron and activity
Patron Activity
Silver Sneakers

Signing For: Sonya T Cougar
I have READ and AGREE to the above Terms & Conditions
Waiver Accepted


Registration Summary
Spot Reserved For
08:29

Description	Fee	Discount
Sonya T Cougar - Silver Sneakers	\$0.00	\$0.00

Back Cancel Complete Registration

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9. **Accept** and Read the Liability Wavier then **Complete Registration**


[Home](#)
[Activities](#)
[Membership](#)
[Day Passes](#)

Account Information
[Sonya T Cougar](#)
[Edit Patron](#)
[Add New](#)
[Login Settings](#)

Sonya T Cougar
Members ID: 1872

1 College Drive
East Peoria, IL 61611
Birth Date: 09/18/1967
fitness1@fakemail.com

Cell: (309) 694-5419

[Upload Picture](#)


Medical Notes

No Medical Notes.

Account Balances [Payment](#)

This Account: \$0.00
Family Balance: \$0.00
Family Credits: \$0.00

ID Card



00002319

Registered Activities Facility Reservations Memberships Cards On File Recurring Charges Documents Receipts

Details	Start	Description	Result	Registered	Due	End
	08/29/2025	Silver Sneakers - 08/29/2025 10:30am		08/18/2025	No Fee	08/29/2025
	08/27/2025	Silver Sneakers - 08/27/2025 09:30am		08/18/2025	No Fee	08/27/2025
	08/25/2025	Silver Sneakers - 08/25/2025 09:30am		08/18/2025	No Fee	08/25/2025
	08/22/2025	Silver Sneakers - 08/22/2025 10:30am		08/18/2025	No Fee	08/22/2025
	08/20/2025	Silver Sneakers - 08/20/2025 09:30am		08/18/2025	No Fee	08/20/2025

Selected Activity Information

Participant: Sonya T Cougar
Date Registered: 08/18/2025
Fee: \$0.00

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- 9. Now under registered activities you can see the classes you are signed up for
- 10. To add to your calendar press on the eye under details and press add to calendar and follow steps

Silver Sneakers - 08/29/2025 10:30am Information [← Back](#)

Registration Information

Participant Name
Sonya T Cougar

Date Registered
08/18/2025 10:07 am

Dates
08/29/2025 through 08/29/2025

Schedule

Date	Start Time	End Time
08/29/2025 (Fri)	10:30 am	11:30 am

[Add To My Calendar](#)

[Close](#)
[Cancel Registration](#)

Add To Calendar

Subscribing to this calendar will continuously sync the schedule to your calendar so you have the most up-to-date schedule information.

Using iPhone or Outlook

[+ Click here to subscribe](#)

Android Device with Google Calendar

NOTE: These steps must be done on a computer.

1. Copy the link below.
2. Click this link to open Google Calendar.
3. Login to your Google account.
4. Paste the link into the URL field in Google Calendar.
5. Click "Add Calendar".
6. The calendar will now appear on your android device as long as you are logged into your Google account on that device.

[Close](#)

RESET ACCOUNT PASSWORD

The screenshot shows the CougarPlex account page for Sonya T Cougar. The 'Login Settings' button is highlighted with a red box. The page includes sections for Account Information, Medical Notes, Account Balances, Emergency Contact, and an ID Card with a QR code. The 'Registered Activities' section is empty.

Account Information: Sonya T Cougar, Members ID: 1872, 1 College Drive, East Peoria, IL 61611, Birth Date: 09/18/1967, fitness1@fakemail.com, Cell: (309) 694-5419.

Medical Notes: No Medical Notes.

Account Balances: This Account: \$0.00, Family Balance: \$0.00, Family Credits: \$0.00.

Emergency Contact: Cosmo Cougar, Cell: (309) 694-1881.

ID Card: 00002319

Registered Activities: Details, Start, Description, Result, Registered, Due, End.

Selected Activity Information: Participant: N/A, Date Registered: N/A, Fee: N/A.

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1. From account page select **Login Settings**

The screenshot shows the 'Change Login Information' dialog box. The 'Change Email Address' and 'Change Password' options are highlighted with a red box. The dialog box includes fields for Login Email (emn080103@gmail.com) and Current Password, along with OK and Cancel buttons.

Change Login Information

Login Email: emn080103@gmail.com

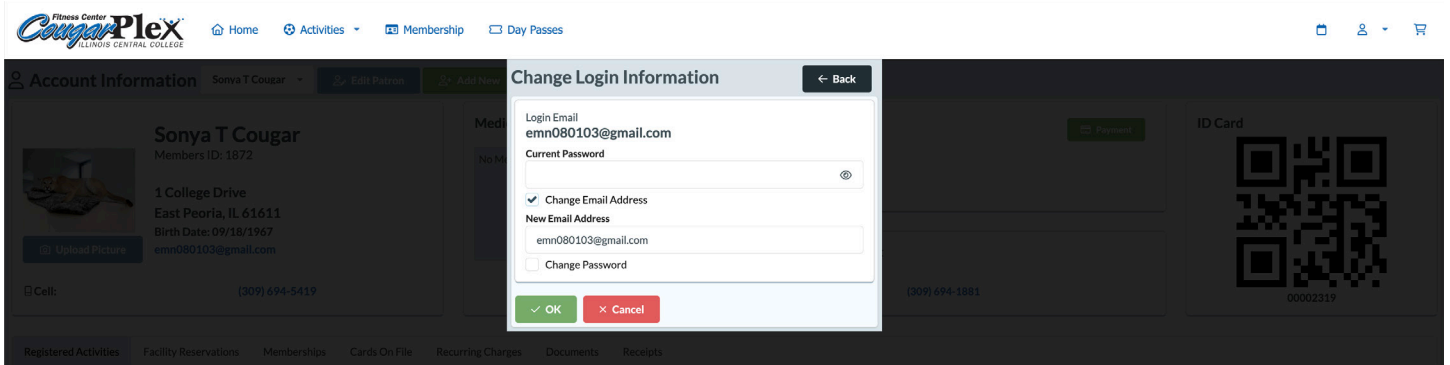
Current Password: [Redacted]

Change Email Address

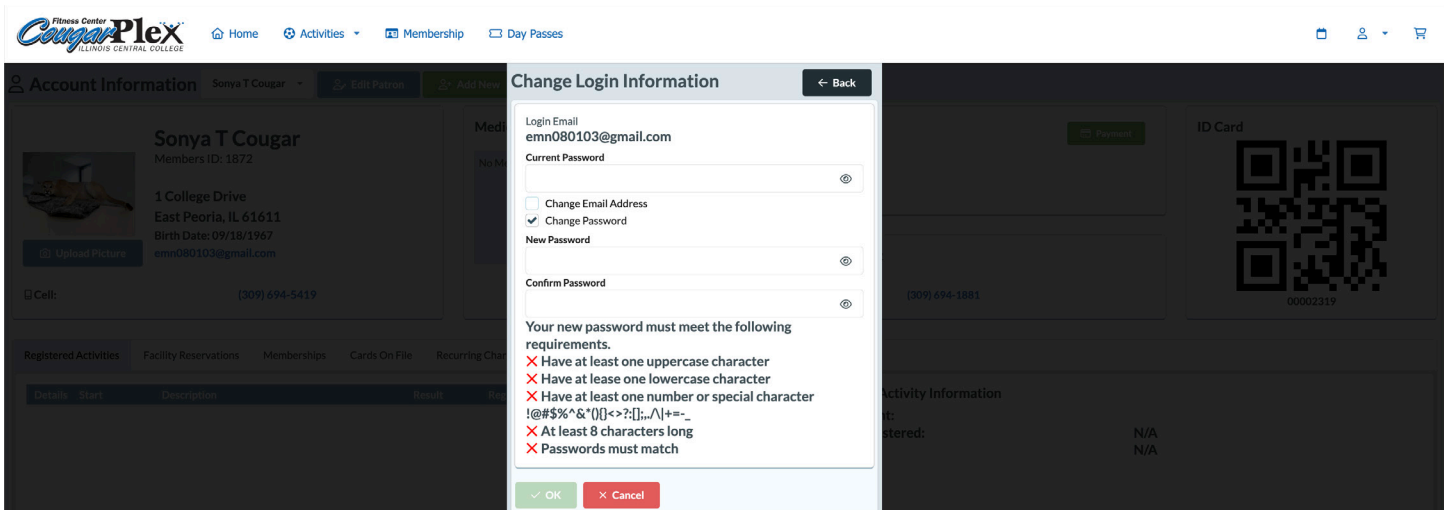
Change Password

OK Cancel

2. **Change Login Information** will prompt **change email address** or **change password**



3.To **Change Email Adress** select and follow prompts



4.To **Change Password** select and follow prompts and save

QUESTION AND CONTACT

If there are any questions or concern please contact the ICC Fitness Center.

PHONE NUMBER: 309 - 694 - 5419

EMAIL: fitnesscenter@icc.edu

HOURS OF OPERATION: MONDAY-FRIDAY 5:30 a.m - 8 p.m

SATURDAY: 8 a.m - 12 p.m/ SUNDAY: 12 p.m - 4 p.m