Using Ideal-Logic to Register for FSF Classes

1. Go to the following URL: https://apps.ideal-logic.com/osufsf, or find the register information on our home page: health.oregonstate.edu/FSF
2. Log in options:
   - **OSU Login**: Save time and log in with your ONID credentials (ONID username and password) with this button. It does not matter if you have an existing Ideal-logic account or not, the system can log you in with your existing ONID information.
   - **Non-OSU Login**: This option is for spouses and partners or affiliates that do not have ONID credentials (ONID Username and Password).
   - **Start Registration**: This option is for anyone that needs to start a new account. Please do not select this option if you have an existing ONID account, we advise you use the “OSU Login” option instead.
3. Home Screen and Starting a Registration:
   - Click “Start a New Registration” on the left of the home screen and pictured below.
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4. Select your class(es)!
   - The default view shows all classes
   - Select ALL the classes you’d like to register for by clicking the green “Select” button to the right of each class name (example shown in red circle below). To register for certain days of a class, you will be able to make those specific day selections in the next window. For now, just select all the classes you will be registering for.
   - The system takes a moment to load each click so be sure to give it a second to keep up.
   - Using the Filtering options (yellow circle on image below): You can filter based on “Programs” (i.e. activity types; Aerobics, Aquatics, etc.)
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5. Below is what your screen should look like after you have selected ALL classes.
   - When you select a class, the background should change to green and it should then display “Added to Registration” in place of the “+Select” button like the image below.
   - The system takes a moment to load each click so be sure to give it a second to keep up.
   - Once you have selected ALL of the classes you wish to register for, click the “Next” button at the bottom of the screen (shown below in red circle)
6. On the next screen(s), you will be prompted to select the specific days of the first class you would like to register for.

*Please note the following:*
- The system does not automatically select all the days for you. **If you wish to register for ALL days of a class, you must select EACH of the days listed for the course.**
- If you selected multiple classes in the screen before, you will have a chance to select specific days for those classes in the following screens. It will only show one classes days options at a time
- **PRICING:** The system is smart enough to calculate our standard rates below (with the exception of cardio weights which requires all three days for a registration):
  - 1 day a week being $35,
  - 2 days a week being $55, and
  - 3 days a week being $70
  - The discounts are calculated in the gray panel to the right of the screen as 2\(^{nd}\) and 3\(^{rd}\) day discounts and can be seen in the following screen shot (pg 5).
Pricing and Discounts will show up here, to the right of the screen.

**Standard Pricing is as follows***:
- 1 day a week; $35
- 2 days a week; $55
- 3 days a week; $70

*Exceptions are Cardio Weights that requires all three days for registration and any specialty classes such as Dance*
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7. Participant Information
   - You must answer all questions with an * to continue through the registration.
   - After entering the required information, you can hit next at the bottom of the screen.
   - If you do not fill in all of the required information, you will see the “Participant” tab (to the left of the screen) show red text (Shown in red circle below). This is a visual que that there is missing information on that page.
Using Ideal-Logic to Register for FSF Classes

8. Consent and Release

- **Informed Consent**: Informed Consent is **required** for participation in the FSF program
- **Media Release**: This is an **optional** release. There is a decline check box for those who wish to decline
- **Credit, refund, and transfer policy**: This ensures that you are aware of our policies
9. **Missing Information Screen**

- If your registration is missing information, the following box will appear. You can click any of the information listed to be directed to the appropriate field that requires an answer.
10. Order Review
   - You will receive an order review screen like below when all required information has been entered.
Using Ideal-Logic to Register for FSF Classes

11. Payment Options
- You will have 3 payment options to pick from
- Each option will prompt you appropriately
  - Please Note- If you select “Pay now by credit card,” the system will route you to our secure payment information site (Marketplace)

Questions

Please contact the office at 541.737.3222 for any registration help over the phone or come to the office in 123 Langton Hall for assistance. Please note December Office Hours will be limited.

Office Hours for December 2015

- Mon. Nov. 30- Wed. Dec. 2: 9-5pm, closed for lunch 12:30-1pm
- Thurs. Dec. 3- Fri. Dec. 4: Limited to no coverage
- Mon. Dec. 7- Thurs. Dec. 10: 11-1pm
- Fri. Dec. 11: Limited to no coverage
- Mon. Dec. 14- Fri. Dec. 18: 9-5pm, closed for lunch 12:30-1pm
- Mon. Dec. 21- Wed. Dec. 23: 9-5pm, closed for lunch 12:30-1pm