Using Ideal-Logic to Register for FSF Classes

1. **Go to the following URL:** https://apps.ideal-logic.com/osufsf, or find the registration information on our homepage: health.oregonstate.edu/FSF

2. **Log in options:**
   - **OSU Login:** Save time and log in with your ONID credentials (ONID username, password, and Duo Login) 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).
   - **Create User Account:** 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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Set your university affiliation

- Different affiliations allow access to different programs and activity areas, so make sure you select the correct affiliation to ensure you have access to programming you are eligible to take.

**University Affiliation**
Are you currently affiliated with Oregon State University?

- **Yes**

  Select all that apply.

  - Student
  - Affiliate
  - Academic/Professional
  - Classified/Staff
  - GTA/GRA
  - Spouse/Partner
  - Retired
  - Alumni/Friends
  - CPHHS Faculty
  - CPHHS GRA/GTA

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.)
4. 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).
Using Ideal-Logic to Register for FSF Classes

5. 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):

<table>
<thead>
<tr>
<th>Course</th>
<th>1 day/wk</th>
<th>2 days/wk</th>
<th>3 days/wk</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Land Classes</strong></td>
<td>$45</td>
<td>$65</td>
<td>$70</td>
</tr>
<tr>
<td><strong>Aqua Aerobics</strong></td>
<td>$50</td>
<td>$70</td>
<td>$85</td>
</tr>
<tr>
<td><strong>Swimming</strong></td>
<td>$60</td>
<td>$105</td>
<td>$120</td>
</tr>
</tbody>
</table>

![Image of registration screen](image.png)
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Pricing and Discounts will show up here, to the right of the screen.
6. **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

7. 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
- **Covid-19 Expectations**: Detailing participant and facility expectations during the Covid-19 outbreak
- **PAR-Q**: A short questionnaire to help participants make smart choices about participating in physical activity
- **Credit, refund, and transfer policy**: This ensures that you are aware of our policies
Using Ideal-Logic to Register for FSF Classes

8. 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.
Using Ideal-Logic to Register for FSF Classes

9. 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

10. Payment Options
   - You will have 3 payment options to pick from
   - If you choose to complete your registration online you will need to pay by credit card
     ***Please Note- If you select “Pay now by credit card,” the system will route you to our secure payment
     information site (Marketplace)***
   - You can also pay over the phone with a credit card or in-person in our office during regular office hours

Questions

Please contact the office at 541.737.3222 for any registration help over the phone or come to the office for assistance.
Please note Office Hours will be limited while Covid-19 is affecting in-person programming in Benton County.