

Department of Recreational Services

Fusion Manual

Service Counter

Version 1
August 3, 2020

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Sign In/Out of Fusion

This lesson will provide an overview on how to **Sign In** and/or **Out** of Fusion.

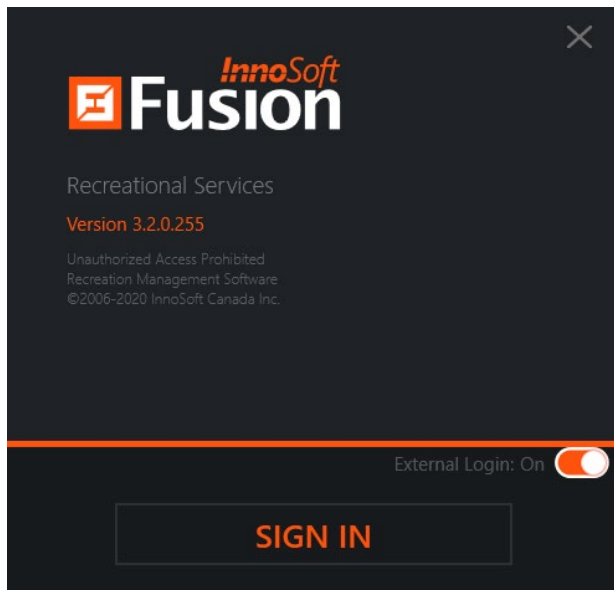
Sign into Fusion

Locate the Fusion Desktop Icon



The Fusion icon can be found on your desktop after being installed. To start the Sign In process, double-click the icon.

Prompt for Sign In



After Fusion has completed the loading process for your Personal Settings, click the SIGN IN button.

Sign in Using Credentials



Please log in.

By logging into this system, you agree to comply with [university policies](#).
When finished, log out and close your browser to end your session.

CampusID Username [I forgot](#)

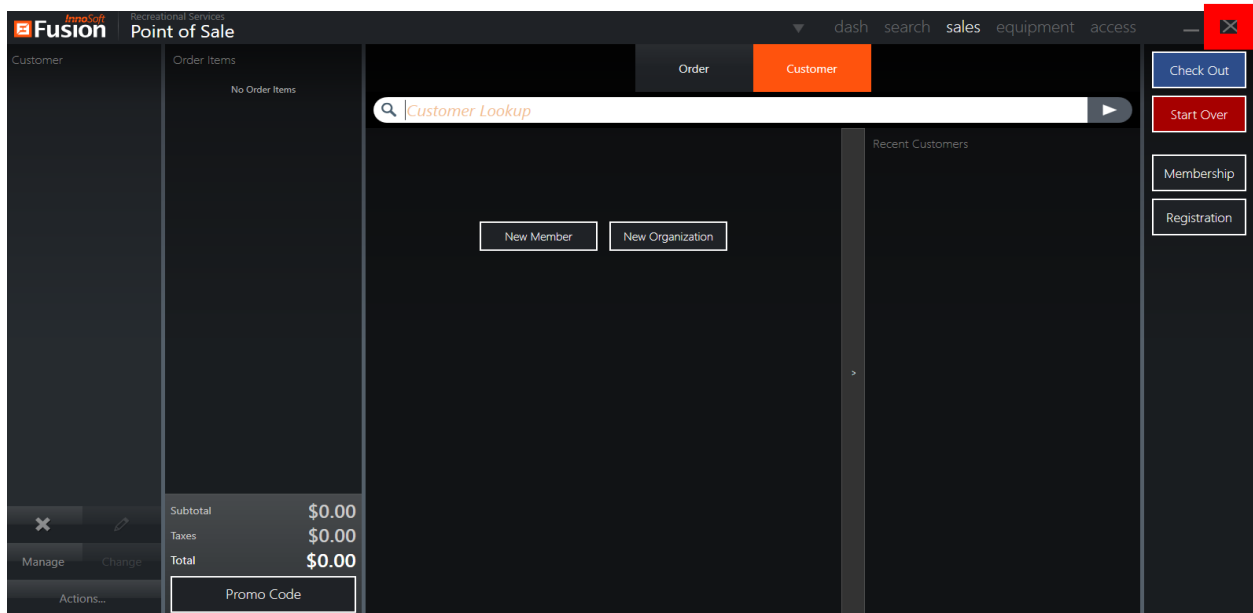
Password [I forgot](#)

Login

[Don't know Your CampusID or password?](#)

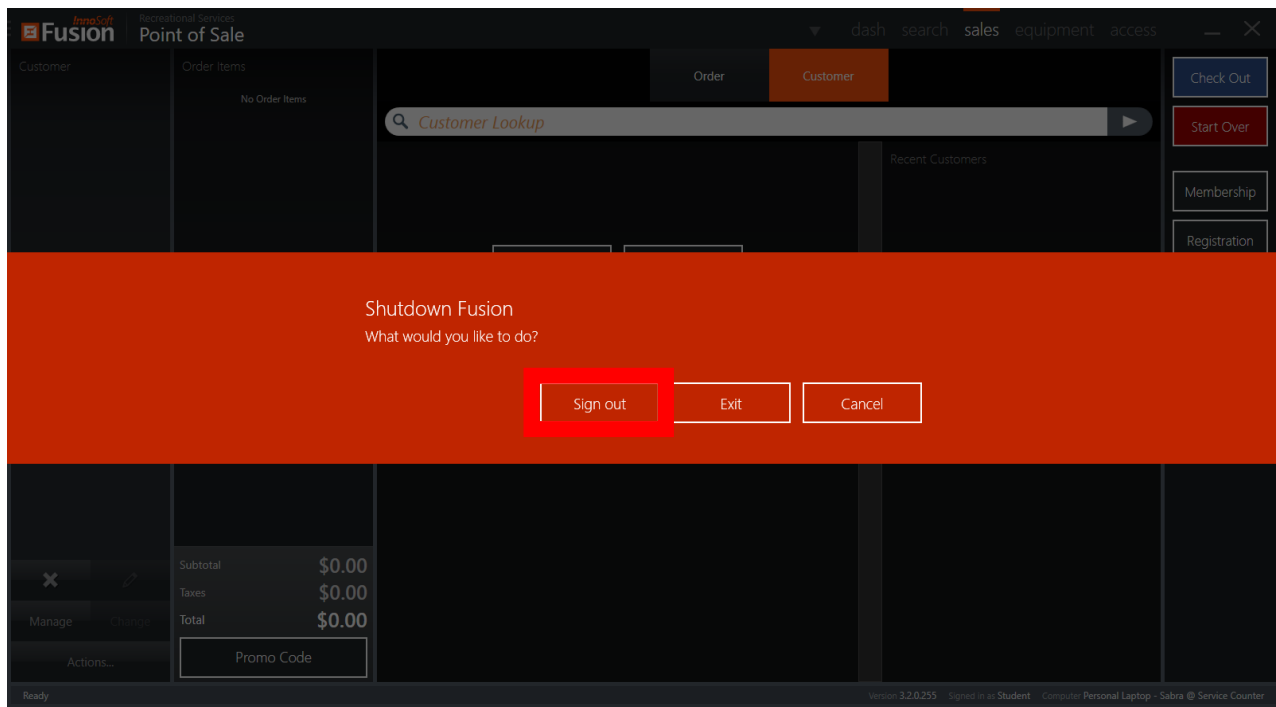
Once the Georgia State log in landing page loads, sign in with your campus credentials. Then, click Login.

Sign out of Fusion



From Fusion's home screen, locate the close ('X') icon at the top right of the screen. Click once on the close icon to Sign Out of Fusion.

Confirm Sign Out

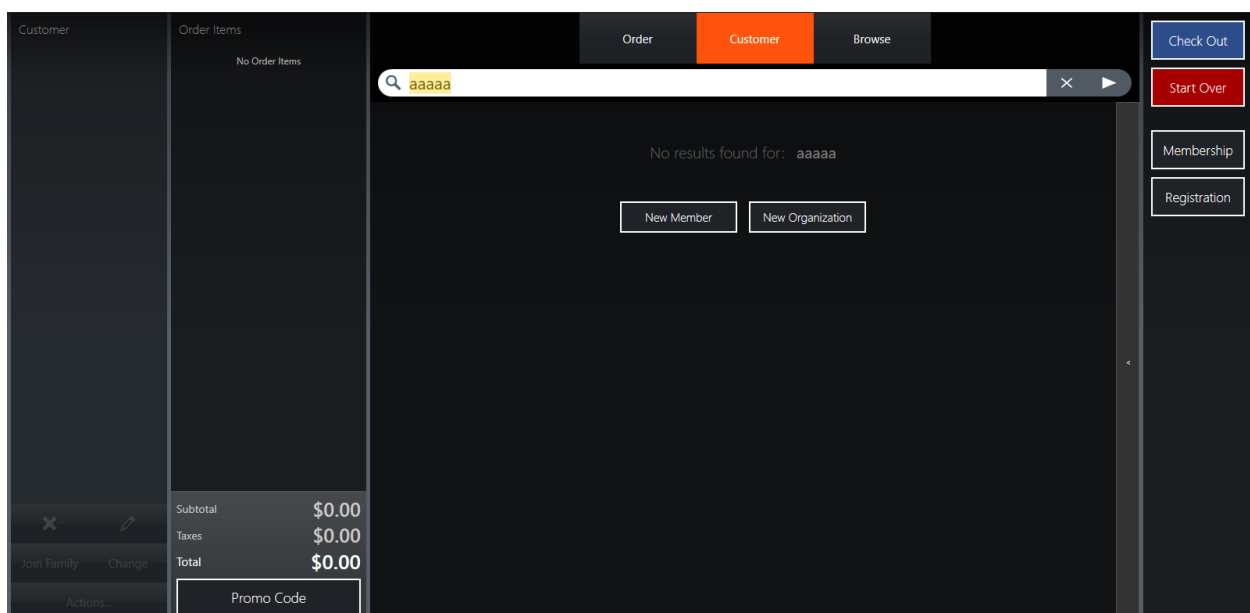


Once you have clicked on the icon, Fusion will prompt you to confirm the sign out process.

Members

Add a New Member

New members can be added from several locations within Fusion. This tutorial will begin at the Sales Screen. Navigate to the Sales Tab.



Select “New Member”

The screenshot shows a web application interface with a dark theme. At the top, there are navigation tabs: 'Order', 'Customer' (highlighted in orange), and 'Browse'. Below these is a search bar containing the text 'aaaaa'. A message below the search bar states 'No results found for: aaaaa'. In the center of the page, there are two buttons: 'New Member' and 'New Organization'. The 'New Member' button is highlighted with a red rectangular box. On the right side, there is a vertical sidebar with buttons: 'Check Out' (blue), 'Start Over' (red), 'Membership' (white), and 'Registration' (white). On the left side, there is a sidebar with a 'Customer' section and an 'Order Items' section showing 'No Order Items'. At the bottom left, there is a summary section with 'Subtotal \$0.00', 'Taxes \$0.00', and 'Total \$0.00'. Below this is a 'Promo Code' input field and buttons for 'Join Family' and 'Change'. At the bottom right, there is a 'Actions...' button.

Enter New Member Information

The screenshot shows a web application interface for entering new member information. The form is divided into several sections: 'Personal Information', 'Contact Info', 'Additional Info', and 'Financial'. The 'Personal Information' section includes fields for Title, First Name, Middle Name, Last Name, Suffix, Preferred Name, Date of Birth, Gender, Driver's License #, Academic Year, Program Information, and Eligibility. The 'Contact Info' section includes a 'Mailing' dropdown and fields for Line 1, Line 2, City, State/Prov, Country, and Zip/Postal. The 'Additional Info' section includes 'PHONE NUMBERS' (Customer Service, Ext., New Phone Number), 'EMAIL ADDRESSES' (Personal, New Email Address, and a checkbox for 'Agrees to receive marketing emails'), and 'ID NUMBERS' (ID Number, Version, New ID Number). The 'Financial' section is currently empty. On the right side, there are three buttons: 'Save', 'Save and Close', and 'Cancel'. A 'New Address' button is located at the bottom left of the 'Contact Info' section.

Capture Photo

To add a picture to your new Member profile:

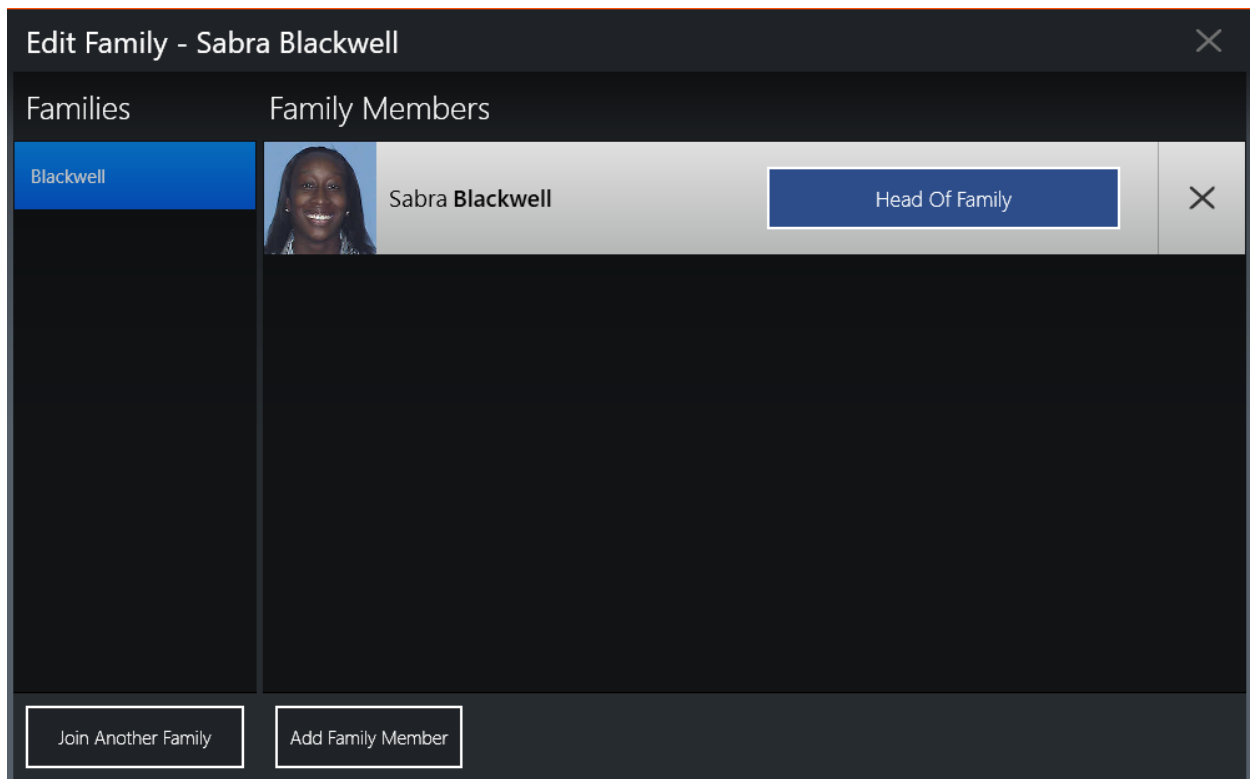
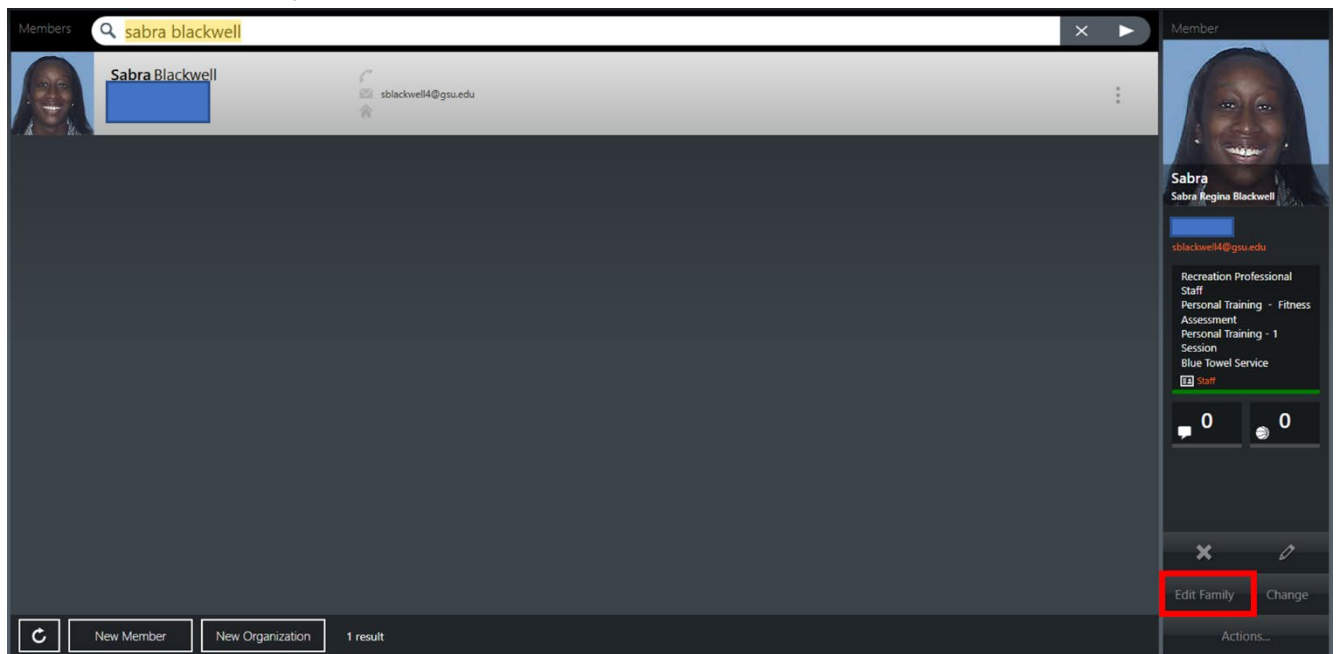
1. Select Take Photo under the picture area.
2. Select Capture Image if you are using a webcam to take the photo.
3. Select OK to select the image you want.

Select save and close

Create a Family

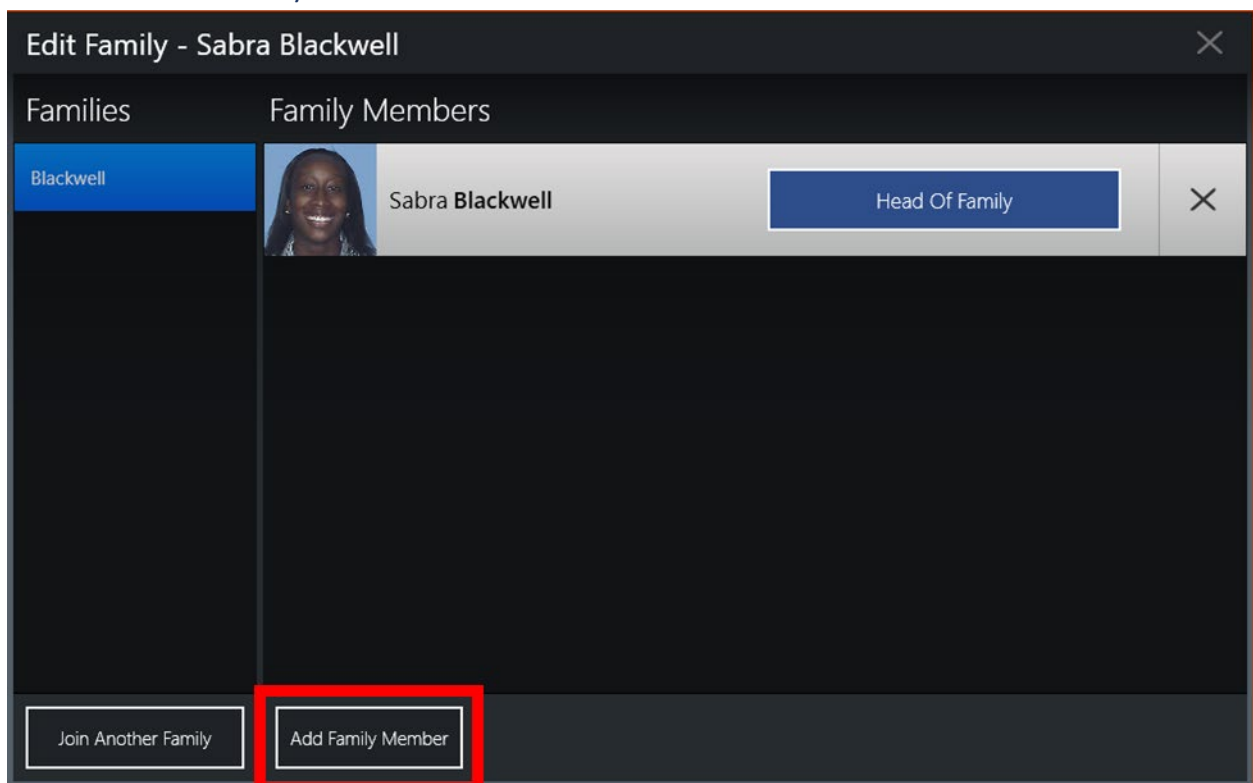
Families can be created/modified from several locations within Fusion. This tutorial will begin at the Search screen. Navigate to the Search Tab. Search for the member.

Select Edit Family

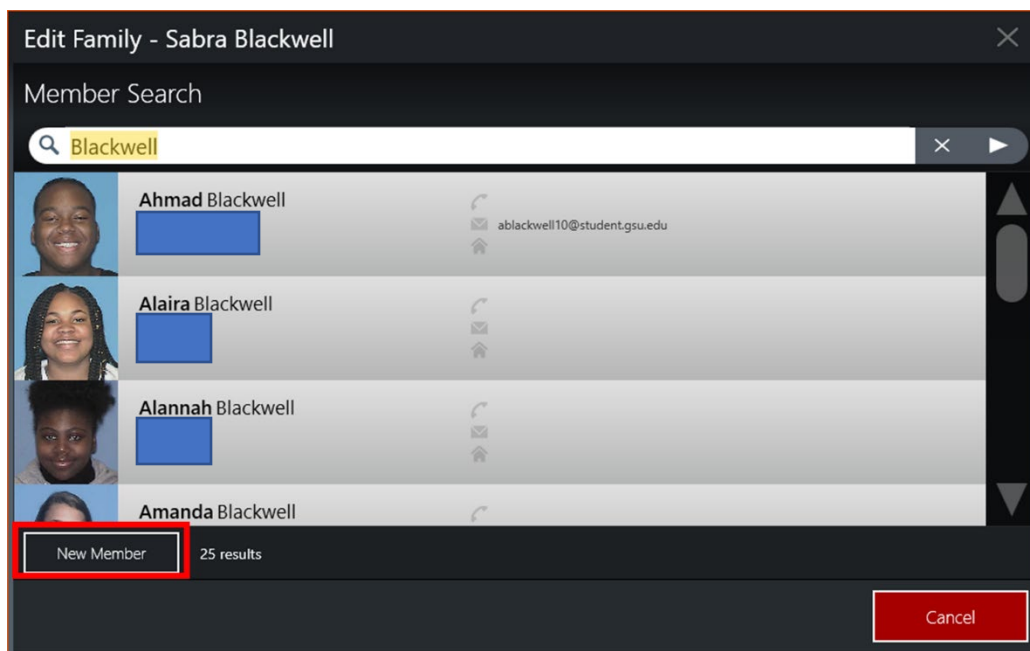


From this screen, the member can join another family or add another individual to this member's family profile.

Select Add Family Member



If searching for every individual with the same last name does not yield the desired individual, select new member.



Complete the New Member information

The screenshot shows a web form titled 'Personal Information' with a tabbed interface. The 'Personal Information' tab is active, showing fields for Title, First Name, Middle Name, Last Name, Suffix, Preferred Name, Date of Birth, Gender, Driver's License #, Academic Year, Program Information, and Eligibility. A blue mascot logo is on the left. Below the form are tabs for 'Contact Info', 'Additional Info', and 'Financial'. The 'Contact Info' tab is active, showing 'ADDRESSES' and 'PHONE NUMBERS' sections. The 'ADDRESSES' section has a 'Mailing' dropdown and fields for Line 1, Line 2, City, State/Prov, Country, and Zip/Postal. The 'PHONE NUMBERS' section has a 'Customer Service' dropdown and a 'New Phone Number' button. The 'EMAIL ADDRESSES' section has a 'Personal' dropdown and a 'New Email Address' button. The 'ID NUMBERS' section has a dropdown and a 'New ID Number' button. A 'Save' button is at the top right, and 'Save and Close' and 'Cancel' buttons are at the bottom right.

Personal Information

Title Date of Birth

First Name Gender

Middle Name Driver's License #

Last Name Academic Year

Suffix Program Information

Preferred Name Eligibility

ADDRESSES

Mailing Line 1

Line 2

City

State/Prov

Country

Zip/Postal

PHONE NUMBERS

Customer Service Ext.

EMAIL ADDRESSES

Personal

ID NUMBERS

Version

Save

Save and Close

Cancel

Select the appropriate Relationship to the member

The screenshot shows a dialog box titled 'Edit Family - Sabra Blackwell'. It contains a list of relationship types: 'Child Caregiver - Swim Lessons Only', 'Dependent', 'Head Of Family', and 'Spouse'. A 'Cancel' button is at the bottom right.

Edit Family - Sabra Blackwell

Select a Relationship Type for Kayla Blackwell

Child Caregiver - Swim Lessons Only

Dependent



Head Of Family

Spouse

Cancel

Continue to add additional family members or close the window.

Edit Family - Sabra Blackwell [Close]

Families	Family Members
Blackwell	<div><div>Sabra Blackwell</div><div>Head Of Family</div><div>[Close]</div></div>
	<div><div>Kayla Blackwell</div><div>Spouse</div><div>[Close]</div></div>
<div><div>Join Another Family</div><div>Add Family Member</div></div>	

Membership Sales

Faculty/Staff/Affiliate

Navigate to the Sales Tab

Fusion Recreational Services Point of Sale

dash search **sales** equipment access

Customer

Order Items

No Order Items

Order Customer

Customer Lookup

New Member New Organization

Recent Customers

Check Out

Start Over

Membership

Registration

Subtotal \$0.00

Taxes \$0.00

Total \$0.00

Promo Code

Manage Change

Actions...

Ready

Version 32.0.255 Signed in as Student Computer Personal Laptop - Sabra @ Service Counter

Choose the Patron

Customer: Timber Cherie Hines

Order Items: No Order Items

Order Customer Browse

Customer Lookup

Timber Hines

(404) 413-1778
thines1@gsu.edu
101 Piedmont Ave, Georgia, 30303

Check Out
Start Over
Membership
Registration

Subtotal: \$0.00
Taxes: \$0.00
Total: \$0.00

Join Family Change
Actions... Promo Code New Member New Organization 1 result

Navigate to the Membership Wizard

Customer: Timber Cherie Hines

Order Items: No Order Items

Order Customer Browse

Customer Lookup

Timber Hines

(404) 413-1778
thines1@gsu.edu
101 Piedmont Ave, Georgia, 30303

Check Out
Start Over
Membership
Registration

Subtotal: \$0.00
Taxes: \$0.00
Total: \$0.00

Join Family Change
Actions... Promo Code New Member New Organization 1 result

Select a Membership Type (Select Appropriate Category if necessary)


1 Customer

2 Membership Type

3 Term

4 Summary

Step 2: Select a Membership Type

<div>Customer</div> <div>  <div>Timber</div> <div>Timber Cherie Hines</div> <div> <div>Recreation Professional Staff</div> <div>Blue Towel Service</div> </div> <div> <div>Join Family</div> <div>Change</div> </div> <div> <div>Actions...</div> <div>Membership Staff</div> </div> </div>	<div>Memberships</div> <div> <div>Recreation Professional Staff</div> <div>Starts: May-6-2020</div> <div>Ends: (None)</div> </div> <div> <div>Blue Towel Service</div> <div>Starts: May-22-2020</div> <div>Ends: May-21-2119</div> </div> <div> <div>Renew Membership</div> </div>	<div>Categories</div> <div> <div>All Categories (13)</div> <div>Equipment Issue Desk</div> <div>Limited Access</div> <div>Personal Training</div> <div>Personnel</div> <div>Service Counter</div> <div>Touch the Earth</div> </div>	<div>Memberships</div> <div> <div>search</div> </div> <div> <div>Daily Guest Pass</div> <div>FM - Child Age 00-07</div> <div>FM - Child Age 08-18</div> <div>FM - Child Age 19-26 Adult Child</div> <div>FM - Spouse Only</div> <div>Staff</div> <div>Staff Daily Pass</div> </div>
--	--	---	---

Select Duration Category


1 Customer

2 Membership Type

3 Term

4 Summary

Step 3: Choose Membership Term


<div>Customer</div> <div>  <div>Timber</div> <div>Timber Cherie Hines</div> <div> <div>Recreation Professional Staff</div> <div>Blue Towel Service</div> </div> <div> <div>Join Family</div> <div>Change</div> </div> <div> <div>Actions...</div> <div>Membership Staff</div> </div> </div>	<div>Memberships</div> <div> <div>Recreation Professional Staff</div> <div>Starts: May-6-2020</div> <div>Ends: (None)</div> </div> <div> <div>Blue Towel Service</div> <div>Starts: May-22-2020</div> <div>Ends: May-21-2119</div> </div> <div> <div>Renew Membership</div> </div>	<div>Select Membership Duration Period</div> <div>All Duration Periods</div> <div> <div>Custom Date Range (6)</div> <div>Year (1)</div> </div>
---	--	--

Select Duration Period

1 Customer ✓ 2 Membership Type ✓ 3 Term 4 Summary

Step 3: Choose Membership Term

Customer



Timber
Timber Cherie Hines

Recreation Professional Staff
Blue Towel Service

Join Family Change

Actions...

Membership
Staff

Memberships

Recreation Professional Staff
Starts: May-6-2020
Ends: (None)

Blue Towel Service
Starts: May-22-2020
Ends: May-21-2119

Renew Membership

All Duration Periods Select Membership Duration
Custom Date Range


1	Non-member	\$84.00	Spring
1	Faculty/Staff	\$84.00	Fall
1	Faculty/Staff	\$84.00	Summer
1	Non-member	\$252.00	Spring Annual
1	Faculty/Staff	\$252.00	Summer Annual
1	Faculty/Staff	\$252.00	Fall Annual

Select the date range

1 Customer ✓ 2 Membership Type ✓ 3 Term 4 Summary

Step 3: Choose Membership Term

Customer



Timber
Timber Cherie Hines

Recreation Professional Staff
Blue Towel Service

Join Family Change

Actions...

Membership
Staff

Memberships

Recreation Professional Staff
Starts: May-6-2020
Ends: (None)

Blue Towel Service
Starts: May-22-2020
Ends: May-21-2119

Renew Membership

All Duration Periods Select Membership Duration
Custom Date Range

1	Non-member	\$84.00	Spring
1	Faculty/Staff	\$84.00	Fall
1	Faculty/Staff	\$84.00	Summer
1	Non-member	\$252.00	Spring Annual
1	Faculty/Staff	\$252.00	Summer Annual
1	Faculty/Staff	\$252.00	Fall Annual

Choose the Date Range

Fall
→ Starts Aug 2 2020 Ends Dec 15 2020

Complete Waivers

Timber Cherie Hines
Select an option for: Comprehensive

Accept
Now

Decline
Waiver

Cancel

Verify information and press done.

1 customer ✓


2 Membership Type ✓

3 Term ✓

4 Summary

Step 4: Review Summary Information

Customer



Timber
Timber Cherie Hines

Recreation Professional Staff
Blue Towel Service

Join Family Change

Actions...

Membership
Staff
Fall
Start: 8/3/2020
End: 12/15/2020

Memberships

Recreation Professional Staff
Starts: May-6-2020
Ends: (None)

Blue Towel Service
Starts: May-22-2020
Ends: May-21-2119

Renew Membership

Membership Summary

Member Name: Timber Cherie Hines

Membership Type: Staff

Duration: Fall

Start Date: Aug 3 2020

End Date: Dec 15 2020

Price: \$84.00

Done

Proceed to Check Out

The screenshot shows a web application interface with a top navigation bar containing 'Order', 'Customer', and 'Browse' tabs. The 'Browse' tab is active. Below the navigation bar is a search bar labeled 'Search Products'. On the left, there is a sidebar with a list of categories: 'Products', 'Fees', 'Guest Passes', 'Multi-Visit Passes', and 'Parking Permits'. The 'Guest Passes' category is selected. The main content area displays 'All Categories (0)' and 'Guest Pass'. On the right side, there is a vertical menu with buttons for 'Check Out' (highlighted with a red box), 'Start Over', 'Membership', and 'Registration'.

Choose Payment Option

The screenshot shows the 'Enter Payments' screen. At the top right, it says 'AMOUNT DUE \$20.00'. On the left, there is a list of payment methods: 'Visa', 'Mastercard', 'American Express', 'Cash', 'Discover', and 'Check'. Each method has a corresponding icon. To the right of the payment methods, there is a list of payment amounts: '\$20.00', '\$10.00', '\$5.00', '\$2.00', '\$1.00', 'No Credit On Account', and 'No Money in Account'. On the far right, there are two buttons: 'Complete' and 'Back'.

Authorization Number

Enter Register Receipt Number in the Authorization Number Field

Add A New Cash Payment

Amount

Authorization Number

7	8	9	
4	5	6	enter
1	2	3	
0	.		

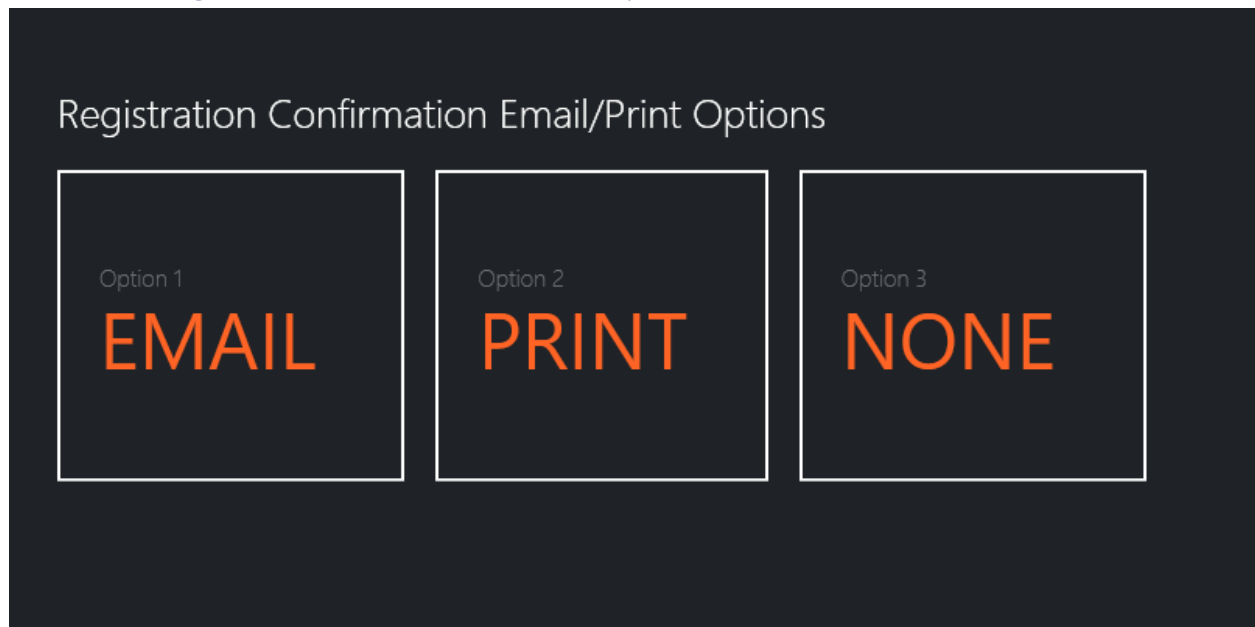
Choose Receipt Option

Sales Receipt Email/Print Options

Select existing email

Add a new email

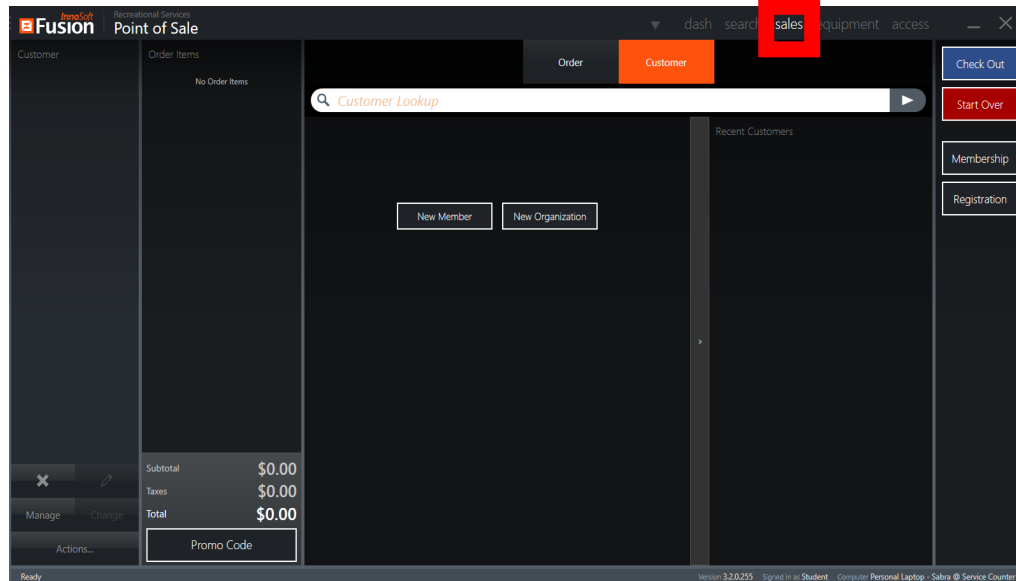
Choose Registration Confirmation Option



Family Membership

If the family hasn't been created within Fusion, please go to the [Create a Family](#) section of this document.

Navigate to the Sales Tab



Navigate to the Membership Wizard

The screenshot shows the first step of the Membership Wizard, titled "Step 1: Provide Customer Information". The interface has a dark theme with a top navigation bar containing four steps: "1 Customer" (highlighted in orange), "2 Membership Type", "3 Term", and "4 Summary". Below the navigation bar, the main area is divided into two columns: "Customer" and "Memberships". The "Customer" column contains a search bar and a "New Member" button. The "Memberships" column is currently empty. At the bottom left, there are buttons for "Manage" and "Change Membership".

Choose the Current Member

The screenshot shows the second step of the Membership Wizard, titled "Step 2: Select a Membership Type". The top navigation bar now shows "1 Customer" with a green checkmark and "2 Membership Type" highlighted in orange. The main area is divided into four columns: "Customer", "Memberships", "Categories", and "Memberships". The "Customer" column shows a profile for "Sabra Regina Blackwell" with a photo and a list of services: "Recreation Professional Staff", "Personal Training - Fitness Assessment", "Personal Training - 1 Session", and "Blue Towel Service". The "Memberships" column shows a list of memberships: "Recreation Professional Staff", "Staff", "Personal Training - Fitness Assessment", "Personal Training - 1 Session", and "Blue Towel Service". The "Categories" column shows a list of categories: "All Categories (13)", "Equipment Issue Desk", "Limited Access", "Personal Training", "Personnel", "Service Counter" (highlighted in orange), and "Touch the Earth". The "Memberships" column shows a list of memberships: "FM - Child Age 00-07", "FM - Child Age 08-18", "FM - Child Age 19-26 Adult Child", "FM - Spouse Only", "Staff", and "Staff Daily Pass".

Select the desired Membership Type (Select Appropriate Category if necessary)

1 Customer


2 Membership Type

3 Term

4 Summary

Step 2: Select a Membership Type

Customer



Sabra Sabra Regina Blackwell

Recreation Professional Staff

Personal Training - Fitness Assessment

Personal Training - 1 Session

Blue Towel Service

Memberships

Recreation Professional Staff

Starts: May-6-2020

Ends: (None)

Staff

Starts: Jun-12-2020

Ends: Jun-18-2020

Personal Training - Fitness Assessment

Starts: Jun-18-2020

Ends: Jun-22-2021

Personal Training - 1 Session

Starts: Jun-18-2020

Ends: Jun-22-2021

Blue Towel Service

Starts: May-15-2020

Ends: May-14-2119

Renew Membership

Categories

All Categories (13)

Equipment Issue Desk

Limited Access

Personal Training

Personnel

Service Counter

Touch the Earth

Memberships

search

FM - Child Age 00-07

FM - Child Age 08-18

FM - Child Age 19-26 Adult Child

FM - Spouse Only

Staff

Staff Daily Pass

Select Duration Category

1 Customer


2 Membership Type

3 Term

4 Summary

Step 3: Choose Membership Term

Customer



Sabra Sabra Regina Blackwell

Recreation Professional Staff

Personal Training - Fitness Assessment

Personal Training - 1 Session

Blue Towel Service

Memberships

Recreation Professional Staff

Starts: May-6-2020

Ends: (None)

Staff

Starts: Jun-12-2020

Ends: Jun-18-2020

Personal Training - Fitness Assessment

Starts: Jun-18-2020

Ends: Jun-22-2021

Personal Training - 1 Session

Starts: Jun-18-2020

Ends: Jun-22-2021

Blue Towel Service

Starts: May-15-2020

Ends: May-14-2119

Renew Membership

Select Membership Duration Period

All Duration Periods


Custom Date Range (6)

Year (1)

Select Duration Period

1 Customer ✓ 2 Membership Type ✓ 3 Term ✗ 4 Summary

Step 3: Choose Membership Term



Sabra
Sabra Regina Blackwell

Recreation Professional Staff
Personal Training - Fitness Assessment
Personal Training - 1 Session
Blue Towel Service

0 0

Edit Family Change

Membership
FM - Spouse Only

Memberships

Recreation Professional Staff
Starts: May 4-2020
Ends: (None)

Staff
Starts: Jun-12-2020
Ends: Jun-16-2020

Personal Training - Fitness Assessment
Starts: Jun-16-2020
Ends: Jun-22-2021

Personal Training - 1 Session
Starts: Jun-16-2020
Ends: Jun-22-2021

Blue Towel Service
Starts: May-15-2020
Ends: May-14-2119

Renew Membership

Select Membership Duration


Custom Date Range

1	Faculty/Staff	\$102.00	Spring
1	Faculty/Staff	\$102.00	Fall
1	Faculty/Staff	\$102.00	Summer
1	Faculty/Staff	\$306.00	Spring Annual
1	Faculty/Staff	\$306.00	Summer Annual
1	Faculty/Staff	\$306.00	Fall Annual

Select the date range

1 Customer ✓ 2 Membership Type ✓ 3 Term ✗ 4 Summary

Step 3: Choose Membership Term



Sabra
Sabra Regina Blackwell

Recreation Professional Staff
Personal Training - Fitness Assessment
Personal Training - 1 Session
Blue Towel Service

0 0

Edit Family Change

Membership
FM - Spouse Only

Memberships

Recreation Professional Staff
Starts: May 4-2020
Ends: (None)

Staff
Starts: Jun-12-2020
Ends: Jun-16-2020

Personal Training - Fitness Assessment
Starts: Jun-16-2020
Ends: Jun-22-2021

Personal Training - 1 Session
Starts: Jun-16-2020
Ends: Jun-22-2021

Blue Towel Service
Starts: May-15-2020
Ends: May-14-2119

Renew Membership

Select Membership Duration

Custom Date Range

1	Faculty/Staff	\$102.00	Spring
1	Faculty/Staff	\$102.00	Fall
1	Faculty/Staff	\$102.00	Summer
1	Faculty/Staff	\$306.00	Spring Annual
1	Faculty/Staff	\$306.00	Summer Annual
1	Faculty/Staff	\$306.00	Fall Annual


Choose the Date Range

Fall
→ Starts: Aug 2 2021 Ends: Dec 15 2021

Select Family Members

Step 4: Review Summary Information

1 Customer ✓ 2 Membership Type ✓ 3 Term ✓ 4 Summary



Sabra
Sabra Regina Blackwell

Recreation Professional Staff
Personal Training - Fitness Assessment
Personal Training - 1 Session
Blue Towel Service

0 0

Edit Family Change

Membership
FM - Spouse Only
Fall
Start: 8/2/2021
End: 12/15/2021

Memberships

Recreation Professional Staff
Start: May-6-2020
End: (None)

Staff
Start: Jun-12-2020
End: Jun-18-2020

Personal Training - Fitness Assessment
Start: Jun-18-2020
End: Jun-22-2021

Personal Training - 1 Session
Start: Jun-18-2020
End: Jun-22-2021

Blue Towel Service
Start: May-13-2020
End: May-14-2119

Renew Membership

Membership Summary

Member Name: Sabra Regina Blackwell

Membership Type: FM - Spouse Only

Duration: Fall

Start Date: Aug 2 2021

End Date: Dec 15 2021

Price: \$102.00


This is a family membership

Select Family Members

Done

Step 4: Review Summary Information

1 Customer ✓ 2 Membership Type ✓ 3 Term ✓ 4 Summary



Sabra
Sabra Regina Blackwell

Recreation Professional Staff
Personal Training - Fitness Assessment
Personal Training - 1 Session
Blue Towel Service

0 0

Edit Family Change

Membership
FM - Spouse Only
Fall
Start: 8/2/2021
End: 12/15/2021

Memberships

Recreation Professional Staff
Start: May-6-2020
End: (None)

Staff
Start: Jun-12-2020
End: Jun-18-2020



Personal Training - Fitness Assessment
Start: Jun-18-2020
End: Jun-22-2021

Personal Training - 1 Session
Start: Jun-18-2020
End: Jun-22-2021

Blue Towel Service
Start: May-13-2020
End: May-14-2119

Renew Membership

Select Family Members

Family Members		Family Membership Restrictions
<input checked="" type="checkbox"/>	 Blackwell, Sabra Head Of Family	Spouse 1 of 1 Head Of Family 1 of 1
<input checked="" type="checkbox"/>	 Blackwell, Kayla Spouse	

Done Cancel


Make sure the Family Membership Restrictions are met. The paying member should be selected as “Head Of Family.”

Press Done

1 Customer ✓ 2 Membership Type ✓ 3 Term ✓ 4 Summary

Step 4: Review Summary Information

Customer



Sabra
Sabra Regina Blackwell

Recreation Professional Staff
Personal Training - Fitness Assessment
Personal Training - 1 Session
Blue Towel Service

0 0

Edit Family Change

Membership
FM - Spouse Only
Fall
Start: 8/2/2021
End: 12/15/2021

Memberships

Recreation Professional Staff
Starts: May-6-2020
Ends: (None)

Staff
Starts: Jun-12-2020
Ends: Jun-18-2020



Personal Training - Fitness Assessment
Starts: Jun-18-2020
Ends: Jun-22-2021

Personal Training - 1 Session
Starts: Jun-18-2020
Ends: Jun-22-2021

Blue Towel Service
Starts: May-15-2020
Ends: May-14-2119

Renew Membership

Select Family Members

Family Members	Family Membership Restrictions
<input checked="" type="checkbox"/>  Blackwell, Sabra Head Of Family	Spouse 1 of 1 Head Of Family 1 of 1
<input checked="" type="checkbox"/>  Blackwell, Kayla Spouse	


Done Cancel

Verify information and press done.

1 Customer ✓ 2 Membership Type ✓ 3 Term ✓ 4 Summary

Step 4: Review Summary Information

Customer



Sabra
Sabra Regina Blackwell

Recreation Professional Staff
Personal Training - Fitness Assessment
Personal Training - 1 Session
Blue Towel Service

0 0

Edit Family Change

Membership
FM - Spouse Only
Fall
Start: 8/2/2021
End: 12/15/2021

Memberships

Recreation Professional Staff
Starts: May-6-2020
Ends: (None)

Staff
Starts: Jun-12-2020
Ends: Jun-18-2020

Personal Training - Fitness Assessment
Starts: Jun-18-2020
Ends: Jun-22-2021

Personal Training - 1 Session
Starts: Jun-18-2020
Ends: Jun-22-2021

Blue Towel Service
Starts: May-15-2020
Ends: May-14-2119

Renew Membership

Membership Summary

Member Name: Sabra Regina Blackwell

Membership Type: FM - Spouse Only

Durations: Fall

Start Date: Aug 2 2021

End Date: Dec 15 2021

Price: \$102.00

This is a family membership

Select Family Members

Done

Proceed to Check Out

The screenshot shows a software interface with a top navigation bar containing 'Order', 'Customer', and 'Browse' (highlighted in orange). Below this is a search bar labeled 'Search Products'. A sidebar on the left lists categories: 'Products', 'Fees', 'Guest Passes' (highlighted in orange), 'Multi-Visit Passes', and 'Parking Permits'. The main area displays 'All Categories (0)' and 'Guest Pass'. On the right, there is a vertical stack of buttons: 'Check Out' (highlighted with a red box), 'Start Over', 'Membership', and 'Registration'.

Choose Payment Option

The screenshot shows the 'Enter Payments' screen. At the top right, it says 'AMOUNT DUE \$20.00'. On the left, there is a list of payment methods with their logos: Visa, Mastercard, American Express, Cash, Discover, and Check. To the right of this list is a vertical scrollbar. Further right, there is a list of payment amounts in green boxes: '\$20.00', '\$10.00', '\$5.00', '\$2.00', '\$1.00', 'No Credit On Account', and 'No Money in Account'. On the far right, there are two buttons: 'Complete' and 'Back'.

Authorization Number

Enter Register Receipt Number in the Authorization Number Field

Add A New Cash Payment

Amount

Authorization Number

7	8	9	
4	5	6	enter
1	2	3	
0	.		

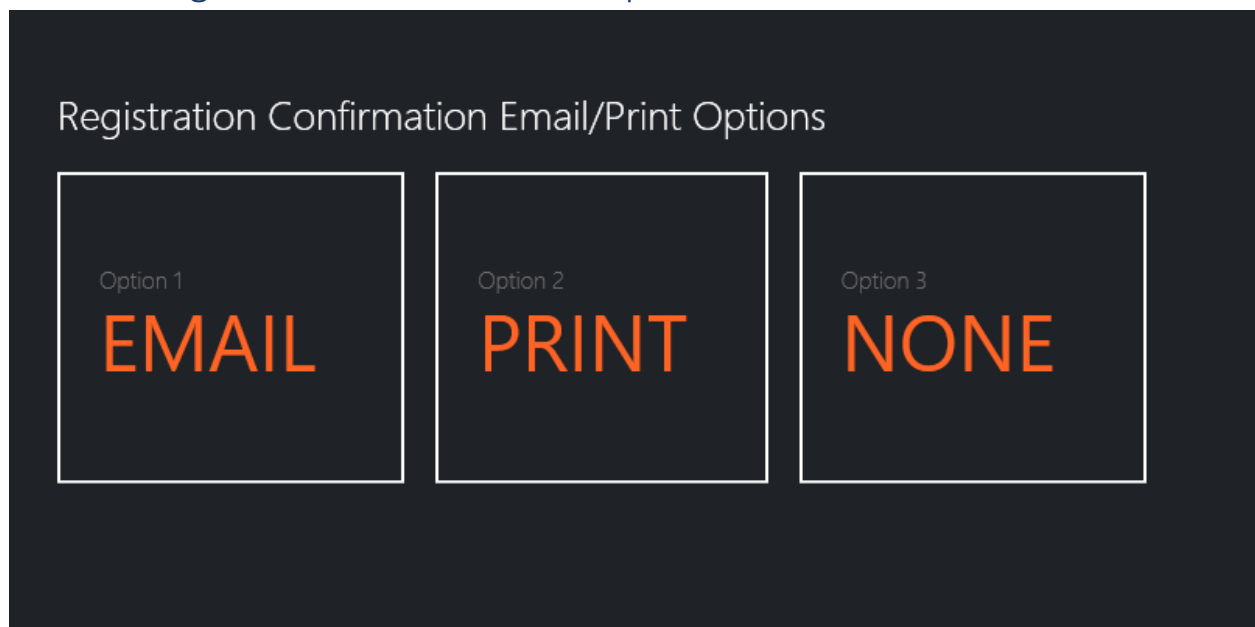
Choose Receipt Option

Sales Receipt Email/Print Options

Select existing email

Add a new email

Choose Registration Confirmation Option

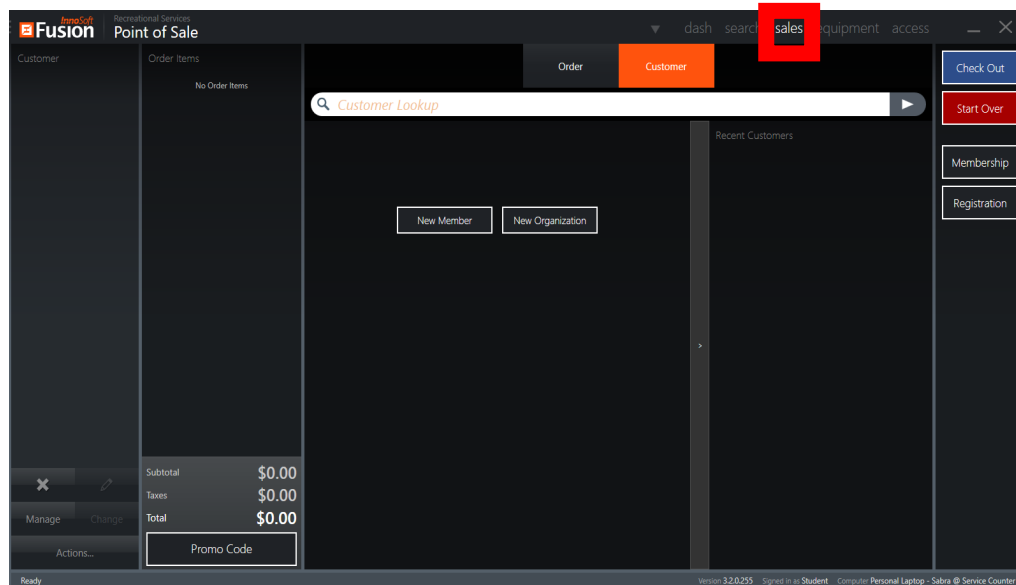


Waiver – New Family Membership

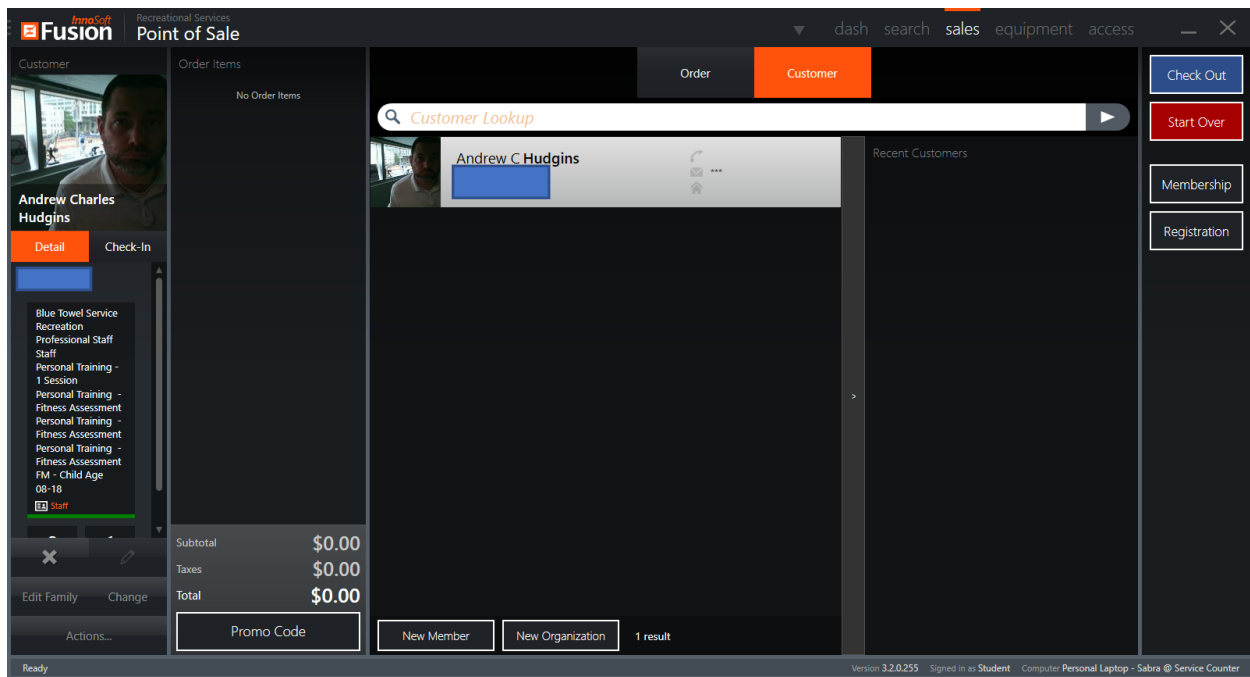
Please make sure the new patron signs a **paper waiver** and manually update within Fusion.

Program Registration

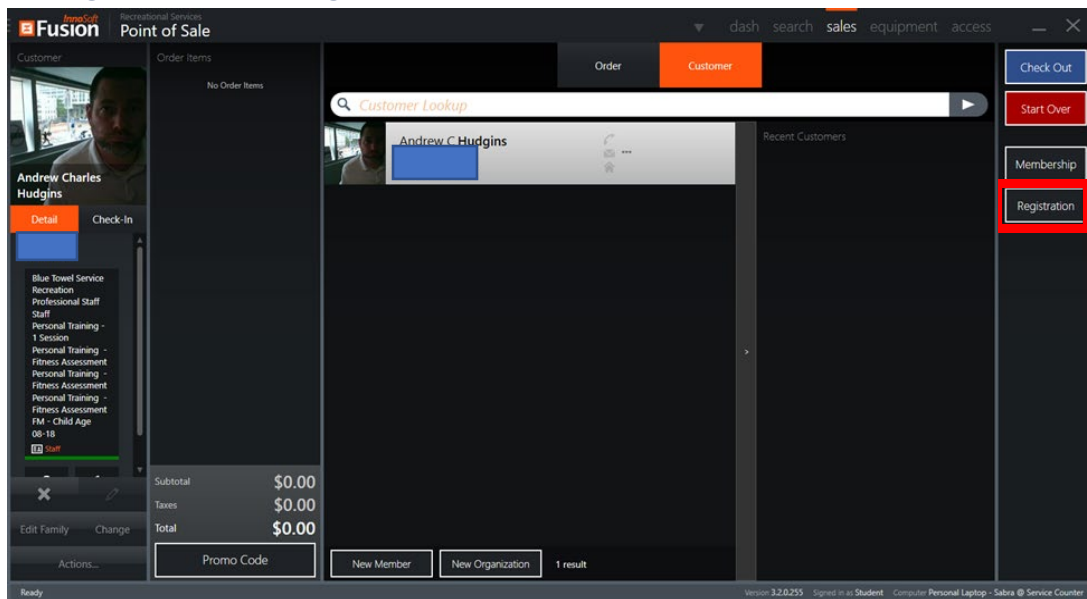
Navigate to the Sales Tab



Choose the Patron



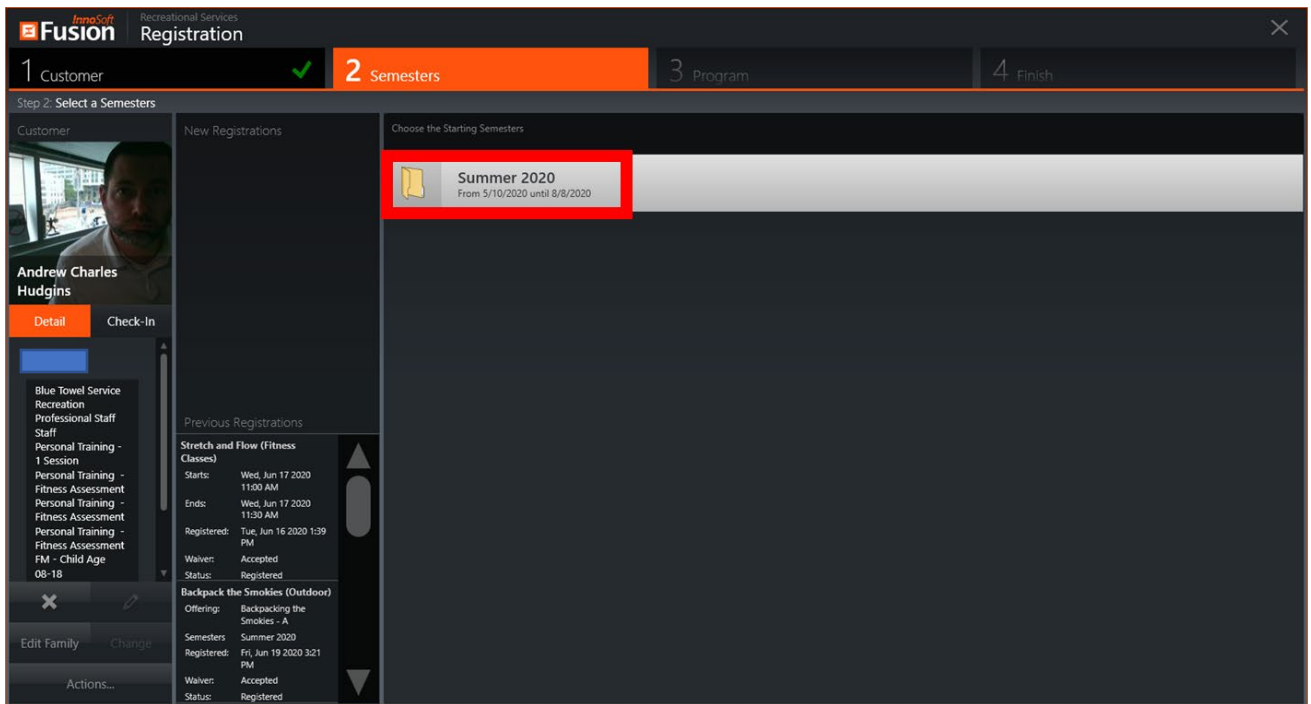
Navigate to the Registration Wizard



Once the Customer has been selected, choose the Registration button on the far right of the Point of Sale screen.

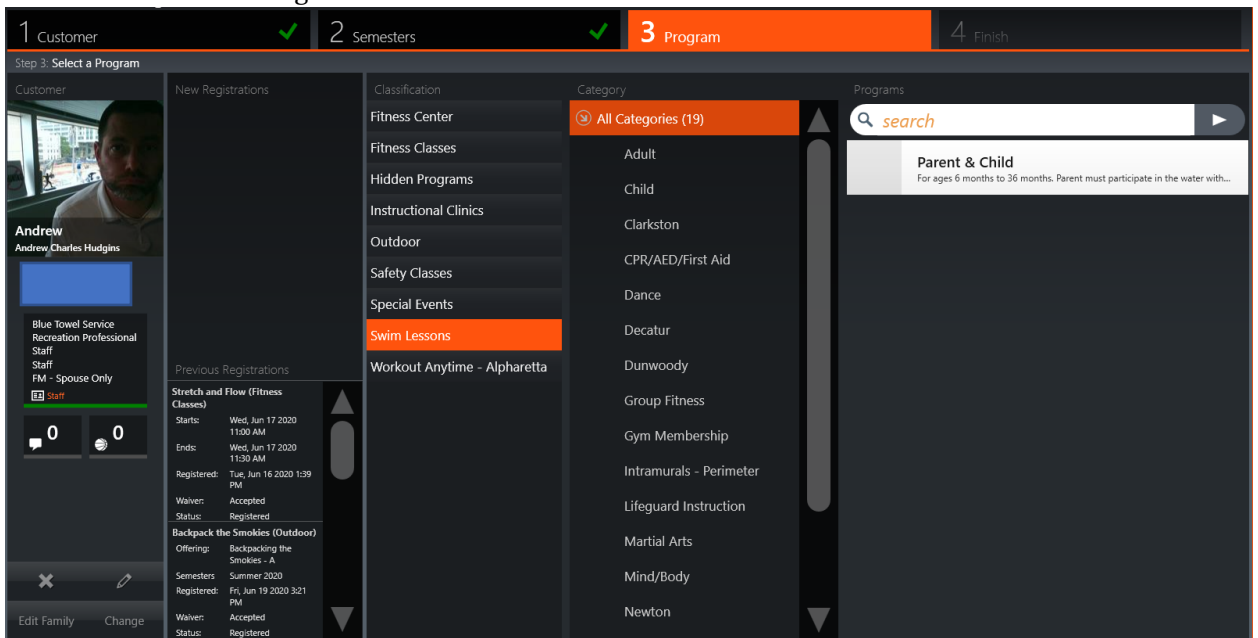
Registration Wizard

Choose a Semester



Select the appropriate Semester

Find and Choose the Program



To find the desired Program:
 Select the Classification.
 Choose the applicable Category (optional).
 Select the Program.

Select an Offering or Class

1 Customer

2 Semesters

3 Program

4 Finish

Step 3: Select a Program

Customer

Andrew

Andrew Charles Hudgins

Blue Towel Service

Recreation Professional

Staff

PM - Spouse Only

Staff

0

0

Edit Family

Change

New Registrations

Previous Registrations

Stretch and Flow (Fitness Classes)

Starts: Wed, Jun 17 2020 11:00 AM

Ends: Wed, Jun 17 2020 11:30 AM

Registered: Tue, Jun 16 2020 1:39 PM

Waiver: Accepted

Status: Registered

Backpack the Smokies (Outdoor)

Offerings: Backpacking the Smokies - A

Semesters: Summer 2020

Registered: Fri, Jun 19 2020 3:21 PM

Waiver: Accepted

Status: Registered

Back

Parent & Child

Select an Offering

Parent & Child

Parent & Child Swim Lessons - Saturdays

Space Available (10)

Registration closes: Today at 11:00 PM

\$20.00 (Faculty/Staff)

Registrations: 0 / 10

On Waitlist: 0

Status: Possible GO (Need 3 more by 8/3/2020)

Summary

Start Date

Time

Location

every Saturday from 10:00 AM to 10:25 AM

Starting Sat, Jun 20 2020 ending Sun, Aug 2 2020

10:00 AM to 10:25 AM

Lecture Pool

Choose the Program Offering or Class by clicking on its entry in the list.

Complete Waivers

Andrew Charles Hudgins - Select A Waiver Option

Accept Now

Decline Waiver

Cancel

Program Registration Summary

Parent & Child (Swim Lessons)

Registrant: Andrew Charles Hudgins
Offering: Parent & Child Swim Lessons - Saturdays
Semesters: Summer 2020
Registration Date: Aug-3-2020
Registration #: R-10027

Next Steps

Register the same person in another program

Register a family member in a program

Register someone else in a program

Finish registering

Proceed to Check Out

This screenshot shows the 'Proceed to Check Out' interface. On the left, a customer profile for Andrew Charles Hudgins is displayed, including a photo, name, and program details: 'Program: Parent & Child', 'Program Offering: Parent & Child Swim Lessons - Saturdays', 'Member: Andrew Charles Hudgins', 'Date Of Birth: 7/9/1977', and '1 @ \$20.00'. Below this, a staff selection menu shows 'Blue Towel Service', 'Recreation Professional', 'Staff', 'FM - Spouse Only', and 'Staff' with a count of 0. The main area is divided into 'Order Items' and 'Guest Passes'. The 'Order Items' section shows a subtotal of \$20.00, taxes of \$0.00, and a total of \$20.00. The 'Guest Passes' section is currently empty. On the right, there are buttons for 'Check Out' (highlighted with a red box), 'Start Over', 'Membership', and 'Registration'. A search bar at the top right is labeled 'Search Products'.

Choose Payment Option

This screenshot shows the 'Choose Payment Option' interface. On the left, the same customer profile for Andrew Charles Hudgins is displayed. The main area is titled 'Enter Payments' and shows a list of payment methods: Visa, Mastercard, American Express, Cash, Discover, and Check. To the right of these methods, there are green buttons for each method, with the amount due of \$20.00 displayed next to the Visa button. Below the payment methods, there are buttons for 'No Credit On Account' and 'No Money In Account'. On the right side, there are buttons for 'Complete' (highlighted with a red box) and 'Back'. A search bar at the top right is labeled 'Search Products'.

Authorization Number

Enter Register Receipt Number in the Authorization Number Field

Add A New Cash Payment

Amount

Authorization Number

7	8	9	⌫
4	5	6	enter
1	2	3	
0	.		

Choose Receipt Option

Sales Receipt Email/Print Options

Select existing email

Add a new email

Choose Registration Confirmation Option

Registration Confirmation Email/Print Options

Option 1 EMAIL	Option 2 PRINT	Option 3 NONE
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Troubleshooting