

# PremierTLH Registration and Usage

\*The instructions below are specifically for desktop or laptop computer use. For instructions on how to use the PremierTLH mobile app, please scroll down to the end of this document.\*

## Log In or Create an Account (Computer Only)

1. Visit [PremierTLH.com](https://PremierTLH.com)
2. Click the black rectangle that says **RESERVE YOUR WORKOUT**
3. To log in:
  - If you already have a PremierTLH username and password, use that to log in. (This is applicable to anyone who has used PremierTLH for indoor cycling classes in the past.)
  - If you do NOT have a username and password already, click the underlined text that says “[Create an account](#)” just beneath the “Login” button. Then, fill in the requested information and click the “Create Account” button at the bottom of the page. **Be sure to check the boxes for email and mobile notifications.** Proceed to log in with new account info.

## Reserving a Workout Time (Computer Only)

1. Once you have logged in, you will be taken to your Member Portal. Locate and click the “Book a Class” button in the top right corner of the screen. It should be underneath the calendar icon.
2. This will bring you to a large calendar with all of the available times to register. Find the date and time for which you would like to register. Click the blue **RESERVE** button. A gray rectangle should pop up at the top of your screen with the text “You are booked, thank you!” **Please note that you may only register for a time slot 3 days in advance. Any other time slot will not be available for you to click on.**
3. If you would like to change the time of your reservation or cancel, click the **MODIFY** button on the day and time slot for which you are already reserved. Click the

“cancel” button in the right bottom corner to cancel your class. To change times, cancel your reservation in the same way and then register for a new time.

You should receive a confirmation email any time you sign up for a class or cancel a class. If you do not, go to your profile settings and make sure you have allowed for email and text notifications.

## Log In or Create an Account (Mobile App Only)

1. Search for “PremierTLH” in your mobile app store. The thumbnail will be the Premier logo and the app should be free. Download the app.
2. To log in:
  - If you already have a PremierTLH account, use that to log in. (This should be applicable to anyone who has used PremierTLH for indoor cycling classes in the past.)
  - If you do not have a PremierTLH account, click the “Register” button. Fill in the requested information and click “NEXT” at the bottom of the page. Fill in the requested information on that page as well. (Heart rate monitor information is not necessary). **Be sure to check the box that says “I want to receive email updates”** so that we can send you confirmation emails. Click the “SUBMIT” button.

## Reserving a Workout Time (Mobile App Only)

1. Log in to your Premier TLH account.
2. At the bottom of the screen, click the calendar icon with the word “Schedule”.
3. Choose the date and time for which you would like to register and click the long rectangle with that information. It should say “General Facility” with the time you chose and “90 min”.
4. Click the blue bar that says “Schedule Class” at the bottom of the screen. You are now registered to work out at Premier Health & Fitness Center.
5. To manage your registrations, click “My classes” from the previous screen, or the “Profile” icon at the bottom of the main screen. By clicking on your registered time

slot, you will be given the option to cancel that reservation. **If you cannot show up for your reservation, please cancel it this way.**