Procedures for Membership Registration for the BKC Sports and Health Commons

From the AY 2019 Fall Semester exercise programs, those who are register for “BKC Sports and Health Commons membership” with the Free Pass are required to complete the following procedures:

Step 1. 立命館プログラムサービス ID 取得 (Creating a Ritsumeikan Program Service ID)
Step 2. 立命館大学 BKC スポーツ健康コモンズ 会員登録 (Registering for Ritsumeikan University BKC Sports and Health Commons Membership).

Please conduct the following procedures from each URL.

* Those who will register with the One-day Pass do not need to conduct the online registration procedures. Please register directly at the counter on the day of the exercise program.
* If you already have an ID through another Ritsumeikan program service, go directly to Step 2.
* Make reservations for exercise programs on the website using the URL in Step 3.

Step 1.
Creating a Ritsumeikan Program Service ID
https://program-service.ritsumei.ac.jp/public/seminar/view/4

* You will receive an email sent by an automated e-mail system. Be sure to set a password from the URL included in the email.
* You will not receive an email sent by an automated e-mail system after the password is set in Step 1.
Scan the QR code in Step 2. and proceed with the procedures for BKC Sports and Health Commons Membership Registration.

Step 2.
Registering for Ritsumeikan University BKC Sports and Health Commons Membership
https://program-service.ritsumei.ac.jp/public/seminar/view/70

* You will receive an e-mail sent by an automated e-mail system after Step 2 is completed.
Confirm details of the e-mail then complete the procedures at the counter and pay the fee.

Step 3.
Reserve exercise programs
http://www.ritsumei.ac.jp/lifecareer/activity/facility/bkc-shc/
The details of Step 1, 2, and 3 above are as follows:

Access the “BKC Sports and Health Commons” from the Ritsumeikan University homepage.

**Step 1.** Create a Ritsumeikan Program Service ID from the URL, “立命館プログラムサービス ID登録”

https://program-service.ritsumei.ac.jp/public/seminar/view/4

(1) Fill in the required fields and click the “登録する” (Register) button.
(2) You will receive an email titled “立命館プログラムサービス ID 登録 パスワード登録のお願い（必須）” (Ritsumeikan Program Service ID Registration Request to set a password (mandatory)) to your registered e-mail address. Please set up a password from the “ログイン情報登録用 URL” (URL for registering login information) included in the email.

(3) Enter the login ID that you registered in the “ログイン ID” (Login ID) field and enter the password that you want to set, in both the “ログインパスワード” (Login Password) and “ログインパスワード確認” (Login Password for Confirmation) fields. Input the distorted alphanumeric characters displayed on the image and then click “Send”. You have now completed the procedures for setting your Ritsumeikan Program Service ID and Password.

Step 2.
Proceed with the procedures for BKC Sports and Health Commons Membership Registration from “立命館大学 BKC スポーツ健康コモンズ 2019 年度秋学期会員登録” (Ritsumeikan University BKC Sports and Health Commons AY2019 Fall Semester Membership Registration) https://program-service.ritsumei.ac.jp/public/seminar/view/70
(1) Click "$\text{お申し込みはこちら (立命館プログラムサービス ID 取得済の方)}$" (Sign up here (for those who already have a Ritsumeikan Program Service ID)) on the lower part of the screen to log in to the Ritsumeikan Program Service.

(2) The membership registration data entry screen will be displayed. Fill in the required fields and click the "$\text{登録する}$" (Register) button. This is the end of data entry; however, membership registration has not been completed yet.

(3) To complete the final registration procedures, including payment of the usage fee, please go to the BKC Sports and Health Commons.
Step 3. Make reservations for exercise programs from the “2019年度秋学期〇月*(AY2019 Fall Semester (Month))*” of the BKC Sports and Health Commons website. * Exercise programs will be updated monthly. Choose the month you would like to make a reservation in.

Sports and Health Commons website:
http://www.ritsumei.ac.jp/lifecareer/activity/facility/bkc-shc/

(1) Click “お申し込みはこちら(立命館プログラムサービス ID 取得済みの方)” (Sign up here (for those who already have a Ritsumeikan Program Service ID)) on the lower part of the screen to log in to the Ritsumeikan Program Service.

(2) Choose the exercise programs that you want to take, check the boxes, and click the [次へ (Next)] button.
(3) Fill in the required fields such as “氏名 (Name)” and “会員証番号 (Membership Card No.)” and click [次へ (Next)]. Confirm the details of the reservation. If the details are correct, click “登録する (Register)” to complete the procedures.