



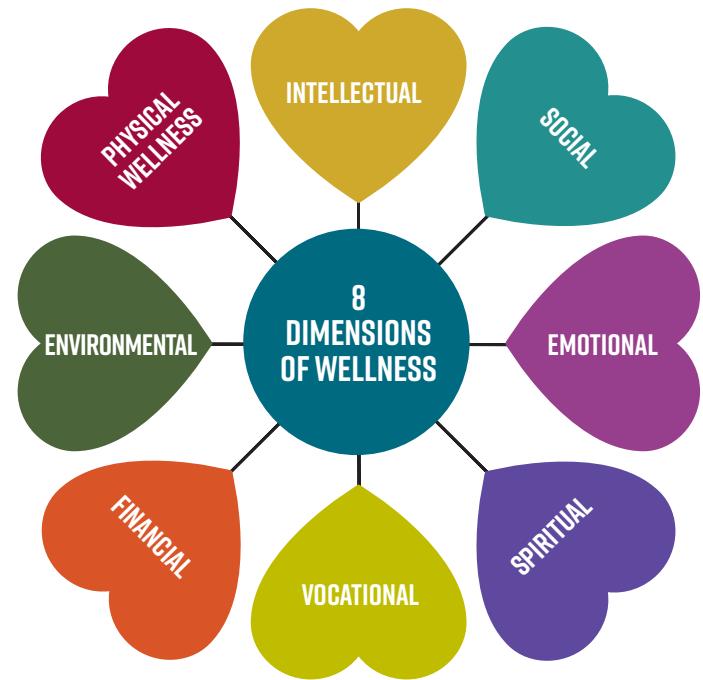
Learn something new for you!

**B**ayley university offers a variety of educational instruction to our Bayley Fitness Center members, Bayley Residents and Staff, Sisters of Charity, the Mount St. Joseph University, and all life long learners in the community.

At Bayley, we believe that holistic wellness includes enhancing our lives in the areas of Intellectual, Social, Emotional, Spiritual, Vocational, Financial, Environmental, and Physical Wellness.

Bayley university Spring Semester 2026, kicks off in February and offers 3 and 4 week courses, as well as 1 and 2 hour seminars. The wide variety of courses allows students to enhance their learning in the various dimensions of wellness.

Most courses have an associated fee depending on the length of the class, and whether materials are needed for the course.



#### Ongoing Learning

The Bayley Fitness Club also offers ongoing learning in the areas of personal training and one-on-one technology training.

**To sign up or for more information, visit or call the Wellness Center Welcome Desk at 513.347.1400, or access details via the Bayley Fitness Club app.**

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## AGE STRONG: A Guide to Feeling Athletic and Fit After Forty

Dimension of Wellness	Physical Wellness
<b>Term</b>	Spring I   Feb. 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> , 21 <sup>st</sup>
<b>Time/Location</b>	6 pm - 7 pm   Bayley Fitness Floor
<b>Course Description</b>	
<p>This 4-week class explores the importance of strength training for fitness and healthy aging. Each week includes discussion and guided floor exercises for those able to get on and off the floor, work on their knees, and hold a plank. Jaychele teaches proper form and modifications. Participants will leave with a “BASE” workout plan and a take-home exercise packet. A cellphone is optional for recording exercises. <b>The maximum number of participants is 20.</b></p>	
<b>Instructor</b>	Jaychele Charles
<b>Instructor Bio</b>	
<p>Jaychele has lived in Delhi for 12 years and worked at Bayley for eight. She is board-certified in Athletic Training, holds a Master’s degree in Kinesiology from Indiana University, and specializes in injury rehabilitation, gait and posture, and senior life coaching. She is also an adjunct instructor at Mount St. Joseph University and is married with five children.</p>	
<b>Class Fee</b>	\$40/member, \$45/non-member



COURSE OFFERING  
**Journaling for Awareness**

Dimension of Wellness	Spiritual
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<b>Term</b>	Spring I   Feb. 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> , 25 <sup>th</sup>
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<b>Time/Location</b>	10 am - 11 am   La Casa del Sol Ministry Center
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### **Course Description**

This course will assist students in establishing the habit of journaling. Students will experience the benefits of writing daily, which include mental clarity, self-awareness, and accessing the subconscious mind. This four-week course explores techniques that can be life-changing. **The maximum number of participants is 20.**

<b>Instructor</b>	Shirley Burch
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### **Instructor Bio**

Shirley grew up in Cincinnati. In 1969, she graduated from Denison University with a BA in English Literature and a teaching credential after college. In 2007, she earned a Master's Degree in Spiritual Psychology from the University of Santa Monica.

<b>Class Fee</b>	\$40/member, \$45/non-member
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## COURSE OFFERING

**The Lies, The Truth, and The Foods We Eat****Dimension of Wellness****Intellectual****Term**Spring I | Feb. 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>**Time/Location**11:30 am - 12:30 pm | La Casa  
del Sol Ministry Center**Course Description**

This course is a thoughtful book study led by Merrill Rounds, a vivid researcher and Master Herbologist. Drawing on years of research into our food supply and natural remedies, Merrill shares insights from her book, *The Lies, the Truth, and the Food We Eat*, which explores the realities of what we consume and offers practical, natural solutions for healthier living. This interactive class includes demonstrations and guidance on using herbs and teas for wellness, emphasizing ways to reduce chemicals in food and medicine. Each participant receives a copy of the book to enrich the learning experience. **The maximum number of participants is 20.**

**Instructor**

Merril Rounds

**Instructor Bio**

Merril Rounds is a vivid researcher and Master Herbologist who has been studying the food supply and natural remedies since 2003. Her extensive research into what we eat has revealed surprising and concerning truths, inspiring her to educate others about healthier living.

**Class Fee**

\$55/member, \$60/non-member



## COURSE OFFERING

### **Aging Well Through Planning Legal, Financial, and Life Transitions**

Dimension of Wellness	Intellectual
<b>Term</b>	Spring I   Feb. 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> , 26 <sup>th</sup>
<b>Time/Location</b>	10 am - 11 am   La Casa del Sol Ministry Center

### **Course Description**

Aging well requires more than good health - it takes the right planning, resources, and mindset to stay independent, prepared, and in control. This four-week class is designed to help adults proactively navigate the legal, financial, and life transitions that come with retirement and beyond. Led by attorney Shane Krugler, this educational series offers practical strategies for estate planning and real-life challenges: strategizing for long-term care costs, staying in charge of your own decisions, organizing your affairs to avoid probate, and knowing when and how to adapt your plans as life changes. **The maximum number of participants is 50.**

<b>Instructor</b>	Shane Krugler
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### **Instructor Bio**

Shane Krugler is an estate planning and elder law attorney who blends legal expertise with personal experience. A Navy veteran and father, he understands the challenges families face with healthcare, long-term care, and government benefits. Motivated by advocating for a loved one, he founded Krugler Law nearly a decade ago to serve families across Greater Cincinnati from his Delhi office near Bayley. He holds a Juris Doctorate from Northern Kentucky University and a Bachelor of Business degree from Indiana University.

<b>Class Fee</b>	\$40/member, \$45/non-member
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**Bayley.U**  
COURSE OFFERING  
**Zentangle: Valentine Hearts**

<b>Dimension of Wellness</b>	<b>Vocational</b>
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<b>Term</b>	Spring I   Feb. 6 <sup>th</sup>
<b>Time/Location</b>	1 pm - 3 pm   Bayley Wellness Center Library

### **Course Description**

Zentangle is a simple drawing technique that uses structured, repeating patterns known as “tangles”. Create a special Zentangle tile for Valentine’s Day featuring Zendala and Phi tiles with heart-themed tangles. All supplies are provided. There are no prerequisite drawing skills needed; anyone who can hold a pen can enjoy Zentangle. Anything is possible, one stroke at a time!

**The maximum number of participants is 18.**

<b>Instructor</b>	Wendy Gray, CZT
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<b>Instructor Bio</b>
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Wendy Gray has been practicing the art of Zentangle since 2011 and became a Certified Zentangle Teacher (CZT) in 2015. Wendy has taught Zentangle classes in Loveland, Mason, and Lebanon, Ohio, and at the Bayley Fitness Club. Her Zentangle artwork has been featured in art shows across the United States!

<b>Class Fee</b>	\$35/member, \$40/non-member
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## COURSE OFFERING

### Competitive Athletics and Healthy Aging

Dimension of Wellness	Intellectual
<b>Term</b>	Spring I   Feb 19 <sup>th</sup>
<b>Time/Location</b>	4:30 pm - 6 pm   Bayley Wellness Center Library

### Course Description

This presentation explores the connection between competitive athletics and healthy aging, highlighting how older adults continue to achieve athletic success through opportunities such as the Senior Olympics. Dr. Hofmeyer will introduce the Sustained Athlete Fitness Exam (SAFE), an assessment designed to identify strengths, address limitations, and support personalized strategies for continued athletic participation and everyday function. **The maximum number of participants is 50.**

<b>Instructor</b>	Dr. Erin Hofmeyer, PT, DPT, GCS
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### Instructor Bio

Dr. Erin Hofmeyer, PT, DPT, GCS, is an Assistant Professor and Assistant Director of Clinical Education in the Physical Therapy Program at Mount St. Joseph University. She is a board-certified Geriatric Clinical Specialist with extensive experience in leadership, education, and advocacy. Dr. Hofmeyer currently serves as the OPTA State Affairs Chair and an Ohio Delegate to the APTA House of Delegates and is completing her Ed.D. in Leadership Studies at Xavier University.

<b>Class Fee</b>	\$15/ member, \$20/non-member
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## COURSE OFFERING

### Understanding Human Trafficking in the U.S.

#### Dimension of Wellness

#### Vocational

##### Term

Spring I | Feb. 23<sup>rd</sup>

##### Time/Location

10 am - 11 am | La Casa del Sol Ministry Center

#### Course Description

This course examines human trafficking in the United States, including how it operates, why it persists, and how it differs from smuggling. Participants will explore the role of forced migration, systemic conditions that increase vulnerability, and pastoral, faith-based responses grounded in compassion and justice. The session also provides practical steps for prevention and community action. **The maximum number of participants is 30.**

#### Instructor

Sister Sally Duffy, SC

#### Instructor Bio

Sister Sally is a founding board member of the Alliance to End Human Trafficking and serves on the Cincinnati Archdiocesan Immigration Task Force. She participates in local End Slavery meetings, the Ohio Attorney General's Human Trafficking Commission, and related legal and legislative committees. She also co-chairs the Sisters of Charity Immigration and Ending Human Trafficking Social Justice Circle, recently spoke at Fordham University, and accompanies a human trafficking survivor.

#### Class Fee

\$10/member, \$15/non-member



COURSE OFFERING  
**Zentangle: Illuminated Letter**

**Dimension of Wellness**

**Vocational**

**Term**

Spring I & II | Feb. 27<sup>th</sup> &  
Mar. 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>

**Time/Location**

1 pm - 3 pm | Bayley Fitness  
Club Library

**Course Description**

Zentangle is an accessible and easy-to-learn drawing method that utilizes structured, repeating patterns known as “tangles”. Throughout the 5-session master class, participants will work on an 11" x 14" template, focusing on designing a letter of their choice as the central element. Students will explore watercolor pencil techniques and experiment with using tea bag water to craft a parchment-like surface, providing a unique background for their tangling project. All supplies are provided. **The maximum number of participants is 18.**

**Instructor**

Wendy Gray, CZT

**Instructor Bio**

Wendy Gray has been practicing the art of Zentangle since 2011 and became a Certified Zentangle Teacher (CZT) in 2015. Wendy has taught Zentangle classes in Loveland, Mason, and Lebanon, Ohio, and at the Bayley Fitness Club. Her Zentangle artwork has been featured in art shows across the United States!

**Class Fee**

\$85/member \$90/non-member



## Non-Specific Back Pain

Dimension of Wellness	Physical Wellness
<b>Term</b>	Spring II   Mar. 2 <sup>nd</sup> , 9 <sup>th</sup> , 16 <sup>th</sup> , 23 <sup>rd</sup>
<b>Time/Location</b>	12:30 pm - 1:30 pm   La Casa del Sol Ministry Center
<b>Course Description</b>	
<p>Over 80% of Americans experience low back pain, making it a leading reason for doctor visits. This 4-week course is designed for individuals with non-specific low back pain who may have already completed physical therapy. Because there is no one-size-fits-all solution, the program focuses on posture, core strength, and spinal mobility using a progressive 3-month exercise approach. This course is intended for individuals with general back pain and is not suitable for those with specific diagnoses, such as active disc herniation or spondylolisthesis. Many of these exercises, which are done on your back, can be performed on your bed at home if you are unable to get on the floor. Due to time limitations, we will not be practicing exercises during class. You will receive handouts, and please feel free to bring your phone to take pictures or videos. <b>The maximum number of participants is 20.</b></p>	
<b>Instructor</b>	Jaychele Charles
<b>Instructor Bio</b>	
<p>Jaychele has lived in Delhi for 12 years and worked at Bayley for eight. She is board-certified in Athletic Training, holds a Master's degree in Kinesiology from Indiana University, and specializes in injury rehabilitation, gait and posture, and senior life coaching. She is also an adjunct instructor at Mount St. Joseph University and is married with five children.</p>	
<b>Class Fee</b>	\$40/member, \$45/non-member



## COURSE OFFERING

**Nonviolent Communication: Do Words Matter More Than We Think?****Dimension of Wellness****Intellectual****Term**Spring II | Mar. 4<sup>th</sup>**Time/Location**12 pm - 1 pm | La Casa del Sol  
Ministry Center**Course Description**

“Sticks and stones may break my bones, but words will never hurt me.” We’ve heard it since childhood—but is it really true? The phrases we use every day can carry hidden violence, from expressions like “there’s more than one way to skin a cat” to other sayings we hardly notice. Join us for a lively discussion on the casual use of violent language, how it shapes the way we think, and how choosing nonviolent words can change the way we communicate. Bring your ideas, your curiosity, and your favorite phrases to unpack together. **The maximum number of participants is 25.**

**Instructor**

Sr. Louise Learns

**Instructor Bio**

Sister Louise is a Sister of Charity of Cincinnati and a native of Baltimore with a passion for justice. She has a Master’s in Theology from St. Mary’s Seminary in Baltimore and a PhD in Health Care Ethics from St. Louis University. Sr. Louise has ministered as a hospital chaplain, medical ethicist, adjunct faculty in several universities, and a Congressional Leader for eight years with the Sisters of Charity. Experiences in Cuba, Guatemala, and El Salvador opened her eyes and heart to the needs and hopes of people most often left out.

**Class Fee**

\$10/member, \$15/non-member



## Part I: Through the Lens: Capturing Images; tell a story

Dimension of Wellness	Vocational
<b>Term</b>	Spring II   Mar. 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> , 26 <sup>th</sup>
<b>Time/Location</b>	1 pm - 2:30 pm   La Casa del Sol Ministry Center

### Course Description

Do you enjoy taking pictures, but wish they told more of a story? Whether you're a seasoned shutterbug or just snapping shots with your phone, you're invited to a new kind of photography class built for today's technology and your unique perspective. You'll receive weekly photo prompts to explore, then the class will gather to reflect, share, and enjoy the magic that emerges when seeing the world through another lens. **The maximum number of participants is 16.**

### Instructor

Dennis Foster

### Instructor Bio

Dennis Foster is a seasoned visual storyteller whose photography journey spans from the fast-paced world of TV news to the reflective realm of teaching in retirement communities. With experience as a photojournalist, university instructor, and lifelong creative, Dennis brings a warm, encouraging approach that celebrates each student's perspective-- whether using a smartphone or a DSLR. His classes mix experienced photographers and curious beginners in a supportive environment.

### Class Fee

\$45/member, \$50/non-member



COURSE OFFERING  
**Circle of Protection**

Dimension of Wellness	Intellectual
Term	Spring II   Mar. 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> , 26 <sup>th</sup>
Time/Location	10 am - 11 am   La Casa del Sol Ministry Center

## Course Description

This course explores the Circle of Protection and how proactive funeral planning helps individuals and families prepare with confidence and peace of mind. Participants will learn how pre-planning funeral and burial arrangements reduces emotional stress, prevents confusion, and eases financial burdens during times of loss. The course also highlights the importance of aligning funeral wishes with legal, financial, and healthcare plans through collaboration with trusted professionals such as funeral directors, cemetery representatives, and elder law attorneys. Designed to be informative and approachable, these sessions empower attendees to understand their options, ask the right questions, and take meaningful steps to protect themselves and their loved ones. **The maximum number of participants is 15.**

<b>Instructor</b>	Jerry Auer
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## Instructor Bio

Jerry Auer is a graduate of the College of Mount St. Joseph and has been with the Cincinnati Catholic Cemetery Society for 46 years. He has served in multiple roles throughout his career and currently serves as President of CCCS.

<b>Class Fee</b>	\$40/member, \$45/non-member
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COURSE OFFERING  
**Myths About Immigration**

**Dimension of Wellness**

**Intellectual**

**Term**

Spring II | Mar. 23<sup>rd</sup>

**Time/Location**

10 am - 11 am | La Casa del Sol Ministry Center

**Course Description**

This course explores key concepts and terminology in immigration, including refugees, asylum seekers, temporary protected status, humanitarian parole, and legal permanent residency. Participants will examine common myths about immigration in the United States. The session also connects Catholic Social Teaching and Scripture to migration, introducing a Catholic migration ethic and its application to contemporary immigration issues. Attendees will gain a deeper understanding of immigration through both factual and faith-based perspectives. **The maximum number of participants is 30.**

**Instructor**

Sister Sally Duffy, SC

**Instructor Bio**

Sister Sally serves on the board (Treasurer) of Catholic Legal Immigration Network, Inc. (CLINIC). CLINIC is the largest non-profit provider of immigrant legalization services in the United States and is an affiliate organization of the United States Conference of Catholic Bishops. Sally also serves on the Cincinnati Archdiocesan Immigration Task Force. Sally cochairs the Sisters of Charity Immigration and Ending Human Trafficking Social Justice Circle.

**Class Fee**

\$10/member, \$15/non-member



## Hormones, Exercise, and Menopause

Dimension of Wellness	Physical Wellness
<b>Term</b>	Spring II   Mar. 24 <sup>th</sup>
<b>Time/Location</b>	6 pm - 7 pm   Bayley Fitness Club Library
<b>Course Description</b>	
<p>Join in for this one-hour class to learn more about the hormones that trigger and maintain menopause changes and how exercise can affect them. Due to time, we will discuss testosterone, progesterone, estrogen, thyroid hormones, growth hormones, and cortisol. We will discuss how exercise can help regulate these hormones. We will not discuss hormone replacement therapy, as that is best discussed with a physician. The goal of this class is to focus on the things we can control by keeping hormone fluctuations to a minimum to avoid dramatic symptoms. <b>The maximum number of participants is 40.</b></p>	
<b>Instructor</b>	
Jaychele Charles	
<b>Instructor Bio</b>	
<p>Jaychele has lived in Delhi for 12 years and worked at Bayley for eight. She is board-certified in Athletic Training, holds a Master's degree in Kinesiology from Indiana University, and specializes in injury rehabilitation, gait and posture, and senior life coaching. She is also an adjunct instructor at Mount St. Joseph University and is married with five children.</p>	
<b>Class Fee</b>	
\$10/member, \$15/non-member	



## COURSE OFFERING

### Simple Tech Skills: QR Codes and Online Reviews

Dimension of Wellness	Intellectual
<b>Term</b>	Spring III   Apr. 6 <sup>th</sup>
<b>Time/Location</b>	1 pm - 2 pm   La Casa del Sol Ministry Center
<b>Course Description</b>	
<p>This is a beginner-friendly class designed to help participants feel comfortable using everyday technology. In this session, we'll learn how to scan QR codes using a smartphone and understand where they lead, whether it's a menu, website, or event information. The class will also walk through how to leave a Google review step by step, making it easy to share feedback and experiences online. No prior tech experience is needed—just bring your device, ask questions, and learn at a relaxed, easy-to-follow pace. <b>The maximum number of participants is 15.</b></p>	
<b>Instructors</b>	Sherry Wise and Eve Cooper
<b>Instructor Bio</b>	
<p>Sherry Wise, Senior Director of Sales and Marketing for Bayley Senior Care, is joined by her Marketing Assistant, Eve Cooper, for this presentation. With a background in marketing, they bring the knowledge needed to use tools like QR codes and online reviews efficiently and effectively. Eve, a former Bayley Wellness Center employee, also led tech sessions that helped others learn how to confidently use their phones.</p>	
<b>Class Fee</b>	\$10/member, \$15/non-member



## Cardio for Heart Health

Dimension of Wellness	Physical Wellness
<b>Term</b>	Spring III   Apr. 2 <sup>nd</sup> , 9 <sup>th</sup> , 16 <sup>th</sup> , 23 <sup>rd</sup>
<b>Time/Location</b>	2 pm - 3 pm   Bayley Fitness Floor
<b>Course Description</b>	
<p>Just as lifting weights strengthens your muscles, cardio strengthens your heart. This four-week class meets in the cardio room and introduces you to a variety of machines while teaching you how hard to exercise and how to structure workouts for maximum benefit. The skills you learn can also be applied to an outdoor walking program as the weather improves. Participants will leave with cardio programs designed to progress over a 3-6 month period. <b>The maximum number of students is 12.</b></p>	
<b>Instructor</b>	Jaychele Charles
<b>Instructor Bio</b>	
<p>Jaychele has lived in Delhi for 12 years and worked at Bayley for eight. She is board-certified in Athletic Training, holds a Master's degree in Kinesiology from Indiana University, and specializes in injury rehabilitation, gait and posture, and senior life coaching. She is also an adjunct instructor at Mount St. Joseph University and is married with five children.</p>	
<b>Class Fee</b>	\$40/member, \$45/non-member



## Part II: Through the Lens: Members' Choice

<b>Dimension of Wellness</b>	<b>Vocational</b>
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<b>Term</b>	Spring III   Apr. 9 <sup>th</sup> , 16 <sup>th</sup> , 23 <sup>rd</sup> , 30 <sup>th</sup>
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<b>Time/Location</b>	1 pm - 2:30 pm   La Casa del Sol Ministry Center
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### Course Description

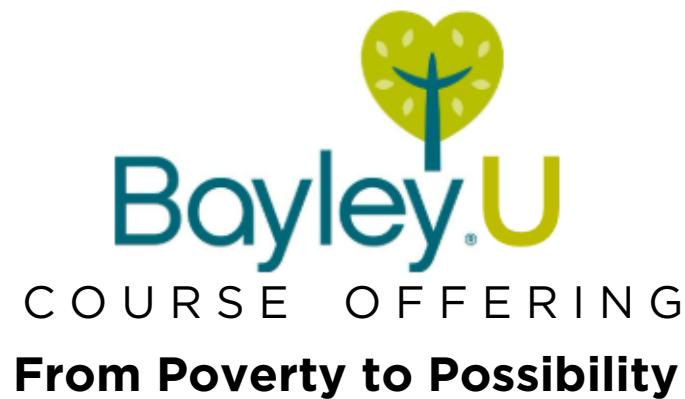
Topics suggested by Class Members of Part I. It will be announced 2 weeks before the first class. **The maximum number of participants is 16.**

<b>Instructor</b>	Dennis Foster
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### Instructor Bio

Dennis Foster is a seasoned visual storyteller whose photography journey spans from the fast-paced world of TV news to the reflective realm of teaching in retirement communities. With experience as a photojournalist, university instructor, and lifelong creative, Dennis brings a warm, encouraging approach that celebrates each student's perspective-- whether using a smartphone or a DSLR. His classes mix experienced photographers and curious beginners in a supportive environment.

<b>Class Fee</b>	\$45/member, \$50/non-member
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COURSE OFFERING  
**From Poverty to Possibility**

Dimension of Wellness	Vocational
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<b>Term</b>	Spring III   Apr. 16th
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<b>Time/Location</b>	1 pm - 2:30 pm   Bayley Fitness Club Library
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### **Course Description**

This 90-minute seminar explores how microfinancing is transforming lives across several African countries. Sr. Caroljean Willie, SC, who has worked with these projects for over 15 years, will share insights from her experiences and her upcoming travels to Kenya, Tanzania, and Zanzibar from late January through early March 2026. The seminar highlights how offering a hand-up rather than a hand-out can create lasting, life-changing impact. **The maximum number of participants is 40.**

<b>Instructor</b>	Sr. Caroljean Willie, SC
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### **Instructor Bio**

Caroljean (Cj) Willie is a Sister of Charity of Cincinnati. She holds a Bachelor of Arts in Sociology, a Master's Degree in Reading, and a Ph.D. in Multicultural Education. She has extensive experience working cross-culturally throughout the world and served two terms of office as the NGO representative at the United Nations for the Sisters of Charity Federation. She was also a program director for EarthConnection environmental center sponsored by the Sisters of Charity.

<b>Class Fee</b>	\$15/member, \$20/non-member
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# Bayley U Class Sign-Up Instructions per App

If you have any questions or difficulties, please call 513.347.1400, and the Welcome Desk staff would be happy to assist you. We are also able to schedule Bayley U classes over the phone and in person. Please have your payment method with you when signing up if it is not already on file. Thank you!

1. Locate the Bayley Fitness App on your phone. Once it is located, click on the app and wait for the sign-in screen.

**The Bayley Fitness App icon is pictured here.**



2. Once you are logged into the Bayley Fitness App, click on the 'Explore' tab at the bottom of your screen. It is located next to the 'Home' tab.

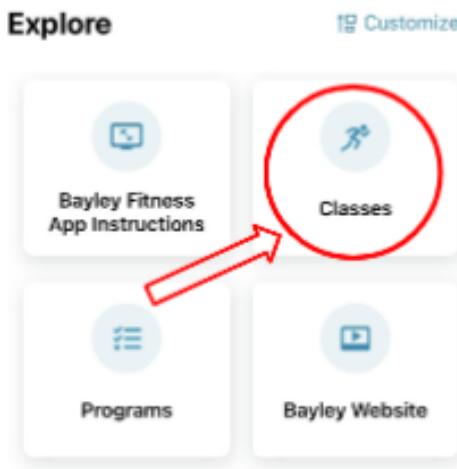
**The Explore Tab is pictured below.**



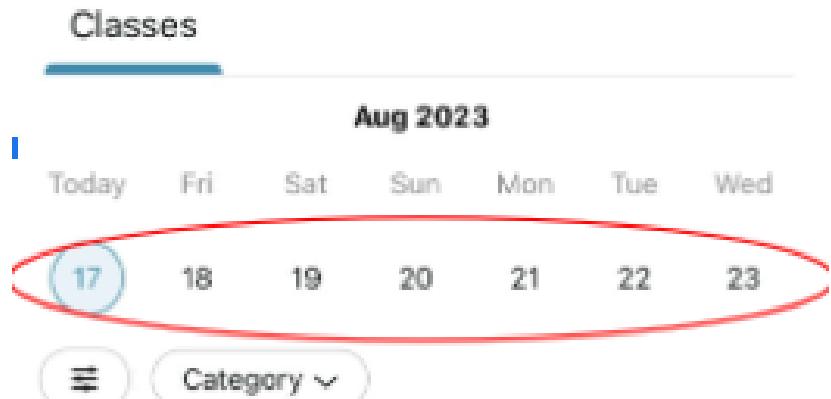
3. Once you have clicked on the 'Explore' tab, click on the 'Classes' tile. Once you are on the Class page, you will see the dates for every day of the week at the top of your screen. Scroll through the dates and find the Bayley U class of your choosing. Once you have found the class(s) that you would like to sign up for, click on them.

**The Class tile is pictured below.**

**The Class page with dates is pictured below.**



## Schedule



## Sign-Up Instructions

4. Once you have located the Bayley U class that you want to attend, click on the 'sign up' button. You will be able to read the course description, along with the instructor's name and bio, dates/times/location, and price of the course. For explanation purposes, Mindful Living will be the example course to provide details of how to sign up for courses. The sign-up process will be the same for ALL Bayley U classes.

**An example of a Bayley U course is pictured below.**

The screenshot shows a course listing for 'University- Mindful Living'. The course is priced at \$40.00. The details listed are: Groupex, Thu, Oct 5, 4:00 PM - 5:00 PM, Instructor: TBD, Bayley /Library/Center Room/Club Room, and 20 available spots. Below this, there is an 'ABOUT' section with a description: 'Life can be beautiful, chaotic, and busy. When times are hard, it is important to manage stress'. A large blue 'Sign Up' button is prominently displayed.

5. Once you decide to sign up for a Bayley U course, click the 'Sign Up' button. You will be prompted with a 'Confirmation' screen, which gives the total amount due to sign up for the class, along with the ability to add a payment method.

**An example of the 'Confirmation' screen is pictured below.**

The confirmation screen shows the course details: 'University- Mindful Living', 'Thu, Oct 5, 4:00 PM - 5:00 PM', 'Instructor: TBD', and 'Bayley /Library/Center Room/Club Room'. Below this, the 'Participants' section lists 'Eve Cooper'. The 'Payment info' section is expanded, showing a placeholder 'Please select payment method'. The 'Total' section shows a price of '\$40.00'. At the bottom, a note states: 'By confirming your sign-up in this event, you are agreeing to the [Terms and Conditions](#)'. A large blue 'Confirm and Pay' button is at the bottom.

## Sign-Up Instructions

6. To add your method of payment, click on the 'Payment info' tab, located under the 'Participants' tab of the confirmation screen. When you click on the 'Payment info' tab, it will say 'Enter New Payment Method.' Click on this tab. You will then be prompted to add a credit/debit card. Once you put in your card, hit 'Add Card,' located at the bottom of the screen.

**An example of the payment prompt screen is pictured below.**

Add Payment Method

Card Information

ACCOUNT NICKNAME

NAME ON CARD

CREDIT CARD NUMBER

Billing Address

Billing address will go here

ADD DIFFERENT BILLING ADDRESS

Click "Add Card" to confirm your payment method.

Add Card

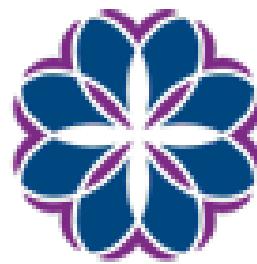
7. Once your payment method is confirmed, you will be sent back to the 'Confirmation' screen from before. Once all of your information is plugged in and looks good, press 'Confirm and Pay.'

**The 'Confirm and Pay' icon is pictured below.**

Confirm and Pay

## Sign-Up Instructions

8. Once you have confirmed your enrollment, you are all good to go! Keep a close eye on any updates for classes from your instructor.
9. **Additionally, once you have signed up and paid for a class, you do not have to continue signing up for the class each week. You will be added to the class roster for the entire 'semester.'**



## La Casa del Sol Ministry Center Directions

If your class is located at the La Casa del Sol Ministry Center, please be sure to pay close attention to the directions on how to get there. It is the Sisters' building next to the Wellness Center. Enter through the parking lot off of Bender Road. If you have any trouble, visit or call the Welcome Desk at 513-347-1400.



***La Casa del Sol Ministry Center***