EZFacility Self Service Instructions

Step 1: Open the URL https://athleticperformanceinc.ezfacility.com/login to open up the self-service website.

Step 2: If you have an account already, click "Log In", if not follow steps 3 – 6 to create a new account.

Step 3: If you do not have an account, click "Register" to create a self-service account.

Step 4: Input necessary information as a parent (Your first and last name, your e-mail address, a unique username for your account, and a unique password for your account).

Step 5: Click the reCAPTCHA box to certify that you are not a robot, and hit the "Register" button at the bottom.

Step 6 – Part 1: Once step 5 is complete, you will have an e-mail sent to the e-mail address you registered with that includes a link to confirm your account as well as finalize your account registration.

Step 6 – Part 2: Once you're logged into your account for the self-service account, there will be a picture in the upper left-hand corner to bring you to your profile page. At your profile page you can edit the information about yourself, add relationships, and add payment information.

Step 7: To add a child to register, click on the relationships tab mentioned above and select the "Add Relationship" button in the upper red box.

Step 8: Once you've clicked the "Add relationship" button you select type of relationship for the individual you are adding to your account (child, player, coach, employee, etc. Click the option that applies to the individual that you are adding to your account). Once you've selected the relationship to the individual you're adding you have the option to either find a client (this will allow you to search our database for an existing client if your child has been here before) or if you cannot find who you are looking for you can click "Add" to input information to add a new client to our database. Finally, you'll review the information to make sure that the inputted information is correct.

Step 9: Repeat step 8 as many times as necessary for the number of clients you wish to add to your account.

Step 10: Add your payment information to make checkout process easier.

Step 11: Back on the left-hand side of the page, there is the section titled "Buy". Click on that to drop down the options from there, and once the drop downs have appeared click "Packages" below it to purchase and register for the program that you would like to register your child for.

Step 12: Once you are in the package's pages, you will pick which individual under your account you would like to purchase and register for (The tab should read "Package For _____). Next to this you will see a "Reservation Type" tab. Click the "All" button to select the specific program you're looking to purchase sessions for. On the right-hand side of your screen you'll see a "Buy" button next to each session package. Click on that "Buy" button to purchase the selected package and be taken to the checkout page.

- You can also purchase multiple session packages my checking the box to the left of each package and adding that specific package to your cart.

Step 13: Once on the checkout page you'll see the payment summary of your cart on the upper right-hand portion of your screen. If you have not already done so, you'll be required to put in your card information for payment. Once you have put in your payment information, you can scroll down to review the billing address, Items being purchased in your cart, price, as well as the Payment Terms and Conditions. Once you have reviewed all these things, hit "Complete Checkout" to finish your purchase.

EZFacility Self Service Instructions for Scheduling Classes

Step 1: Open the URL https://athleticperformanceinc.ezfacility.com/login to open up the self-service website.

Step 2: Enter your username and password for your specific account then click "Log-In".

Step 3: On the left-hand side of your page, click the "Book Programs" button to bring you to the monthly schedule of all API Sports Performance Classes.

Step 4: Choose which class or classes you'd like to sign up for by clicking on the specific class time slot. Once you choose a class you'll be brought to a pop-up window which outlines the class you're registering for.

- Make sure the athlete you're booking the class for is in the pop-up window.

Step 5: Hit the "Book" button to finish your registration for that class. Repeat this as many times as you'd like provided you have previously purchased the specific package for the class you're trying to sign up for.