

CCSF Fitness Center Orientation (text only version)

Special thanks to:

CCSF Instructor Donna Eyestone ([Broadcast Electronic Media Arts Department](#)) who converted the audio to text.

Welcome to City College of San Francisco's fitness center, where you will receive the latest integration of fitness and technology. In using this we hope that you will develop lifelong positive fitness habits. Our fitness center is powered by Fitlinxx. Fitlinxx will be your personal trainer where your total workout will be completely monitored and tailored by the Fitlinxx system and by an instructor. Fitlinxx is a state-of-the-art computerized workout that will keep track of various statistics such as calories burned pounds lifted and total workout sessions. We are open on a drop-in basis where you can come and go according to your schedule. Please note the posted hours of operation, and that we are closed on CCSF holidays and breaks. Grading is credit or no credit based on approximately 25 workout sessions per semester (12 for Summer). A workout session is however long it takes you complete your work out. Since we are all at different fitness levels, this will vary from student to student. Now you may be wondering what you need to do to join. Its easy, all new and returning fitness center users –students, faculty or staff or community education program participants must do the following. Each semester all users must enroll in either PE 50 if you are a student, PE 51 if you are faculty or staff or the community education program. Simply being a student here at CCSF does not give you access to the fitness center. You must be enrolled in one of these courses. Secondly, all first-time users must complete a one-time orientation and the associated paperwork before using the fitness center. Please note that it will take approximately 3 days to input your data into the system. Also, in addition to see CSSF rules of student conduct and the fitness center course syllabus all users must remember the following. All users must login at the kiosk prior to and after each workout session. Also, all users must login at each machine that they use. All users must wear appropriate exercise attire and shoes. If you forget your work gear on a given day you may not work out in the fitness center. Also, all users must have a towel with them at all times while working out in the fitness center. Additionally, all articles such as backpacks, book bags and purses must be stored in the lockers located in the locker / shower room facility or in a limited number of cubbies located in the fitness center. Please note that lockers are for day use only, and the locker / shower room facility is located on the second-floor near the lobby area. Please note that no food or drinks are allowed in the fitness center. Only bottled water is allowed. Also, cell phone use is prohibited. Please continue with calls outside of the fitness center. Please be aware of the following exercise courtesy rules. For cardio, there's a 20 minute limit while others are waiting. Please use a sign in sheets located at the teaching station. For strength machines, please exit of the machines in between sets to allow others to work in. Please do not rest while sitting on the machines. And finally, although it is not a requirement, it is recommended that you discuss starting an exercise plan with your healthcare provider. Now that we have covered some of our rules and guidelines we are now ready to log in at the kiosk. Logging in at the kiosk must be done first before working out. But first let's go over a few key points. As stated earlier, it will take approximately 3 working days to input your data into the system. Secondly, when filling out the additional required information at the conclusion of this orientation you will list the last four digits of your student ID number or the last four digits of your Social

Security number. When logging in at the kiosk and exercise machines you will use this number preceded by a number 1 through 9 for students or a number 0 through 9 for faculty or staff. Please note the example, if your number is 5555. You will then use a 15555. If your name is not appearing on the bottom right of the screen you will then use a 25555 and so forth. It is very important that you understand this login process and login under only your name. Before starting your workout you must login at the kiosk. Please note the general message box. It is important to check this regularly as we will use this to post special announcements. When logging in, you will use the number as previously discussed. Make sure that that is your name in the bottom right-hand corner. The box above is an e-mail box and you will use to converse with your instructor. Let's hit express start. This will now load our work out and make all the machines in the fitness center available to us. But before you start exercising, you should warm up and stretch. Sometimes walking across campus will be enough of a warm-up. But if not just use one of the cardio machines for a few minutes just to get the body warmed up. Remember, you should not exercise until the body and blood have had a chance to warm up. You don't have to spend a lot of time stretching but if you do, we encourage you to stretch both the upper and lower body. When stretching, hold each stretch for about 10 to 15 seconds. For more information on stretches we have a great hand out that your instructor will be able to supply for you. There are two areas that most students like to stretch in. There is one small area in the fitness center designated for stretching and another larger and quieter area in the hallway. Whichever area that you do pick just make sure that is safe and that you return the mat to its proper location. Now that you're all warmed up your workout will consist of two parts, cardio and strength. You may start with either one depending on how busy the room is when you start your workout. Please note the following about your workout plan. All users are assigned a workout plan called a two set standard. This plan gives access to all the machines. We do not expect users to exercise on all the machines. In fact, some users may prefer to only perform cardio while others may only want to use strength machines. It is important to remember that the course is a measurement of what you do, not what you don't do. In fact, we encourage those who haven't worked out in a while to pick three or four basic exercises and use those as a building block to build up from. Strength machines set up in the front part of the room are more basic exercises and the machines set up in the mirrored area more advanced. Just remember, to get the maximum benefits from your workout program, it is strongly recommended that you perform both cardio and strength. Some benefits of cardiovascular exercise our one will lose weight, increase overall body metabolism and energy levels, reduce stress and strengthen the heart muscle. Some benefits of strength exercises are an increase in overall body strength and increase in bone density, reduce the risk of injury and a reduction of stress. Using the cardio machines is pretty much straight forward. Some of the machines have silver pads on the hand rails that will monitor your heart rate. Please use extra caution when using the treadmills. Place your feet on the rails before stepping onto the belt. We also encourage you to clip on the small safety device into your shirt. This will make sure that you have a safe work out. Using the control panels on the cardio machines vary slightly. Most of our machines are connected directly to the Fitlinxx system, while others are not as indicated by the Manually Log CV work out sticker located near the numeric display. If using these machines you will need to manually log your cardiovascular workout. To use the machines perform the exercise

slowly to wake up the panel. Then press start, then follow the on display prompts. Remember to hit enter after an entry. The minimum workout time that the machine will accept is 10 minutes. Please limit machine use to 20 minutes while others are waiting. Machines directly connected to the Fitlinxx system are indicated by the lack of the Manually Log Workout sticker. To use these machines simply perform the exercise slowly to wake up the panel, punch in the number that was used at the kiosk and follow the on display prompts. As with the cardio machines, using the strength machines is pretty much straight forward. Using most strength machines will consist of five parts. Adjusting your seat setting, logging in on a training partner, setting your weight, performing the exercise through for a range of motion, and then logging off of the machine. Using a full range of motion is vital to working out the muscle groups properly. Logging in to the strength equipment is very similar as logging in on the cardio machines. But first, we must set a range of motions for each strength machine and we will use. You'll only need to do this once as our information will be stored in the system. Each strength machine has the same type of log in screen, otherwise known as a training partner. To log in on a training partner simply punch in the same number that was used at the kiosk. Hit start and now we will set our range of motion. Setting your range of motion may require the help of another person on some of the machines. Please ask for assistance if needed. First, perform the movement until the weight reaches its maximum height, hold it there and then click okay. Next lower the weight until the plates are approximately 2 inches apart, hold it there and then click okay. Put the weight down, hit done, then click exit and then you are ready to move on to the next machine. Now that you have set your range of motions let's get started. As stated earlier, we will use the same number at the training partner that we used at the kiosk. If we logged in correctly at the kiosk we will be given this screen which will say begin lifting. Notice a plates move up and down. Each complete full range of motion will count as a repetition. If we do not go through a full range of motion and repetition will not count. If we drop the weight too low, it will be indicated on the training partner as not to let the weights touch. Our drop times and lift times are calculated in the timer box. If we go too fast, the training partner will tell us to slow down. The maximum number of repetitions on each set will be between 8 and 12. After completing one set please move on to the next machine so that others may work in. You will need to hit done twice to exit out of this machine. The following are a few additional strength machine tips. Notice at the top of each strength machine that there is an informational card. These cards are helpful in helping you get started and show both an example of the exercise being performed as well as the particular muscle group that is being worked. Also note this red cap. Some of the strength machines have this as a marker for you to line up the particular joint that is being worked. Therefore, you should adjust your seat so that the joint lines up properly with the red cap. After completing your workout session remember to log out at the kiosk. This will ensure that your data is saved. To log out, use the same number that you used to log in with. Then you will select finish work out, and you will be given an overview of your current workout statistics. Also at this time, you can manually log a cardio workout. Select the proper machine. Then tap in the time, then the intensity level and then tap done and save. You may now also check your workout notebook and view various statistics of your workout --by strength, by cardiovascular, by the day, by the week, by the month, by the year. In closing, your first one to two workout sessions will be geared

at setting up your range of motions on the strength machines. Those can take the most time. Secondly, start out with a real easy weight. This not only allows for easy setup, but also allows the body to adapt to a new workout plan. Thirdly, it is recommended that you pick three to four basic exercises located in the front part of the room first. Then build up from there. As overwhelming as all this information might be, we have the utmost confidence that after maneuvering through the system a few times you will be experts in no time. Just like the thousands of other users before you. Most importantly, if you experience any pain, dizziness or shortness of breath, top your work out immediately and see your instructor.