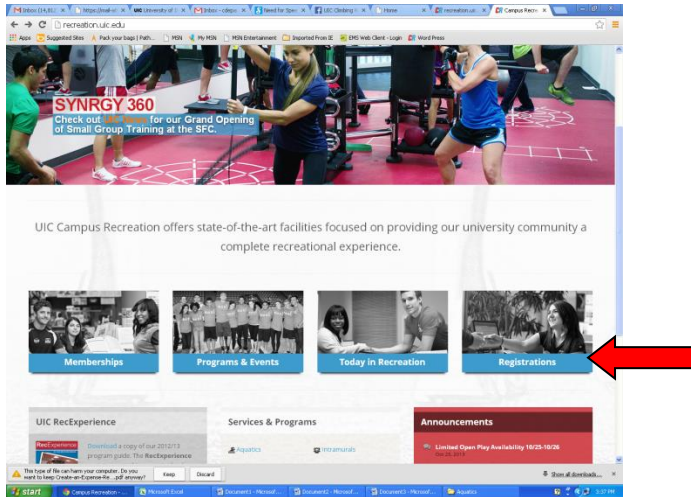


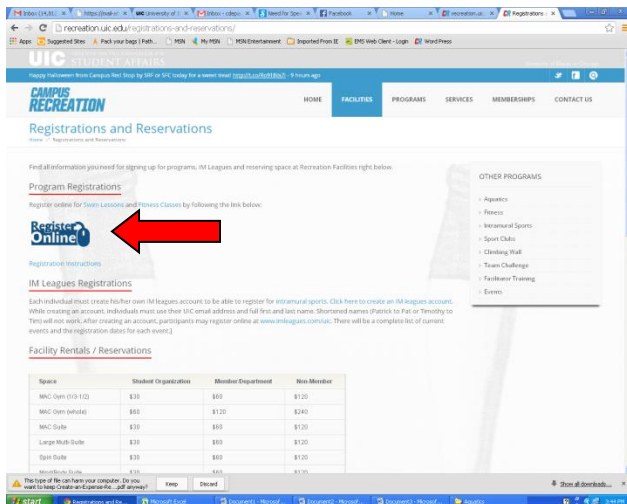
REGISTRATION INFORMATION



STEP 1:

Visit www.recreation.uic.edu

- Click on the "REGISTRATIONS" icon on the right hand side of the screen

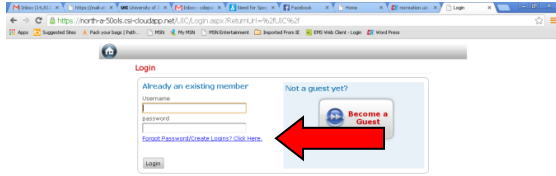


STEP 2:

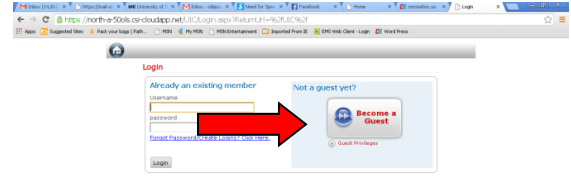
Click on the "REGISTER ONLINE" icon on the left side of the screen

STEP 3: ACCOUNT CREATION

Students & Members



Non-Members



- Select the “FORGOT PASSWORD/ CREATE LOGINS? CLICK HERE” Link
- Enter your email address. *Please make sure to use the email address that is on file with Membership Services. You may be asked for your member number (UIN), which can be located on your I-card.*
- An email will be sent to you with a user name and password; this is what you will use to log-in. After logging in with the initial assigned user name and password, you will be prompted to choose a new user name or password. This is what you will use to log-in going forward.
- If you need assistance or have any questions, please contact Natalie Banach, Assistant Director of Member Services, at ndachn1@uic.edu or (312) 413– 5162.



- Click on the “BECOME A GUEST” button on the right hand side of the screen
- Fill out your name, email, and zip code and hit next
- Fill out the personal information form.
 - Be sure to include your email address.
 - You must enter your birthdate; if you fail to do so, the system will read you as zero years old and ineligible to register for many classes.
- Add all of your children as SUB-MEMBERS in order to register more than one child at a time.
- You will be prompted to create a user name and password.
- After receiving confirmation of your account, you will be able to log-in with your new user name.

STEP 4: SIGNING UP FOR CLASSES

- Log in
- Click on the icon that looks like a HOME in the top left corner of the screen
- Click on “PROGRAM REGISTRATIONS” picture
- Select the facility that your class will be taking place at in the dropdown box in the upper left hand side
- To view class, click on the picture or click “SELECT”
- Click on a course and “VIEW PROGRAMS”; a description, class times and cost will be displayed
- Select “ADD TO CART”
- Read the waiver and check the accept box, then hit continue
- Select continue to cart
- Payment summary screen will appear
- Enter payment information
- Confirm the email for the receipt to be sent and a second email if entered
- Select submit payment
- After payment is processed a receipt will appear on your screen