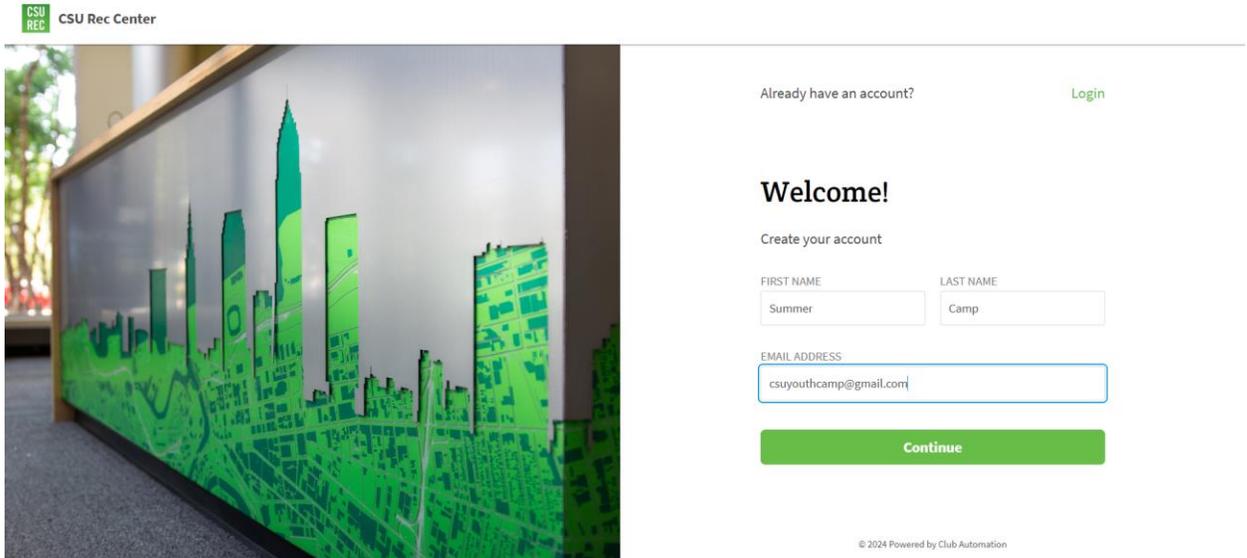


## How to Create an Account and Register for Summer Camp

1. Visit our website at csurec.com, and select the “Online Portal” button in the top right corner
2. Select “Access my Account” in the top right corner
3. Enter in YOUR (i.e. parent or guardian) first and last name and email address



CSU REC CSU Rec Center

Already have an account? [Login](#)

### Welcome!

Create your account

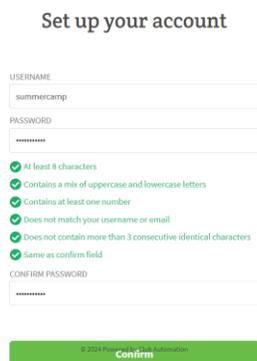
FIRST NAME  LAST NAME

EMAIL ADDRESS

[Continue](#)

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4. It will then send a link to the email you listed with a verification code. Enter that into the prompt on the screen.
5. Create your username and password.



### Set up your account

USERNAME

PASSWORD

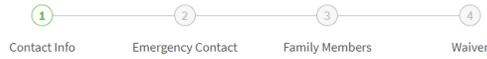
- ✓ At least 8 characters
- ✓ Contains a mix of uppercase and lowercase letters
- ✓ Contains at least one number
- ✓ Does not match your username or email
- ✓ Does not contain more than 3 consecutive identical characters
- ✓ Same as confirm field

CONFIRM PASSWORD

[Confirm](#)

6. Enter in additional information (gender, birthday, address and phone number)

Now, tell us more about you.



**CONTACT INFORMATION**

FIRST NAME\*  LAST NAME\*

SEX\*  Male  Female  Other BIRTHDAY\*

ADDRESS 1\*  ADDRESS 2

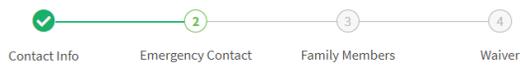
CITY\*  STATE\*  ZIP CODE\*

MOBILE PHONE\*  HOME PHONE

[Next](#)

7. Enter in emergency contact information

Now, tell us more about you.



**EMERGENCY CONTACT INFORMATION**

FULL NAME\*  RELATIONSHIP\*

PHONE NUMBER\*

[Back](#) [Next](#)

8. Next, we want to add a family member. This is where you will enter information for your child(ren) who you wish to enroll in camp.
- Please be sure to enter your email when it asks for their email
  - Either enter in their address, or select “same as primary member’s”

Now, tell us more about you.

Contact Info   
  Emergency Contact   
  **Family Members**   
  Waiver

**FAMILY MEMBERS**

Family Member 1 -

FIRST NAME\*     LAST NAME\*

SEX\*  Male    Female    Other    BIRTHDAY\*

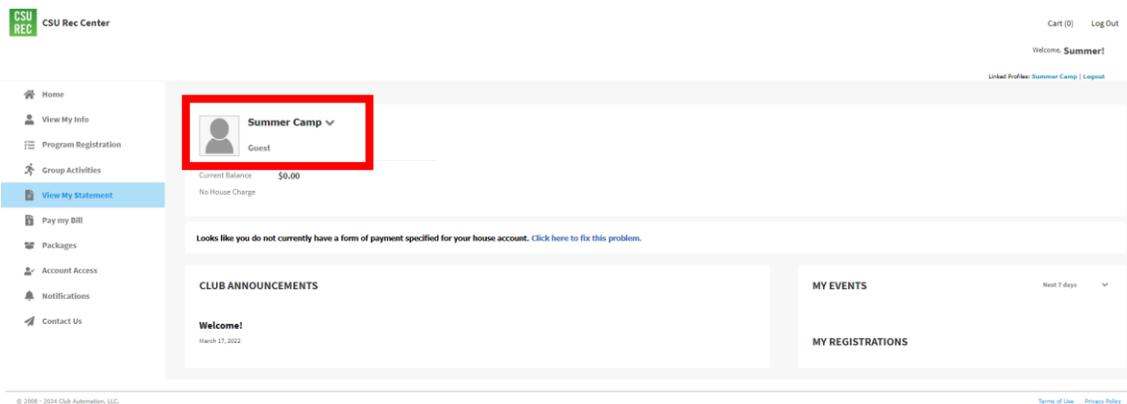
EMAIL\*

Same as primary member's contact information

➕ Add Family Member

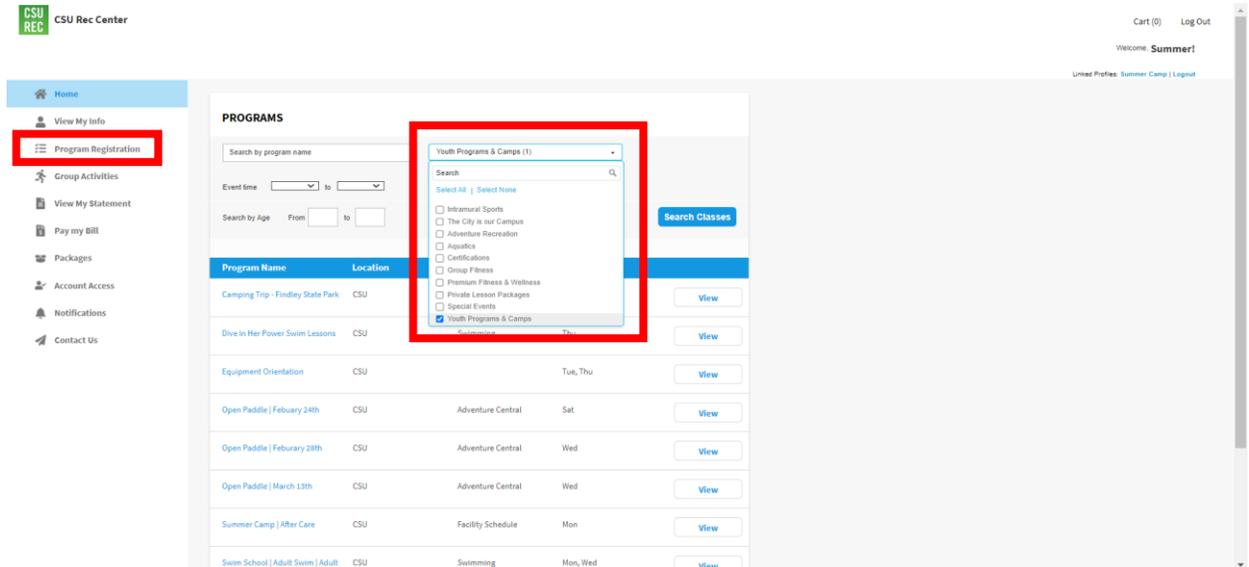
Back
Next

9. If you need to enter another child, select “Add Family Member” at the bottom once you’ve entered in the first child.
10. Sign the electronic waiver and submit
11. Select “Continue”
12. You will now be taken to the home screen of your online portal. Next to your name, you will see a downward arrow. It is important to click that and switch it over to your child’s account before registering.



The screenshot shows the CSU Rec Center user interface. On the left is a navigation menu with options like Home, View My Info, Program Registration, Group Activities, View My Statement (highlighted), Pay my Bill, Packages, Account Access, Notifications, and Contact Us. The main content area shows a user profile for 'Summer Camp' with a dropdown arrow next to the name, which is highlighted with a red box. Below the profile, it shows 'Current Balance \$0.00' and 'No House Charge'. A message states: 'Looks like you do not currently have a form of payment specified for your house account. Click here to fix this problem.' There are also sections for 'CLUB ANNOUNCEMENTS' (with a 'Welcome!' message dated March 11, 2022) and 'MY EVENTS' (with a 'Next 7 days' dropdown). At the bottom, there is a 'MY REGISTRATIONS' section. The footer contains copyright information and links for Terms of Use and Privacy Policy.

13. Once switched over, select Program Registration on the left hand side.
14. Change the category to “Youth Programs and Camps” and hit “Search Classes”



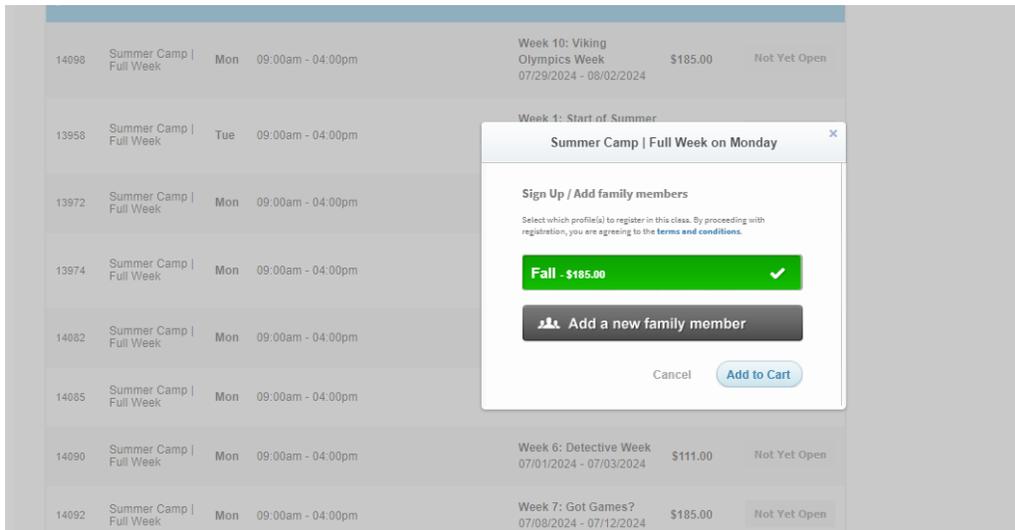
15. It will then populate a list of current classes (either currently open, or when they are set to open).
16. You will select what category you want (for this example, we want to enroll in a full week of summer camp)
17. You will find the week your wish to register and select “Sign Up”

From  to

[Search Classes](#)

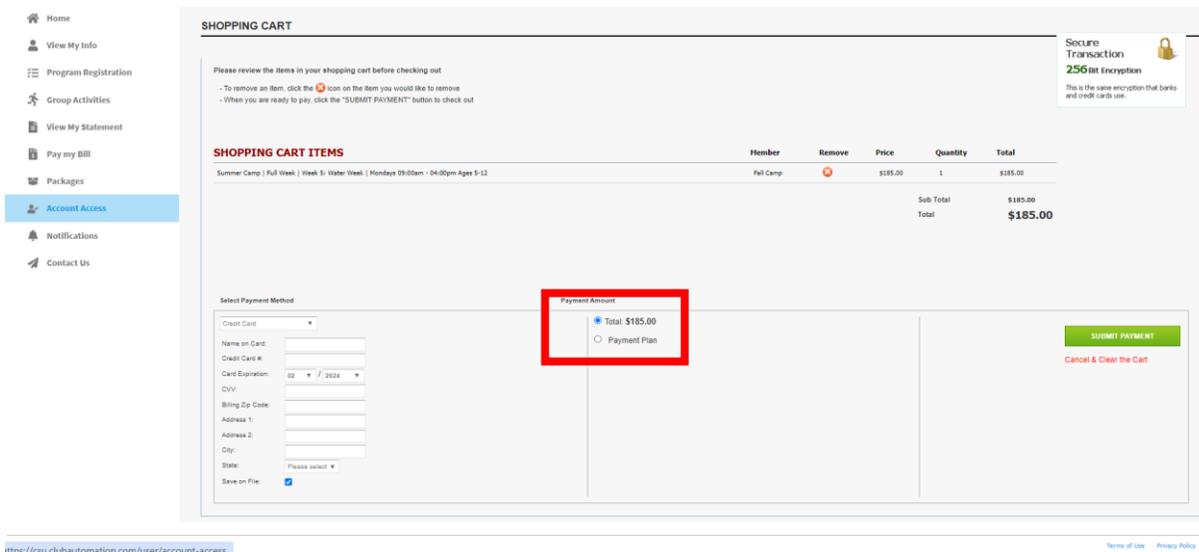
Class #	Class Name	Date/Time	Location	Session	Price	
14898	Summer Camp   Full Week	Mon 09:00am - 04:00pm		Week 10: Viking Olympics Week 07/29/2024 - 08/02/2024	\$185.00	Not Yet Open
13958	Summer Camp   Full Week	Tue 09:00am - 04:00pm		Week 1: Start of Summer Bash 05/28/2024 - 05/31/2024	\$148.00	Not Yet Open
13972	Summer Camp   Full Week	Mon 09:00am - 04:00pm		Week 2: Carnival Week 06/03/2024 - 06/07/2024	\$185.00	Not Yet Open
13974	Summer Camp   Full Week	Mon 09:00am - 04:00pm		Week 3: Around the World 06/10/2024 - 06/14/2024	\$185.00	Not Yet Open
14082	Summer Camp   Full Week	Mon 09:00am - 04:00pm		Week 4: Adventure Week 06/17/2024 - 06/21/2024	\$148.00	Not Yet Open
14085	Summer Camp   Full Week	Mon 09:00am - 04:00pm		Week 5: Water Week 06/24/2024 - 06/28/2024	\$185.00	<a href="#">Sign Up</a>
14090	Summer Camp   Full Week	Mon 09:00am - 04:00pm		Week 6: Detective Week 07/01/2024 - 07/03/2024	\$111.00	Not Yet Open
14092	Summer Camp   Full Week	Mon 09:00am - 04:00pm		Week 7: Got Games? 07/08/2024 - 07/12/2024	\$185.00	Not Yet Open
14096	Summer Camp   Full Week	Mon 09:00am - 04:00pm		Week 9: Science Week 07/22/2024 - 07/26/2024	\$185.00	Not Yet Open

18. You will select which child you wish the enroll, and then hit “Add to Cart”



19. You will do this for all offerings you wish to enroll (full weeks, before care and after care)

20. Once you go to your cart, you can select to pay in full, or do the payment plan option.



21. You will then enter in your card number to complete payment

- a. We recommend saving your card information to ensure all future payments go through on time and don't affect your child's registration.