

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 Center	Already have an account?	Login
	Welcome!	
	FIRST NAME	Camp
	EMAIL ADDRESS	Comp
	Cont	inue
	© 2024 Powered by	/ Club Automation

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



Now, tell us more about you.

CONTACT INFOR	MATION							
FIRST NAME*		LAST NAME*						
SEX*		BIRTHDAY*						
🔵 Male 💽	Female Other	01/01/1995						
ADDRESS 1*		ADDRESS 2						
1234 Summer Cam	ip Ln							
CITY*		STATE*		ZIP CODE*				
Cleveland		Ohio	\$	44115				
MOBILE PHONE*		HOME PHONE						
123-123-4567								

7. Enter in emergency contact information

		3	4
Contact Info	Emergency Contact	Family Members	Waive
FULL NAME*		RELATIONSHIP*	
CSU Rec		Parent	
PHONE NUMBER*			
216-123-4567			

- 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.
 - a. Please be sure to enter your email when it asks for their email
 - b. Either enter in their address, or select "same as primary member's"



Now, tell us more about you.

Ø ——		3	4
ntact Info	Emergency Contact	Family Members	Waive
FAMILY MEMB	ERS		
Family Member	1		•
FIRST NAME*		LAST NAME*	
Fall		Camp	
SEX*		BIRTHDAY*	
O Male	Female Other	02/02/2006	
EMAIL*			
csuyouthcamp@	@gmail.com		
Same as prir	nary member's contact informati	on	
O Add Famil	y 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.

CSU REC CSU Rec Center			Cart (0) Log Out
			Welcome, Summer!
			Linked Profiles: Summer Camp Logout
😤 Home			
💄 View My Info	Summer Camp V		
🚝 Program Registration	Guest		
🕉 Group Activities	Current Balance \$0.00		
📔 View My Statement	No House Charge		
Pay my Bill			
Packages	Looks like you do not currently have a form of payment specified for your house account. Click here to fix this problem.		
▲ Account Access			
Notifications	CLUB ANNOUNCEMENTS	MY EVENTS	Next 7 days 💙
A Contact Us	Welcome! March 17,202	MY REGISTRATIONS	
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- 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"

CSU Rec Center				Cart (0) Log Out Welcome, Summer!
				Linked Profiles: Summer Camp Logout
Home View My Info	PROGRAMS			
🗄 Program Registration	Search by program name	Youth Programs & Camps (1) +		
S Group Activities	Event time v to v	Search Q Select All Select None		
Pay my Bill	Search by Age From to	Intramural Sports The City is our Campus Adventure Recreation	Search Classes	
🐷 Packages	Program Name Location	Aquatics Certifications Group Filness		
Account Access	Camping Trip - Findley State Park CSU	Premium Fitness & Wellness Private Lesson Packages Special Events	View	
Contact Us	Dive in Her Power Swim Lessons CSU	Vouth Programs & Camps	View	
	Equipment Orientation CSU	Tue, Thu	View	
	Open Paddle Febuary 24th CSU	Adventure Central Sat	View	
	Open Paddle Feburary 28th CSU	Adventure Central Wed	View	
	Open Paddle March 13th CSU	Adventure Central Wed	View	
	Summer Camp After Care CSU	Facility Schedule Mon	View	
	Swim School Adult Swim Adult CSU	Swimming Mon, Wed	View	

- 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 to									
Search Classes									
Class #	Class Name	Date/	Time	Location	Session	Price			
14098	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	Sign Up		
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"

14098	Summer Camp Full Week	Mon	09:00am - 04:00pm	Week 10: Viking Olympics Week \$185.00 Not Yet Open 07/29/2024 - 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024 08/02/2024
13958	Summer Camp Full Week	Tue	09:00am - 04:00pm	Week 1: Start of Summer X
13972	Summer Camp Full Week	Mon	09:00am - 04:00pm	Sign Up / Add family members Select which profile(s) to register in this class. By proceeding with registration, you are greeing to the terms and conditions .
13974	Summer Camp Full Week	Mon	09:00am - 04:00pm	Fall -\$185.00 🗸
14082	Summer Camp Full Week	Mon	09:00am - 04:00pm	Add a new family member
14085	Summer Camp Full Week	Mon	09:00am - 04:00pm	Cancel Add to Cart
14090	Summer Camp Full Week	Mon	09:00am - 04:00pm	Week 6: Detective Week \$111.00 Not Yet Open 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

You will do this for all offerings you wish to enroll (full weeks, before care and after care)
 Once you go to your cart, you can select to pay in full, or do the payment plan option.

*	Home	s	HOPPING CART								
<u>.</u>	View My Info										Secure Transaction
žΞ	Program Registration		Please review the items in your shopping cart before checking out								256 Bit Encryption
ŝ,	Group Activities		 To remove an item, click the Sicon on the item you would like to remove When you are ready to pay, click the "SUBMIT PAYMENT" button to check out 								This is the same encryption that bar and credit cards use.
ß	View My Statement										
3	Pay my Bill		SHOPPING CART ITEMS			Member	Remove	Price	Quantity	Total	
w	Packages		Summer Camp Full Week Week S: Water Week Mondays 09:00am - 04:00pm Ages 5-12			Fall Camp	۵	\$185.00	1	\$185.00	
<u>.</u>	Account Access								Sub Total Total	\$185.00 \$185.00	
۰	Notifications										
1	Contact Us										
			Select Payment Method	Payme	nt Amount						
			Credit Card *		Iotal: \$185.00						SUBMIT PAYMENT
			Name on Card:								Cancel & Clear the Cart
			Card Expiration: 02 ¥ / 2024 ¥								Cancer & Crear the Can
			ovv:								
			Biling Zip Code:								
			Address 2:								
			City:								
			State: Please select ¥								
			Save on File:								

- ittps://csu.clubautomation.com/user/account-access
 - 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.