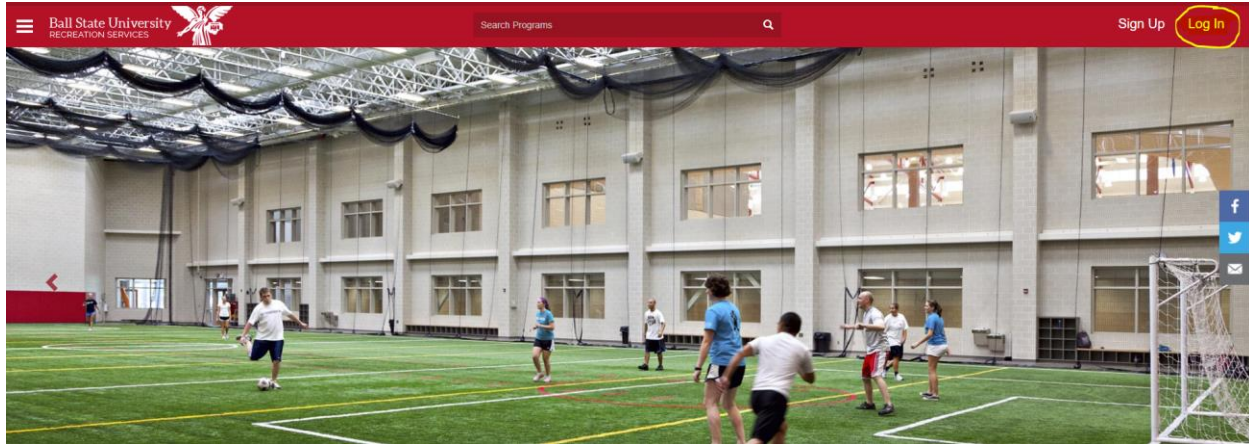


Walk-Thru for how to complete registrations for Rec-Fit Classes in order to officially register for Rec-Fit Classes.

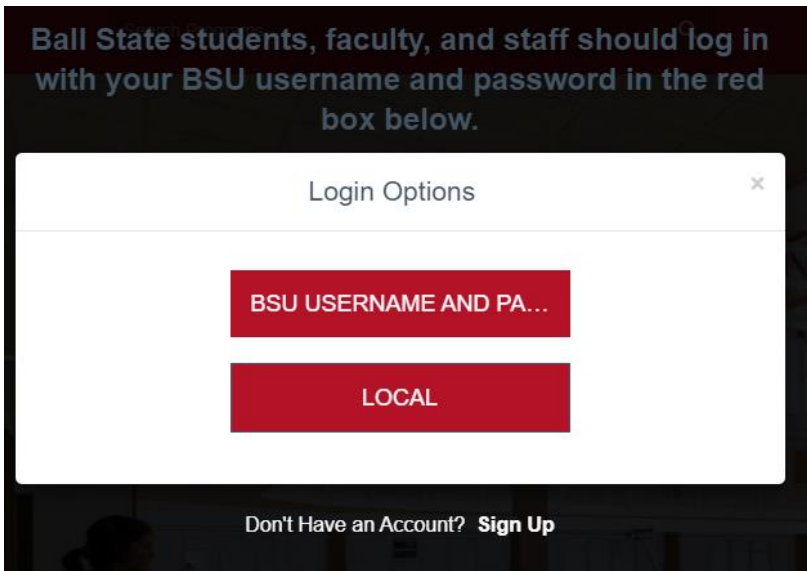
Step 1: Go to <https://recreation.bsu.edu>

- a. Click: Log-in in the upper right-hand corner. Doing so will create a pop-up.

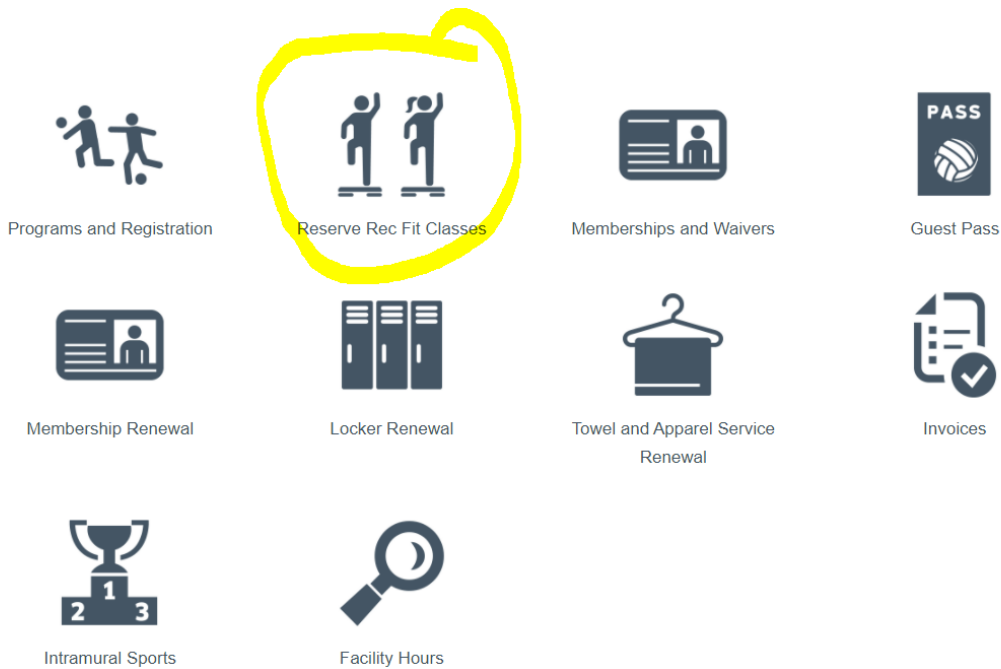


Step 2: Option 1: If you are a current Ball State Student, Faculty or Staff member, please click on “BSU Username and Pa...”.

- a. Option 2: If you are a Retiree, Alumni, or Spouse/Dependent of a Faculty, Spouse/Dependent of a Staff member, please click local.
- b. If you have never signed up before, you will need to sign-up, instead of log-in.
- c. Eligibility: Must be 18 years or older to participate and have affiliation:
  - a. Affiliation: Current Ball State Student, Faculty, Staff, Alumni, Retiree, or Spouse/Dependent of a Faculty/Staff Member.
  - b. Not Eligible: Anyone under the age of 18, community members or non-students.



**Step 3: Scroll Down and Click on Reserve Rec Fit Classes.**



**Step 4: Click which class you would like to register for: For this example, we are registering for Cardio Strength Intervals.**



## Cardio Strength Intervals Spring 2021 - Test Mode

\$5.00

This class utilizes free weights, bands, body weight, and several other implements in conjunction with long work periods with short rest periods to give an exhilarating all-in-one ...



## Cycling Spring 2021 - Test Mode

\$5.00

A challenging, multi-terrain ride using many different training drills for speed, strength, and endurance. This class is designed to create muscle tone and strength in the legs whi...

Step 5: Click on the date you wish to register for and click “Register”. If you do not see the ability to register and it states “Membership Required” or “Active Membership Required” under the date and time, then you must complete the Rec Fit Waiver first. [CLICK HERE IF YOU SEE MEMBERHSIP REQUIRED.](#)

### Program Details

Cardio Strength Intervals Spring 2021 - Test Mode: \$5.00



Programs / Cardio Strength Intervals Spring 2021 - Test Mode

This class utilizes free weights, bands, body weight, and several other implements in conjunction with long work periods with short rest periods to give an exhilarating all-in-one strength and cardio workout.

### Program Instances

Monday, March 8, 2021  
12:10 PM - 12:40 PM 16 spot(s) available

REGISTER

Wednesday, March 10, 2021  
12:10 PM - 12:40 PM 16 spot(s) available

REGISTER

Friday, March 12, 2021  
12:10 PM - 12:40 PM 16 spot(s) available

REGISTER

Step 6: Click who in your family you would like to register. You must complete the Rec Fit Waiver first, in order to register for classes. If you have not completed the Rec Fit Waiver, you will see a prompt “Membership required” or “Active

Membership Required” [CLICK HERE IF YOU SEE MEMBERSHIP REQUIRED.](#)

The screenshot shows a modal window titled "Which family member would you like to register?". It contains a table with three rows of family member information. The first row has a redacted name and the date 1/1/1918. The second row has a redacted name and the date 2/25/1991. The third row has a redacted name and the date 7/1/2001. Below the table are two buttons: "ADD A NEW DEPENDENT" and "CLOSE". The "REGISTER" button in the first row is circled in yellow.

Name	Date of Birth	Registration Status
[REDACTED]	1/1/1918	REGISTER
[REDACTED]	2/25/1991	Active Membership Required
[REDACTED]	7/1/2001	Active Membership Required

Buttons: ADD A NEW DEPENDENT, CLOSE

Step 7: Please enter an emergency contact if you do not currently have one listed. Once your emergency contact is entered, please click “Continue”.

Please provide the following information

Emergency Contacts

First Name	Last Name	Home	Mobile	Email	
[REDACTED]	[REDACTED]				DELETE


ADD A NEW EMERGENCY CONTACT

CANCEL CONTINUE


Step 8: If you are done registering, you have two options:

1. Option 1: Click “Checkout” and move to step 9.
  - a. When you click check-out a pop-up will activate.
2. Option 2: Click “Continue Shopping” and repeat Steps 3-8. You may register for as many classes as you wish.

## Shopping Cart



O-144121

Item	Customer Name	Quantity	Unit Price	Total	
Program: Cardio Strength Intervals Spring 2021 - T Program Instance: Mon, Mar 8 2021 12:10 PM to 12:40 PM		1	\$5.00	\$5.00	<a href="#">REMOVE</a>

[APPLY](#)

**Subtotal:** \$5.00  
**Tax:** \$0.00  
**Total:** \$5.00

[CONTINUE SHOPPING](#) [CHECKOUT](#)

### Payment Notice

During check out please ensure that you have received the accurate pricing as some of our programs have differentiating cost based on affiliation status. This is particularly important when registering dependents. Please contact our office at recreation@bsu.edu or 765-285-1753 for further assistance if you notice an error on your final purchase price.

### Refund Policy

Programs, camps or classes may be cancelled if minimum registration numbers are not obtained prior to the registration deadline. In this case, a full refund will be issued. Refund and Cancellation Policy for each program, camp, or class will vary. Please see the individual description for each.

Step 9: Click Check-out, again, to complete your registration. The remainder of the process will take you through your Credit-Card Payment. If you wish to pay by Cash, Check, or Wellness Voucher, you must register in the Front Office at the Student Recreation and Wellness Center.

The screenshot shows a shopping cart interface with a modal dialog box titled "Proceed to Checkout". The dialog contains the text: "Do not click Back or Refresh/F5 on your browser" and "Processing may take few minutes". There are two buttons in the dialog: "CANCEL" and "CHECKOUT". The "CHECKOUT" button is highlighted with a yellow circle. The background shows a shopping cart with one item: "Program: Cardio Strength Intervals Spring 2021 - T" with a quantity of 1 and a total of \$5.00. The subtotal is \$5.00, tax is \$0.00, and the total is \$5.00. There are buttons for "CONTINUE SHOPPING" and "CHECKOUT" at the bottom right. Below the cart, there are sections for "Payment Notice" and "Refund Policy".

Shopping Cart

O-144121

Item	Customer Name	Quantity	Unit Price	Total	
Program: Cardio Strength Intervals Spring 2021 - T Program Instance: Mon, Mar 8 2021 12:10 PM to 12:40 PM	[REDACTED]	1	\$5.00	\$5.00	REMOVE

Enter promo code... APPLY

Subtotal: \$5.00  
Tax: \$0.00  
Total: \$5.00

CONTINUE SHOPPING CHECKOUT

### Payment Notice

During check out please ensure that you have received the accurate pricing as some of our programs have differentiating cost based on affiliation status. This is particularly important when registering dependents. Please contact our office at recreation@bsu.edu or 765-285-1753 for further assistance if you notice an error on your final purchase price.

### Refund Policy

Programs, camps or classes may be cancelled if minimum registration numbers are not obtained prior to the registration deadline. In this case, a full refund will be issued. Refund and Cancellation Policy for each program, camp, or class will vary. Please see the individual description for each.

Step 10: Once you enter your credit card information and the payment is processed, you should see a screen similar to the one below.

Your order was processed successfully

Payment was Successful

A receipt has been sent to you.



O-144133

Item	Customer Name	Quantity	Unit Price	Total	
Program: Cardio Strength Intervals Spring 2021 - T Program Instance: Mon, Mar 8 2021 12:10 PM to 12:40 PM		1	\$5.00	\$5.00	<a href="#">CONFIRMATION</a>

Subtotal: \$5.00  
Tax: \$0.00  
Total: \$5.00