



## **2016-2017 Registration Process for All Club Members**

*To complete your required Club Sports Participation Agreement/Waiver and be added to your club's official roster with Club Sports*

1. Visit <http://pennstatecampusrec.org/>
2. Click **"Sign In"** at the top right
3. On the box that appears in the middle of the screen, click **"Penn State Access Account Login"** and use your Penn State Credentials to login
4. Upon logging in, click the **"Register"** tab along the gray tabs at the top of the page
5. Under the words "register", ensure the "Currently Viewing" semester is the current semester
6. On the left side of the screen click on the **Program Category: "Club Sports"** then search for the organization which you are joining (clubs are listed alphabetical by sport)
7. **Select the club you are joining** and under the "Program Offerings" section on the club page, click the navy box that says **"Add to Cart"** (this will re-direct you to the 2016-17 Club Sports Program Waiver/Participation Agreement)
8. Read and understand the waiver/participation agreement and click the navy box **"Accept Now & Register"** at the bottom of the page
9. Verify that you are registering for the correct club sport organization, read the "Next Step" section, and click the navy box **"Next: Add to Cart"**
10. A price point of \$0.00 will appear, but you are not asked to enter in any payment information. Click the navy box **"Checkout"**, followed by the navy box **"Continue"** that will appear to complete your registration.
11. To complete your registration, notify your club's leadership that you have submitted your waiver by **emailing a club officer with your First & Last Name, PSU Email address, and Cell Phone number.**

*\*Note: Completing your online participation agreement/waiver is a requirement for all members of club sport organizations but does not necessarily mean you are officially a member of that club. Individual club sport organizations may have additional paperwork and membership dues that need to be submitted before being recognized as a club member in good standing. Please communicate with the club sport organization you are joining for more information on their membership guidelines and policies.*