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](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.
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.

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
Step 7: Please enter an emergency contact if you do not currently have one listed. Once your emergency contact is entered, please click “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.
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.
Step 10: Once you enter your credit card information and the payment is processed, you should see a screen similar to the one below.