Setting Up Your Fusion Account Tutorial

Non-Ohio State Affiliates: General Community

1. Go to https://recregister.osu.edu
2. Once at recregister.osu.edu, look at the top right hand corner.
3. You will choose the Sign Up option.

*If you have previously registered for Learn to Swim or Camp Now and Then in our system, please be sure to use that username and password.

4. Once you have clicked the “Sign Up” option, you should see the page below:

- Please provide your information in order to create your profile.
- Use an email that you will be able to access so you can activate your account.
- You do not need to put a Member ID Number, please leave this blank.
- The date of birth needs to be your date of birth, not your child’s.
- Once you have filled out the required (marked by a *) information, check the box agreeing to terms of use and then hit register.
- You will need to make sure your password meets the password requirements or you will not be able to create your account.
5. Once you have successfully created your account, you should see this (picture below).

![Registration Successful](image)

Your account was created successfully

6. Follow the steps provided on that page. The steps will look like this (pictured below). Please check your, inbox, junk and spam folder for the email, which will come from noreply@recsports.osu.edu.

![Activate Your Account](image)

7. Once you have activated your account through email, you will get the following:

![Activate Account](image)

Congratulations

Your account is now active and ready to use.
8. Click the “sign in now” red button and the following will show up:

9. You will choose the Log In option.

10. Once you have chosen “log in,” you should see the local account login to log in: (see below): You will type in your username and password that you just created.

11. Once you are logged in you will see the following:
Adding Your Child to Your Account

1. Once you are logged in to your account, you need to go to your profile in order to add your children to your account
   a. Go to the top right hand corner and click on your username See the picture below:

   ![Profile Icon](image1)

   b. When you click on the icon be sure to click “profile”.

   ![Profile Page](image2)

   c. When you click “profile,” the page should look like the picture below:
d. Scroll down to the bottom of the screen and you will see an option for “add a dependent”.

![Dependent Information](image1.png)

e. Click the “add a dependent” and provide the information needed. This will be your child's information.

![Add a Dependent Form](image2.png)

f. Once you have updated it, refresh the page and then scroll to the top. Repeat process if you have more children to add to your account.

Once you have added your children, you are all set to register for camp. Please be sure to remember your user name and password. If you have any issues creating your account, please be sure to call our office at 614-688-8787 Monday-Friday 9 a.m. - 5 p.m. Please note that our offices will be closed from December 22-January 8.