Registering for Camp Recky Tutorial:

1. Go to the following website: https://recregister.osu.edu/
2. Click “Login”.

3. Log in with either your OSU NAME.# or your local user account:
   A. If you have registered for any other community programs such as learn to swim or camp now and then, please be sure to use the same username and password you did at that time.

There is a “click here” if you are having trouble accessing your account. Please go to this link before calling our office.
4. Once you are logged in, you will see the following screen:

![Image of the login screen]

5. You will scroll down the page and click on the “community programs” icon below:

![Image of the community programs section]
6. Once you click the community programs icon, you will see the following screen.

![Community Programs Screen]

- Be sure to click on **Camp Recky** for Classification
- Be sure to click on **Summer of 2018** for Semester
- The offerings will show on the right side as listed above

7. Selecting your offerings for camp
   - Once you click you offering, you will see the following below.
   - You will then be able to click to REGISTER
8. Once you click “Register” you will see the following screen:

![Register Screen]

a. The child who falls within the age group for that specific camp will show up to register.
   
b. Please note that you will have to register one child, then go back to register another.

9. Once you click “Register” you will then be prompted to our online waiver:

![Waiver Screen]

10. Once accepting the waiver, the following questions will open. Answer the required questions and then “add to cart”.

![Recreational Sports]

11. Once you click “add to cart”, the following screen will show:

![Shopping Cart Screen](image1)

a. If you would like to continue shopping, hit the “continue shopping” button to add the afternoon camp component - or add your additional children.

b. By clicking “continue shopping”, the following screen will reappear:

![Shopping Cart Screen](image2)

12. Repeat Steps: 6-11 when adding more camps. Please note that in order to get a FULL week of camp you will have two registrations per child - a morning camp and an afternoon camp.
Paying My Balance Tutorial:
All balances are due at the time of registration.

A. When you are ready to check out, you can click on the shopping card and hit “Go to Cart Page”.

B. Once clicking “Go to Cart Page”, the following cart will show:

C. Click “Check Out” and the payment screen will open.

D. You have the option to either save your card to your account or just check out.
E. Once you hit the “check out” red button, you will get the following page to make your final payment.

Once you submit your payment a receipt will be emailed to you. If you have any questions please be sure to call the Community Programs Office at 614-688-8787.

Our office hours are Monday-Friday 9 a.m. - 5 p.m.