Marshall Rec Online Portal for First-Time Users

Welcome to our new Marshall Rec Online Portal. On this new, user-friendly portal, we hope the steps below will help set up your profile as a non-member/guest in our system, so that you can learn more about Marshall Rec or register for special events held by our facility. If you need further assistance, please contact Membership Services at (304) 696 - 4732.

**ACCESSING THE ONLINE PORTAL**

To access the online portal for the first time, please go to marshall.clubautomation.com to access our main login page (see below for screenshot of online portal login page). Click the ‘Access My Account’ link at the top right corner of the screen. On the next screen, you will be asked to fill out your first name, last name and e-mail address and then hit the Continue button.

![Online Portal Login Page](image)

**CHECK YOUR E-MAIL**

Once you have completed the step above, go to your e-mail account and look for a new message from Marshall University Rec Center. The e-mail will have the Marshall Rec logo at the top of the message and a link in the body of the message for you to click on to continue the process of setting up your account profile on our online portal (see photo below for an example of the e-mail you should receive).
SET UP YOUR UNIQUE USERNAME AND PASSWORD

After clicking on the link to the online portal from your e-mail, you will be asked to create a unique username and password for your account. Please make sure that your new password meets the password criteria set for the online portal. If you forget your username or password, you can call Membership Services at 304-696-4732 or stop by the front desk in the Marshall Rec front lobby to find out your username or reset your password.
**COMPLETE THE CONTACT INFORMATION SECTION**

The first section of the account profile is the contact information portion. See below for an example of this screen. Please make sure that all sections with a red asterisk are completed.

![Contact Information Example](image)

**COMPLETE THE EMERGENCY CONTACT SECTION**

After the Contact Info section is complete, you will need to complete the Emergency Contact portion of the account profile. See below for an example of this screen.

![Emergency Contact Example](image)
**COMPLETE FAMILY MEMBERS SECTION**

After the Emergency Contact section, you will need to let us know if you have any Family Members who should be linked to your account. This will make the process of signing up for youth programming, fitness services, and paying for those services much easier. See below for an example of the Family Members screen. If you do not have any additional members you would like to link to your account just press ‘Skip’.

![Family Members Screen](image)

**COMPLETING THE LIABILITY WAIVER**

The final step in the initial set-up of your account profile on our Marshall Rec online portal is the electronic signature of our liability waiver. Once you have reviewed the content of the waiver, scroll to the bottom of the page and check the box labeled “I have read and agree with the above terms.” After checking the box, type your full name into the box right below labeled “E-SIGNATURE FULL NAME” which will serve as your electronic signature for the liability waiver on your account profile (see screen below for example).

![Liability Waiver Screen](image)
Once you have completed and signed the liability waiver, you will be directed to the main landing page of your new account profile (see below). From here, you will be able to register for special events, learn more about the Marshall Rec facility and its programs and get club announcements.