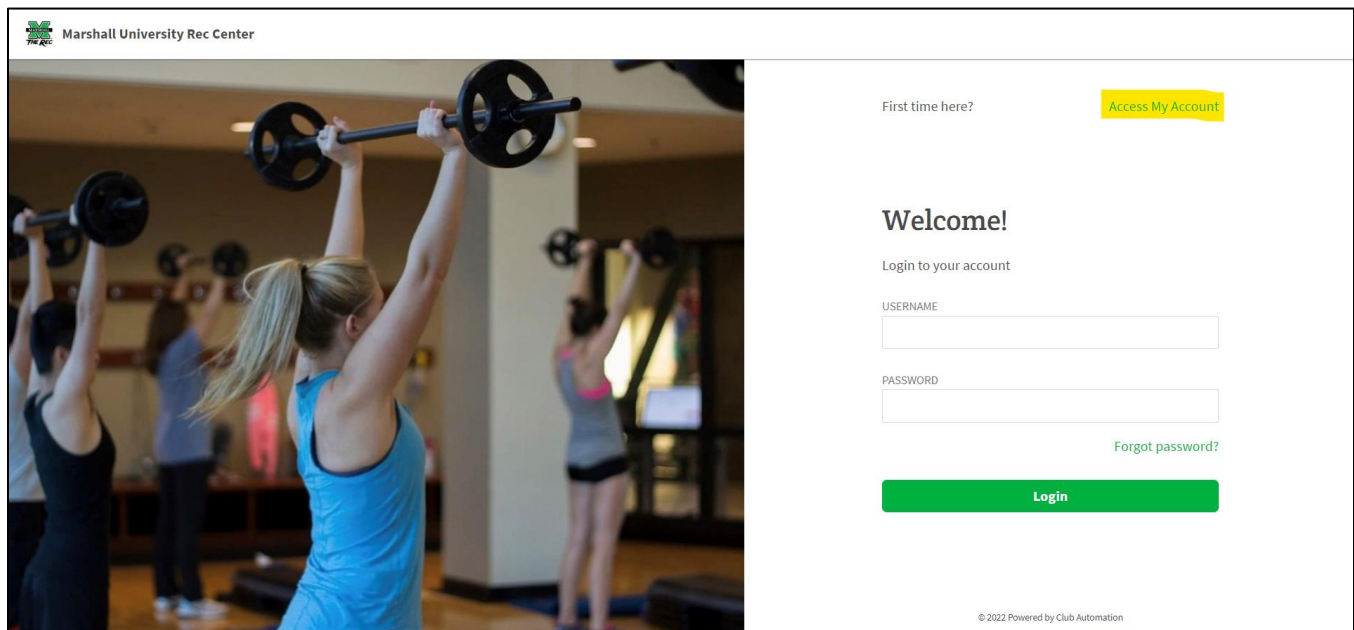


Marshall Rec Online Portal for First-Time Users

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.



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).

From: Marshall University Rec Center <no-reply@clubautomation.com>
Sent: Wednesday, June 22, 2022 3:00 PM
To: Recreation Center <reccenter@marshall.edu>
Subject: Online access to Marshall University Rec Center



Hi Marshall,

You recently asked to access your Marshall University Rec Center account. To complete your request, please enter following code to the page:

7862294

If you did not request this, please let us know at [Marshall University](#)



Thanks, Sincerely,
Marshall University Rec Center
Recreation Center, 402 Thundering Herd Dr., Huntington, WV, 25755
(304) 696-4732

[Unsubscribe](#)

Recreation Center, 402
Thundering Herd Dr.
Huntington, WV, 25755

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.

 Marshall University Rec Center  Marshall University

Set up your account

USERNAME

PASSWORD

CONFIRM 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.

Marshall University Rec Center MU Marshall University

Now, tell us more about you.

① — ② — ③ — ④
Contact Info Emergency Contact Family Members Waiver

CONTACT INFORMATION

FIRST NAME* <input type="text" value="Marshall"/>	LAST NAME* <input type="text" value="University"/>	
SEX* <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	BIRTHDAY* <input type="text" value="02/08/2019"/>	
ADDRESS 1* <input type="text" value="123 Main"/>	ADDRESS 2 <input type="text"/>	
CITY* <input type="text" value="Huntington"/>	STATE* <input type="text" value="West Virginia"/>	ZIP CODE* <input type="text" value="25755"/>

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.

Marshall University Rec Center MU Marshall University

Now, tell us more about you.

✔ — ② — ③ — ④
Contact Info Emergency Contact Family Members Waiver

EMERGENCY CONTACT INFORMATION

FULL NAME* <input type="text"/>	RELATIONSHIP* <input type="text"/>
PHONE NUMBER* <input type="text"/>	

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'.

The screenshot shows the 'Family Members' step in a four-step process. The steps are: Contact Info (checked), Emergency Contact (checked), Family Members (current step, indicated by a circled 3), and Waiver (indicated by a circled 4). The main content area is titled 'FAMILY MEMBERS' and contains a green button with a plus icon and the text 'Add Family Member'. At the bottom of the form are two green buttons: 'Back' on the left and 'Skip' on the right. The top of the page features the Marshall University Rec Center logo on the left and the Marshall University logo with a dropdown arrow on the right.

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).

The screenshot shows the 'Liability Waiver' step in a four-step process. The steps are: Contact Info (checked), Emergency Contact (checked), Family Members (checked), and Waiver (current step, indicated by a circled 4). The main content area is titled 'LIABILITY WAIVER' and contains the following text:
Marshall Recreation Center and Campus Recreation - Assumption of Risk, Waiver, and Release from Liability
In consideration of the use of the property, facilities and/or services of the Marshall Recreation Center, owned by Provident Resource Group - Marshall Properties, LLC, and the Department of Campus Recreation, managed by CENTERS, LLC, including any travel related thereto, the undersigned agrees as follows:
1. RISK FACTORS. The undersigned understands and acknowledges that the use of equipment and facilities provided by the Department of Campus Recreation at Marshall University and participation in Campus Recreation programs (Intramural, Informal, Instructional, Group Fitness, Physical Sports, Weight and Cardiovascular Training, Climbing, Swimming and any other programs and services sponsored by Campus Recreation and/or activities occurring in the building) involves risks, including, but not limited to, the following: risk of personal injury, damage, health,
At the bottom of the form is a checkbox with the text 'I have read and agree with the above terms'. The top of the page features the Marshall University Rec Center logo on the left and the Marshall University logo with a dropdown arrow on the right.

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.

The screenshot shows the user profile page for Marshall University Rec Center. The page features a navigation menu on the left with options like Home, View My Info, Reserve a Court, Register for Classes, Group Activities, View My Statement, Pay my Bill, Packages, Account Access, Notifications, and Contact Us. The main content area is titled "Welcome, Marshall University" and displays the user's profile information, including their name "Marshall University", membership status "Member", and current balance of "\$0.00". Below this, there are sections for "CLUB ANNOUNCEMENTS" and "MY EVENTS". The footer contains copyright information and links to Terms of Use and Privacy Policy.

Marshall University Rec Center

Cart (0) Log Out

Welcome, **Marshall!**

[Logout](#)

Home

View My Info

Reserve a Court

Register for Classes

Group Activities

View My Statement

Pay my Bill

Packages

Account Access

Notifications

Contact Us

Welcome, Marshall University

Marshall University ▼

Member

CENTERS FT Employee \$0.00

Current Balance **\$0.00**

House Charge credit card

CLUB ANNOUNCEMENTS

Welcome!

April 15, 2022

Welcome!

MY EVENTS

Next 7 days ▼

MY REGISTRATIONS

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[Terms of Use](#) [Privacy Policy](#)