

Online Registration Instructions

Due to capacity limitations within our facilities, Recreational Services has implemented a facility registration policy to access our buildings. Anyone who would like to use our facilities will need to register for a time slot prior to coming to work out. Time slots can be reserved online or through our app.

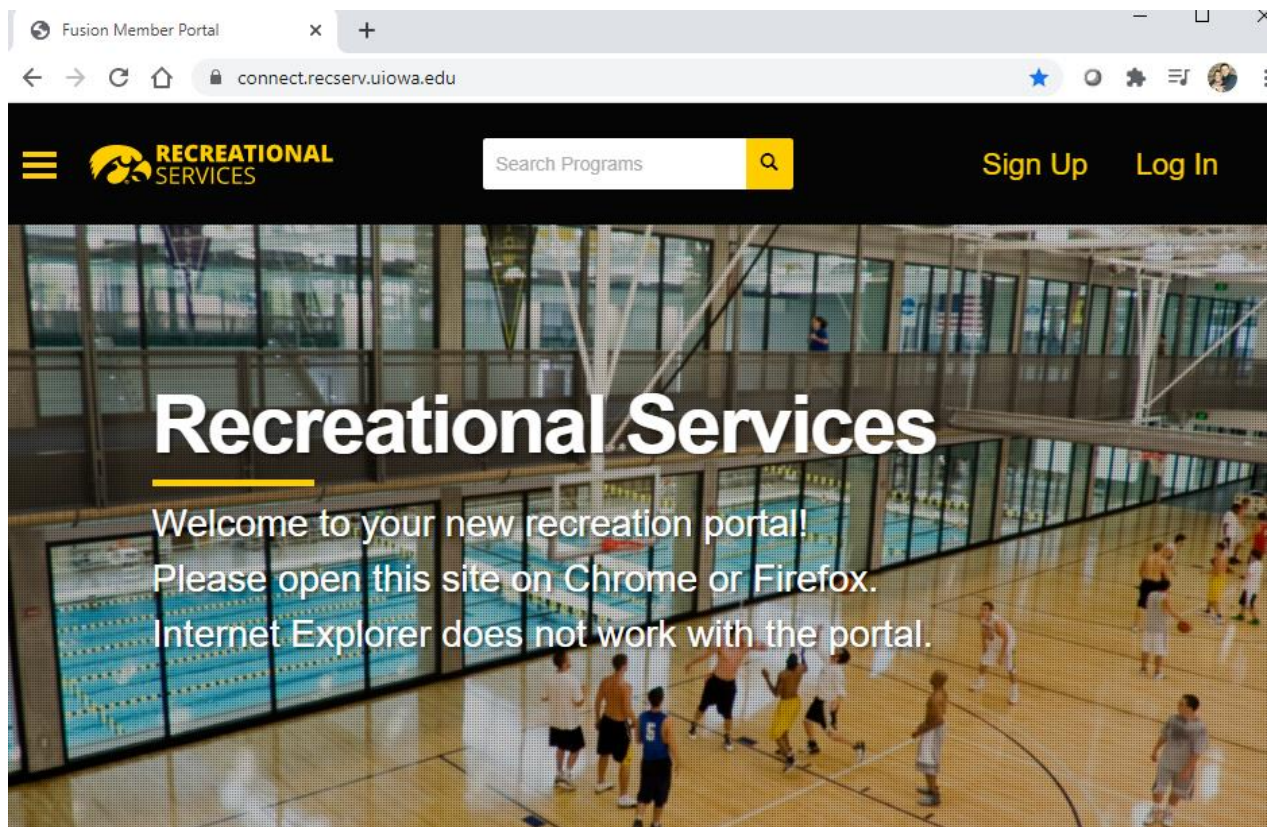
Account Information:

- If you are a student, faculty, and staff, you will use your HawkID and password to sign into our online registration page.
- If you are a community member, please email rec-services@uiowa.edu and we will set up an account for you.

Website Instructions

Step 1: Visit connect.recserv.uiowa.edu

Step 2: Select Online Registration



Online Registration

Step 3: Select the location of the facility where you would like to workout.

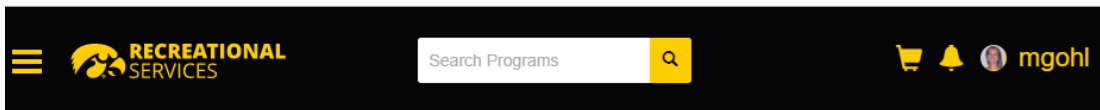
Step 4: Select the activity you would like to do (Cardio/Strength, Open Lap Swim, Group Fitness)



Search Programs

A screenshot of the 'Search Programs' page. On the left is a sidebar with a 'Classification' section containing a list of categories: 'All Classifications', 'Campus Recreation and Wellness Center Activities', 'Field House Activities', 'Fitness East Activities' (highlighted with a yellow box and a yellow arrow pointing to it), and 'Hawkeye Tennis & Recreation Complex Activities'. Below this is a 'Semesters' section with 'Spring 2020' and 'Summer 2020'. The main content area is titled 'All Categories' and shows two program listings: 'Facility Example Program' and 'Fitness East Cardio/Strength Equipment', both priced at '\$0.00'. A yellow arrow points to the 'Fitness East Cardio/Strength Equipment' listing.

Step 5: Select the **Date** and **Time** you would like to attend. Please note: There are limited spots available for each time slot. The amount remaining will be indicated on the individual registrations.



Program Details

Facility Example Program: \$0.00

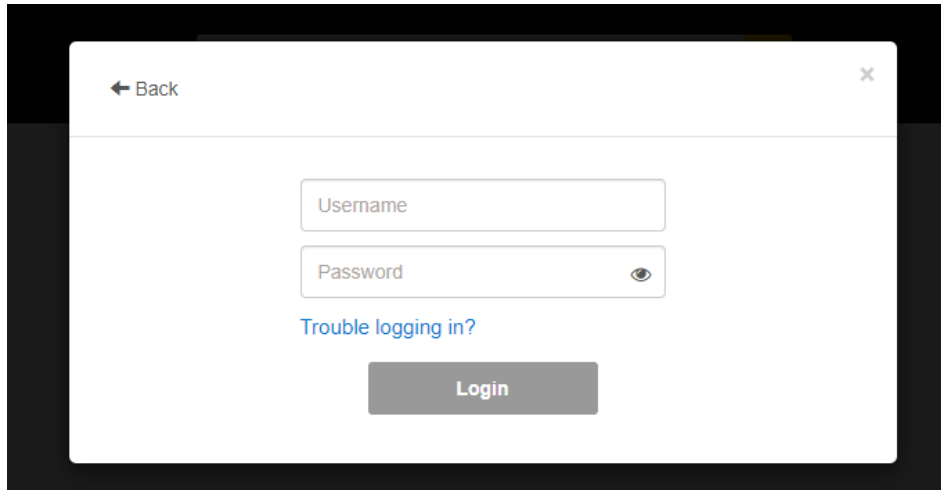
Programs / Facility Example Program

Program Instances

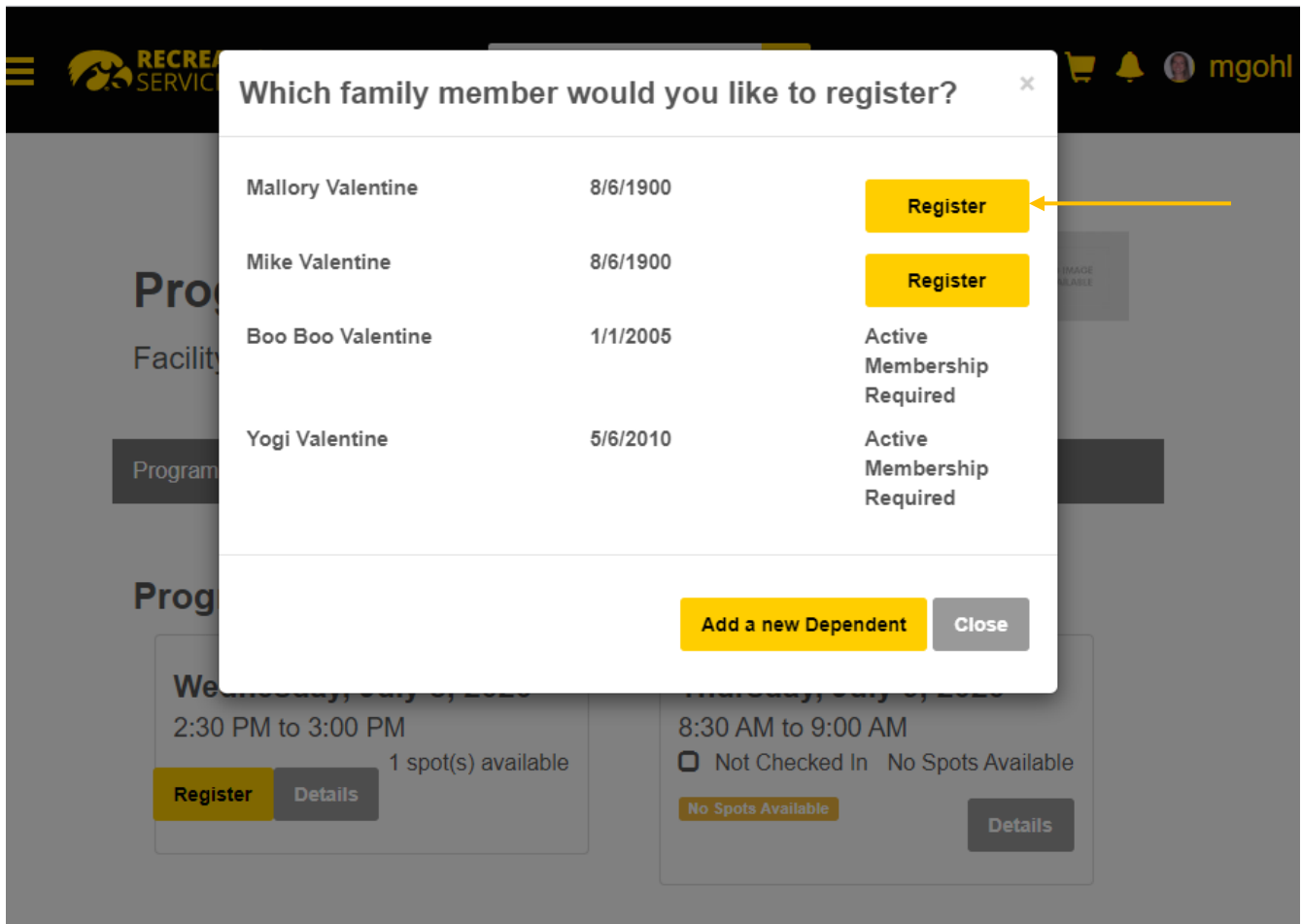
A white box containing program instance details. At the top is the date 'Thursday, July 9, 2020' and the time '8:30 AM to 9:00 AM'. Below the time is the text '1 spot(s) available'. At the bottom left is a yellow 'Register' button. A yellow arrow points to the 'Register' button from the left.

Step 6: Log in using your Account Information.

- If you are a student, faculty, and staff, you will use your HawkID and password to sign into our online registration page.
- If you are a community member, email rec-services@uiowa.edu and we will set up an account for you.



Step 7: If you have more than one family member linked to your account, select 'Register' for the individual you would like to sign up for the facility registration. All facility registrations require an active membership.



Step 8: Select 'Checkout' to complete the process.

RECREATIONAL SERVICES

Search Programs

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Shopping Cart

Mallory Valentine

O-512019

Item	Customer Name	Quantity	Unit Price	Total	
Program: Facility Example Program Program Instance: Thu, Jul 9 2020 8:30 AM to 9:00 AM	Mallory Valentine	1	\$0.00	\$0.00	Remove

Enter promo code... [Apply](#)

Subtotal: \$0.00
Tax: \$0.00
Total: \$0.00

[Continue Shopping](#) [Checkout](#)

Step 9: Select 'Checkout' again to confirm your registration. Please note: If you do not complete the registration in a timely fashion, the system will time out and you will not reserve a spot.






Are You Sure?

Clicking continue will take you to an external site to process your transaction. Once completed, you will be returned to this site to review your order.

- **Do not** click **BACK** on your browser
- **Do not** click **Refresh/F5** on your browser
- Processing may take a few minutes

[Cancel](#) [Checkout](#)

Step 10: Upon completion of the registration, the screen will display successful processing. In addition, you will receive a confirmation email.

     mgohl


Your order was processed successfully

Payment was Successful

A receipt has been sent to you.

Mallory Valentine

O-512019

Item	Customer Name	Quantity	Unit Price	Total	
Program: Facility Example Program Program Instance: Thu, Jul 9 2020 8:30 AM to 9:00 AM	Mallory Valentine	1	\$0.00	\$0.00	 Confirmation

Subtotal: \$0.00
Tax: \$0.00
Total: \$0.00