

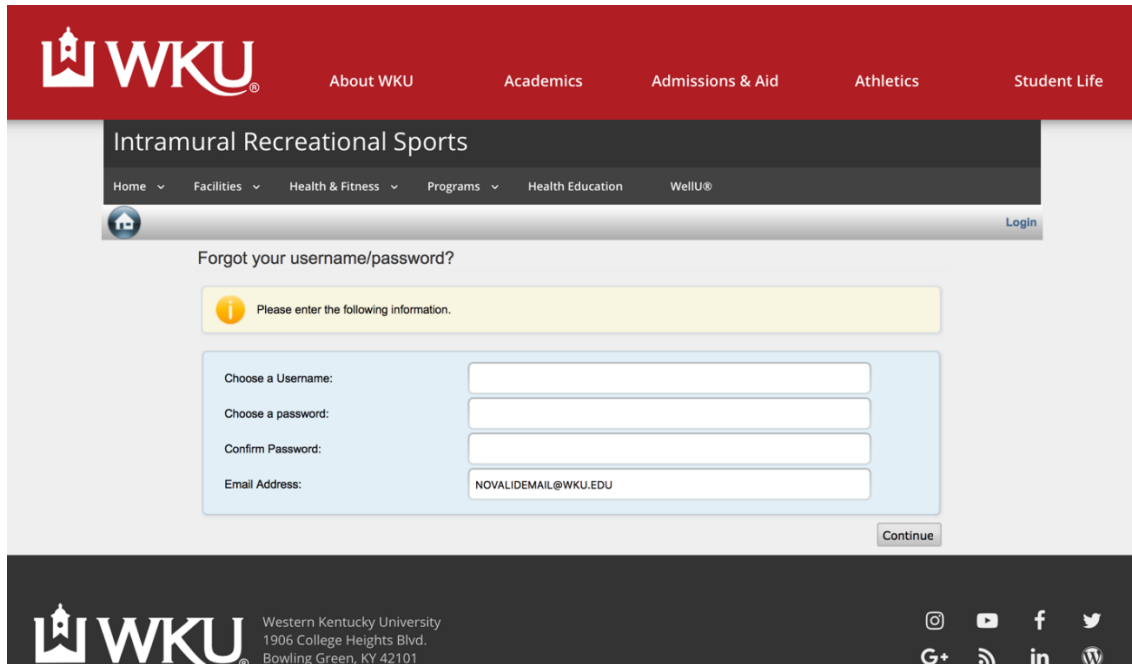
When setting up an account, follow this [link](#) and you will see the following page. Since this is the first year for online registration you will click *Do not have a login?*

The screenshot shows the top navigation bar with the WKU logo and links for About WKU, Academics, Admissions & Aid, Athletics, and Student Life. Below this is a secondary navigation bar for the Intramural Recreational Sports site, including Home, Facilities, Health & Fitness, Programs, Health Education, and WellU®. The main content area is titled "Login" and is split into two columns. The left column, "Already an existing member", contains fields for Username and Password, a "Forgot your username/password? Do not have a login?" link, a "Login" button, and social media login options for Facebook and Yahoo. The right column, "Not a guest yet?", features a "Become a Guest" button with a play icon and a link to "Guest Privileges". The footer includes the WKU logo, address (1906 College Heights Blvd., Bowling Green, KY 42101), and various links like Transparency & Accountability, Accessibility, Title IX, Employment, Statement of Non-Discrimination, Contact Us, Site Index, Privacy Statement, and a "Last Modified 10/13/17" timestamp.

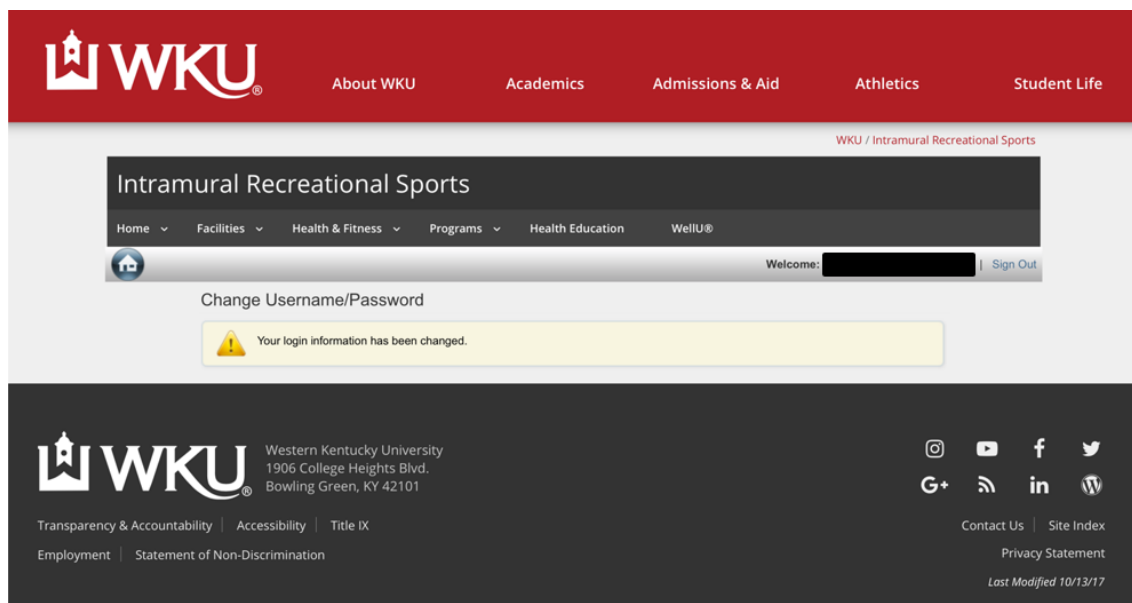
Once you click to create a login, you will see this screen. Here you will need to enter your WKU ID number (80*_*_*_*_*_*_*)

This screenshot shows the "Do not have a login?" page. It features a yellow information box with an 'i' icon stating, "Please enter the following information, so we can verify our records." Below this is a form field labeled "Member Number:" with a text input box and an information icon. A "Continue" button is located at the bottom right of the form. The page layout is consistent with the previous screenshot, including the same navigation bars and footer.

Once you enter your WKU ID number, you will see this screen. The email will automatically generate based on your account settings. Choose a username and password that you can remember and then continue.



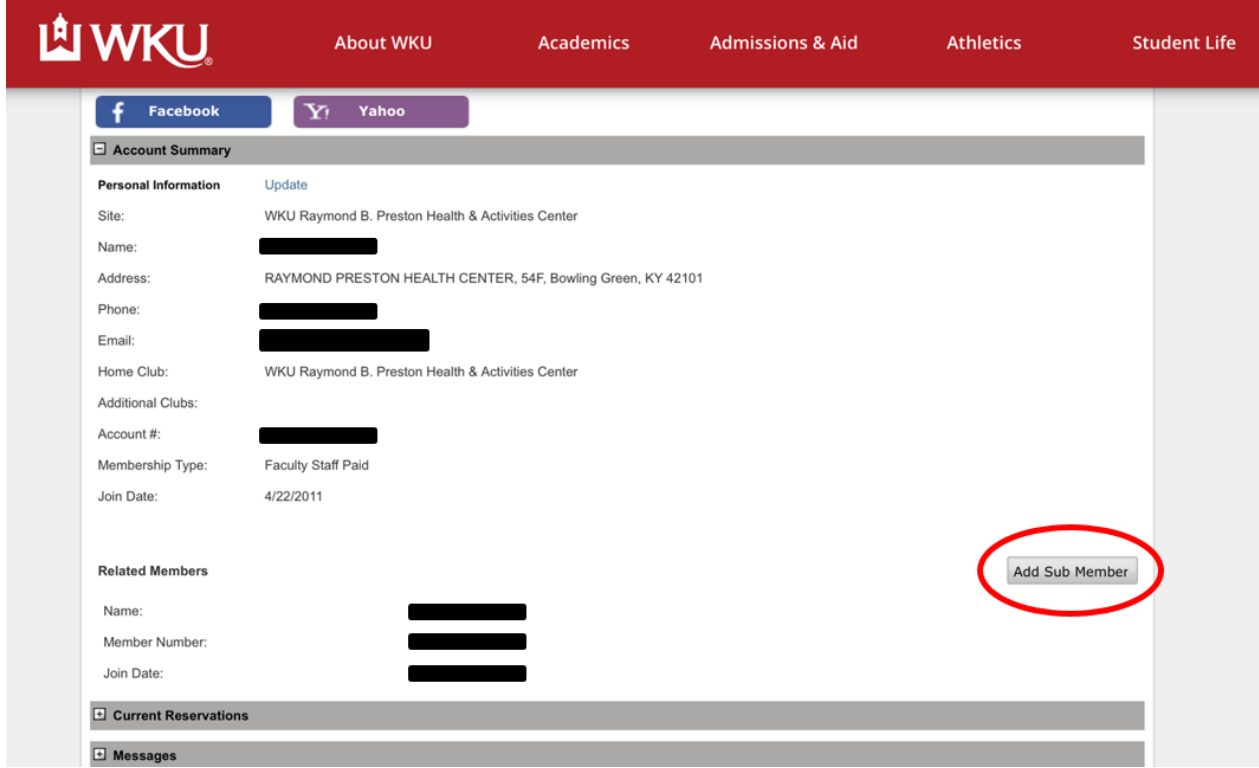
Once it is successfully changed, you will see the following screen.



Click on the blue circle with a house in it, and it will take you to our home screen. Click on account information and then account summary.



Scroll down until you see the *Add Sub Member* button. This is where you will make a profile for each child that will be attending camp.



Fill out all of the information that you have on each child. Hit *Submit Changes*

Intramural Recreational Sports

[Home](#) [Facilities](#) [Health & Fitness](#) [Programs](#) [Health Education](#) [WellU®](#)

[Account Information](#)

Welcome: [Redacted] [Sign Out](#)

Add Member Info

 (0) 

Personal Information			
Relationship:	<input type="text" value="Spouse"/>	Home Address <input type="text" value=""/>	(Primary Address)
Salutation:	<input type="text" value=""/>	Address:	RAYMOND PRESTON HEALTH C
First Name: *	<input type="text" value=""/>		54F
Last Name: *	<input type="text" value=""/>	City/State/Province:	Bowling Green, KY
Middle Initial:	<input type="text" value=""/>	Zip Code: *	42101
Membership Type:	Faculty Staff Paid	Home <input type="text" value=""/>	<input type="text" value=""/>
Date of Birth: * (mm/dd/yyyy)	<input type="text" value=""/>	Business <input type="text" value=""/>	<input type="text" value=""/>
Gender:	Male	Mobile <input type="text" value=""/>	<input type="text" value=""/>
Marital Status:	Married	Other <input type="text" value=""/>	<input type="text" value=""/>
Emergency Contact:	<input type="text" value=""/>	Email 1 <input type="text" value=""/>	<input type="text" value=""/>
Emergency Phone:	<input type="text" value=""/>		

*Required Fields

[Submit Changes](#)

Be sure to change *Relationship* to child. Double check that all camp children are entered and correct under Related Members.

Once your account is active and your children entered, you are finished until camp opens for enrollment.