Alumni Association, Retirees, & Local Account Purchasing a Membership SOP

Alumni Association, Retirees (who do not still have access to their USC Credentials), NAC, and ROTC will follow this guide to purchase a membership through DSE

1. Go to https://sc.dserec.com/online/dashboard

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→ C 25 sc.dserec.com/online/dashboard		<u></u>
South Carolina		
Rec Services and activities		
Kemberships	Cockers	Facility Reservations
Sign up for a rec membership	Use the interactive map to rent a locker	Check availability and make a reservation
🐯 Classes	7. Intramural Sports	💰 Sport Clubs
Enroll into a class	Join a league or tournament	Become a team member
🗱 Events	🏂 Personal Training	Space Reservations
Register for an activity	Sign-up to reach your goals with our trainers	Choose a time and reserve your spot
Facility Access App		
Check-in using your phone		

2. To purchase your membership click on the "membership" button from the dashboard

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South Carolina Rec Services and activities	
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🚓 Memberships 🔂 Lockers 💣 Facility Reservations	
Sign up for a rec membership Use the interactive map to rent a locker Check availability and make a reservation	
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Enroll into a class Join a league or tournament Become a team member	
😰 Events 🏻 A Personal Training 🔂 Space Reservations	
Register for an activity Sign-up to reach your goals with our trainers Choose a time and reserve your spot	
E Facility Access App	
Check-in using your phone	

3. Once you've opened the membership page, you will see the option to "Log In" in the top right corner. Click on that and you will be redirected to a login options page

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\$	South Carolina			
1	分 → Membership			-∋ Log in
	Membership plans			
	Affiliate 1 Month Early Bird Members	hip (AY 25)	Affiliate 1 Month Full Membership (A	Y 25)
	\$40.00	🛎 Individual membership	\$50.00	LINDIVIDUAL membership
	Faculty 1 Month Early Bird Membersh	nip (AY 25)	Faculty 1 Month Full Membership (A)	(25)
	\$35.00	≗ Individual membership	\$45.00	≗ Individual membership
	Staff 1 Month Early Bird Membership	(AY 25)	Staff 1 Month Full Membership (AY 2	5)

4. On the Login options page, select Local Account, which will direct you to the sign in page where you will click on "Create one" next to "No account?" at the bottom of the window

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					Login	Sign In				
					Password		Forgot password?			
					No	LOG IN	e one			I

5. On the create account page, fill out all the required sections, including your affiliation.a. The email you use will be used to login along with the password you create

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South Carolina				
	CREATE ACCOUNT			
	First name	Last name		
	South	Carolina		
	Date of birth	Gender		
	01/01/1991	Select	~	
	Contact phone	Email		
	123-456-7890	campusrec@gmail.com		
	Affiliations optional			
	Select			
	Password	Confirm password		
		CAN		

- 6. After successfully entering your information credentials, you will click the blue "Next" box and will be directed to activate your account. You will receive an email USC Campus Recreation <u>noreply+@dserec.com</u> that contains an activation code
 - a. Please be sure to check your junk/spam folder if you do not see the email initially
 - b. There is no link to click in the email, only the activation code to enter on the activation page in DSE

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ACTIVATE ACCOUNT Confirmation email was sent to campusrec@gmail.com. The email includes an activation code, please enter it here to activate your account. Code Resend email PREVIOUS ACTIVATE)
 Please confirm your Email to complete registration > Intex × USC Campus Recreation <noreply+@dserec.com> to me *</noreply+@dserec.com> Hi Michael, To activate your account and receive further emails from USC Campus Recreation - please enter the following activation code where prompted: 11575 (normal Provide Provid	
USC Campus Recreation < noreply+@dserec.com > To: You	I 4:53 PM
Hi Michael, To activate your account and receive further emails from USC Campus Recreation - please enter the following activation code where prompted: 19224	

7. After entering the activation code, click the blue "Activate" box

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			(ACTIVATE ACCOUNT Confirmation email was sent to @hotmail.com. The email includes an activation code, please enter it here to activate your acco Code 19224 Resend email	unt. PREVIOUS ACTIVATE	

8. You will be redirected back to the membership page and should see your name in the top right corner, indicating that you are logged in

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			Q retiree
Retiree Fall 2024 Early Bird This if for retirees who did not clair	Membership n their USC credentials upon retiring.	Retiree Fall 2024 Full Me This if for retirees who did not o	mbership
	a de la companya de l		sam their 050 credentials upon retiring.
\$110.00	≗ Individual membership	\$150.00	Lindividual membership
\$110.00 Retiree Yearly 2024 - 2025 This if for retirees who did not claim	♣ Individual membership Early Bird Membership n their USC credentials upon retiring.	\$150.00 Retiree Yearly 2024 - 202 This if for retirees who did not o	Individual membership 25 Full Membership claim their USC credentials upon retiring.

- 9. You can use the search bar to type your affiliation and find the membership options that are available to you
- 10. On the next window, select the blue "Sign Up" option proceed to step 10



11. The next window will allow you to select the start date of your membership (if you wish for it to not begin on the day you are completing the purchase and then proceed to signing your waiver.

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	< Back New membership	
	Alumni Association Fall 2024 Early Bird Membership Membership dates 9/4/2024 12/31/2024 Members Michael Potter Adult If you want to sign other people up for the membership – first you need to add them as affiliates in My account	
	Next	

a. If you receive the following red bar at the top of your screen, this means you've attempted to purchase a membership that your affiliation is not eligible for

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K Back New membership	
Alumni Association Fall 2024 Early Bird Membership	
Membership dates	
9/4/2024	
Members ①	
Michael Potter Adult	
If you want to sign other people up for the membership – first you need to add them as affiliates in My account	
Next	
← → C 😋 sc.dserec.com/online/memberships	☆ 🗳
South Carolina	
G → Membership	Michael 🗸
< Back New membership	
Waiver - Michael Potter	
All CRec Waiver	
University of South Carolina Campus Recreation Waiver of Liability and Release	
In consideration of being permitted to use Campus Recreation facilities and spaces and to participate in one or more programs, services, and,	or

activities offered or hosted by the unit.

I, in full recognition and appreciation of the dangers and risks inherent in such activity, I do hereby waive, release and forever discharge the University of South Carolina, its officers, agents and employees, from and against any and all claims, demands, actions or causes of action, for costs, expenses or damages to personal property, or personal injury, or death, which may result from my participation in the activity.

Lauthorize Pr	tion a bischool into the real relation in onwaring to the following:
The Universit	is the reach ose of disclose procedure reach information to the following.
coaches refe	y of board dama and y mandada motore to the operation of a Annate Range and the many of the metatomet and employees of student of the Annate (as each of follow-up treatment) and employees of
Prisma Health	and/or Prisma Health-USC Medical Group (as needed for follow-up treatment).
I authorize Pr	isma Health and/or Prisma Health-USC Medical Group to use or disclose Protected Health information for the following purpose(s):
To inform the	above named individuals of sports injuries and related injuries sustained by the participant.
Type of inform	nation requested:
Verbal or writ	ten protected health information related to sports injuries and related injuries.
I UNDERSTAN	ND THAT:
1. The Protect	ted Health Information used or disclosed under this authorization may be subject to redisclosure by the receiver and no longer protected
by the Standa	ard for Privacy of Individually Identifiable Health Information.
2. I understar authorization	id that treatment, payment, enrollment in a health plan or eligibility for benefits may not be conditioned on whether I sign this
3. If I have an Management	y questions about the disclosure of my Protected Health Information, I can contact the Release of Information staff or Health Information Services at Prisma Health.
4. I understar	Id that I may revoke this authorization in writing except to the extent that Prisma Health have previously used or disclosed the Protected
Health Inform	ation in reliance on this authorization. To revoke this authorization, I understand that I must deliver a signed written statement clearly
stating that I	revoke this authorization to Health Information Management Services, Prisma Health.
I have read th	is entire Waiver of Liability and Release. I fully understand it and agree to be legally bound by it.
Undated 07/2	31/24

12. After agreeing to the waiver you will confirm this is the membership you wish to purchase and click the blue "Confirm" button

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	🞧 > Membership		💄 Michael 🗸
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	Summary		
	Plan	Staff Fall 2024 Full Membership	
	Dates	8/30/2024 - 12/31/2024	
	Members	Michael Potter	
	Fee	\$130.99 Confirm	

- 13. Next you will be prompted to complete payment for the membership and will be redirected to a touchnet upay site, unless enrolling in payroll deduction
 - a. If you are enrolling in payroll deduction, this membership "purchase" will result in a lag in access as it requires us to approve your membership once we have added you to payroll deduction whereas an immediate payment

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	Paym	ent			
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	Total:	\$130.99			
	Payment Method:*	Credit Card		~	
A	account Information		* Ir	ndicates required information	
	Credit Card Type:*	Select a Credit Card Type		~	
	Account Number:*				
	Expiration Date:*	08	✓ 2024	~	
	Security Code*				
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