

Appendix I – Online Renewal Instructions

Existing memberships can be renewed online. Memberships must be renewed **on or before** the expiration date. Members must renew their own memberships; you are not able to renew for another member online (including child memberships).

There are several methods to renew.

- If you are on payroll deduction, your membership will automatically renew, so you do not need to do anything. If you want to make any changes - add or drop a member or locker - you will need to come to the Student Recreation Center during hours of operation to complete a new payroll deduction form.
- In person with a credit card at the Student Recreation Center during all hours of operation
- Online with a credit card at <http://register.urec.ttu.edu>

To renew online, please follow these steps:

- Go to <http://register.urec.ttu.edu>
- Login with your credentials or create an account if it's your first time on the portal

register.urec.ttu.edu

TEXAS TECH UNIVERSITY

Search Programs

Sign In

TEXAS TECH UNIVERSITY RECREATION

Please Log In (top right hand corner) with your eRaider username or email address if you do not have an eRaider.

VIEW PROGRAMS

Activate Windows
Go to Settings to activate Windows.

- Click your name in the top right corner and select profile.

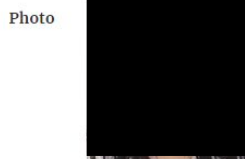


- Under personal information, find the item you would like to renew (memberships, lockers).

View Account

For:

- Personal Information
- Programs 0
- Memberships 3
- Lockers 1
- Equipment 0
- Bookings 0
- Facilities 0
- Guest Passes 0
- Order History 6
- Towel Services 0
- Invoices 3
- Manage Payment Options 0



Personal Information

E-mail OptIn [Submit Opt In Changes](#)

ID Number

Gender

- Click on "renew" for the item you would like to renew

View Account

For:

- Personal Information
- Programs 0
- Memberships 3
- Lockers 1
- Equipment 0
- Bookings 0
- Facilities 0
- Guest Passes 0
- Order History 6
- Towel Services 0
- Invoices 3
- Manage Payment Options 0

My Memberships

Membership Type	Start Date	Expiry Date	Renew	Card Info
Campus	Fri, Aug 27 2021	Sun, Sep 26 2021	Renew	N/A
New Employee	Wed, Jul 7 2021	Mon, Sep 6 2021	Not Renewable	N/A
Rec Pro Staff	Wed, Jun 23 2021	Permanent	Not Renewable	N/A
TTU Affiliates	Fri, Mar 1 2013	Fri, Aug 31 2029	Not Renewable	N/A

- Select the duration

Membership Summary

Campus



Member Name:



Select Duration:

1 1 Month \$30.00

Cancel Add to Cart

- Click “Add to Cart”

Membership Summary

Campus



Member Name:



Select Duration:

1 1 Month \$30.00

Effective Date:

09/27/2021

Until Date:

Tue, Oct 26 2021

Price:

\$30.00

Cancel Add to Cart

- Select your eligibility and enter the name and number for an emergency contact. Click “Add to Cart” again

Please review/provide the following information:

Eligibility Type REQUIRED

Select member's eligibility type

Faculty/Staff

Turf Field Membership

Remember to add a turf field membership to the patron's account.

Emergency Contact Name & Number REQUIRED

Enter emergency contact's first and last name and phone number (including area code).

Mom - 123.555.5555

Cancel

Add to Cart

- You can continue shopping to add more items to renew or checkout to proceed to payment.
- Not all membership types are available for renewal online. If the membership has already expired, it will have to be renewed in person. If you have any issues or questions, please call the University Recreation Main Office at 806.742.3351