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
- Click your name in the top right corner and select profile.
• Under personal information, find the item you would like to renew (memberships, lockers).

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

**Membership Summary**

Campus

Member Name: [redacted]
Select Duration: 1 Month $30.00

- Click “Add to Cart”

**Membership Summary**

Campus

Member Name: [redacted]
Select Duration: 1 Month $30.00
Effective Date: 09/27/2021
Until Date: Tue, Oct 26 2021
Price: $30.00

- 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: Faculty/Staff

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

Emergency Contact Name & Number: Mom – 123.555.5555

- 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