Online Registration Procedures
UCSB Sport Clubs

**Registered UCSB Students**

1. Go to www.recreation.ucsb.edu
2. Click on ‘Recreation Online’.
3. Click on “My Account”.
4. Click on “Forgot my User ID or Password”.
5. Enter your “umail” address and they will mail you your User ID and Password.
6. Once you have your User ID and Password click on “My Account” and Login.
7. If you need to update any information on your Account click on “Update Account” and update any relevant information.
8. Do Not un-click the “Allow update on Internet” button and Do Not click on the “Private” button. We will not sell your information and will only contact you with information for the activities for which you have registered.
9. Once your account is updated click on “Activities”.
10. Then Click on Sport Clubs.
11. Click on your desired sport and follow the prompts to register and pay.
12. In addition, you will also need to pay the one time $35 Sport Club administration fee. You must add this fee to your registration when on the page that prompts you for your Emergency contact info.
13. If you are choosing to register online and BARC your fees, please choose the $0 amount and complete registration. You will not be asked to provide credit or debit card information for this option. Please make sure to follow through with your coach or team captain and fill out a BARC form.
14. Congratulations you are a registered Sport Club Athlete.
15. Please be sure to follow through with the Physical Clearance process.

**Non-UCSB Students**

1. Go to www.recreation.ucsb.edu
2. Click on ‘Recreation Online’.
3. Click on “My Account”.
4. Click on “Create a New Account”.
5. Enter in your information and hit the “Submit” button, you will be logged in and can register for Activities. Your “User ID” and “Password” will be sent to your email address.
6. Once you have your User ID and Password click on MY Account and Login.
7. If you need to update any information on your Account click on “Update Account” and update any relevant information.
8. Do Not un-click the “Allow update on Internet” button and Do Not click on the “Private” button. We will not sell your information and will only contact you with information for the activities you are signing up for.
9. Once your account is updated click on “Activities”.
10. Then Click on Sport Clubs.
11. Click on your desired sport and follow the prompts to register and pay.
12. In addition, you will also need to pay the one time $35 Sport Club administration fee. You must add this fee to your registration when on the page that prompts you for your Emergency contact info.
13. If you are choosing to register online and BARC your fees, please choose the $0 amount and complete registration. You will not be asked to provide credit or debit card information for this option. Please make sure to follow through with your coach or team captain and fill out a BARC form.
14. Congratulations you are a registered Sport Club Athlete.
15. Please be sure to follow through with the Physical Clearance process.
Choose Your Sport

There may be multiple options to choose from here depending on your sport and payment choice.

If you choose the BARC option you will not have to enter a credit card payment. You will need to speak to your coach or team captain to fill out a BARC billing form.
Once you have selected the appropriate “course”...

...click the “Go To Checkout” button.

IMPORTANT!! This is where you have to add your $35 Sport Club Administration Fee. Do not add this fee if you are doing the BARC billing option. If you add the fee you will have to enter a credit card number and pay the $35 fee to complete registration.

You MUST answer these 6 questions to proceed.

The last 2 default to “yes”. Those who change the answer to “no” may not compete in UCSB Sport Clubs.
You MUST agree to the Liability Waiver in order to complete your registration.