

How to register for Summer Camp Via Online Portal

***UTREC Portal Address** → <https://utrecportal.utoledo.edu/>

1. Select **Sign Up** in the top right corner.



2. Create new account. Fill in **parent/guardian** information. Once completed select the **Term of Use** box. Then select **register**.



REGISTER

REGISTER CREATE A NEW USER ACCOUNT

Name*	<input type="text" value="Tina"/> <input type="text" value="Reid"/> <input type="button" value="SEARCH"/>	Password Requirements <ul style="list-style-type: none">• Must be at least 8 characters long• Must contain a number• Must contain a lower case letter• Must contain an upper case letter• Must contain a non-alphanumeric character• Must not contain username
Desired Username*	<input type="text" value="UTREC00"/>	
Password*	<input type="password" value="*****"/>	
Confirm Password*	<input type="password" value="*****"/>	
Email Address*	<input type="text" value="Tina.North@utoledo.edu"/>	
Member Information	<input type="text" value="ID Number"/>	
Date of Birth	<input type="text" value="MM"/> <input type="text" value="DD"/> <input type="text" value="YYYY"/>	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female	
Phone Numbers	<input type="text" value="Home"/> <input type="text" value="Work"/> <input type="text" value="Mobile"/>	
Address*	<input type="text" value="Line 1"/> <input type="text" value="Line 2"/> <input type="text" value="City"/> <input type="text" value="Province/State"/> <input type="text" value="Country"/> <input type="text" value="Postal/Zip Code"/>	
Terms of Use*	<input checked="" type="checkbox"/> I have Read and Accepted the Terms of Use	
Email Opt-In	<input type="checkbox"/> I wish to be contacted for news and promotional offers	

3. Your account should be created but **YOU MUST ACTIVATE YOUR ACCOUNT before log in.** Check your e-mail and follow the instructions.

REGISTERSUCCESS

YOUR ACCOUNT WAS CREATED SUCCESSFULLY

STEP 1: ACTIVATE YOUR ACCOUNT

Before you can use your account it **must be activated**. Instructions on how to activate your account have been emailed to you. Please **check your email** and follow the instructions to activate your account.

Note:

- Email delivery can be delayed by several minutes
- Check your junk or spam folder or filter if you do not receive this email

STEP 2: SIGN IN

Once you've successfully activated your account you will be able to sign in and begin using your account.

[LOG IN](#)

4.

Office of Recreational Services Account Registration

Inbox x

 noreplyutrec@utoledo.edu
to me ▾

ACCOUNT ACTIVATION

Hi,
Welcome to the Office of Recreational Services member portal. Your user account was created successfully

Step 1: Activate Your Account

To activate your account and verify your e-mail address, please click on the following link:
<https://utrecportal.utoledo.edu/Account/ActivateAccount?id=26fd5c81-4aba-48c0-9760-8ad42a696355>

Note that your account must be activated within 7 days.

If you have received this mail in error, you do not need to take any action to cancel the account. The account will not be activated, and you will not receive any further emails.

Step 2: Sign In

Once activated, you may log in to <https://utrecportal.utoledo.edu/Account/Login> using the username and password you setup when you created your account.

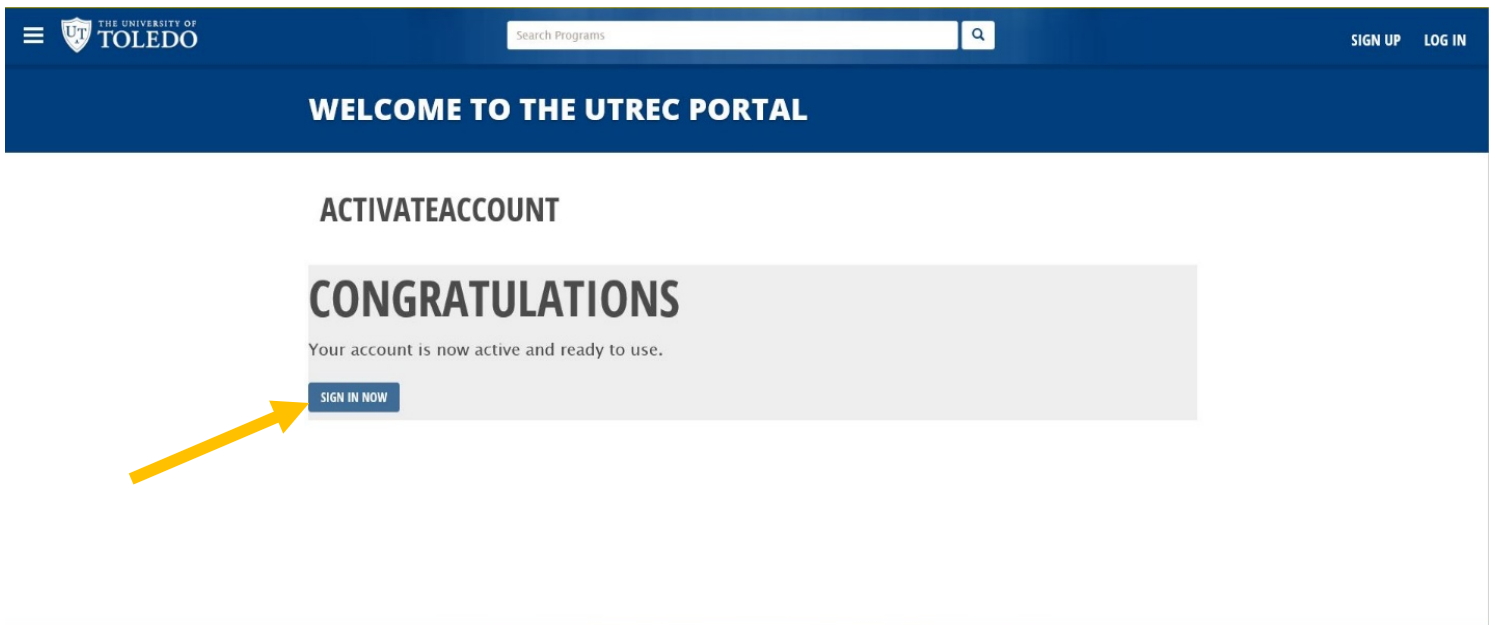
If you are unable to click either of the above links, copy and paste the URL in a new browser window instead.

Thanks for setting up your account!

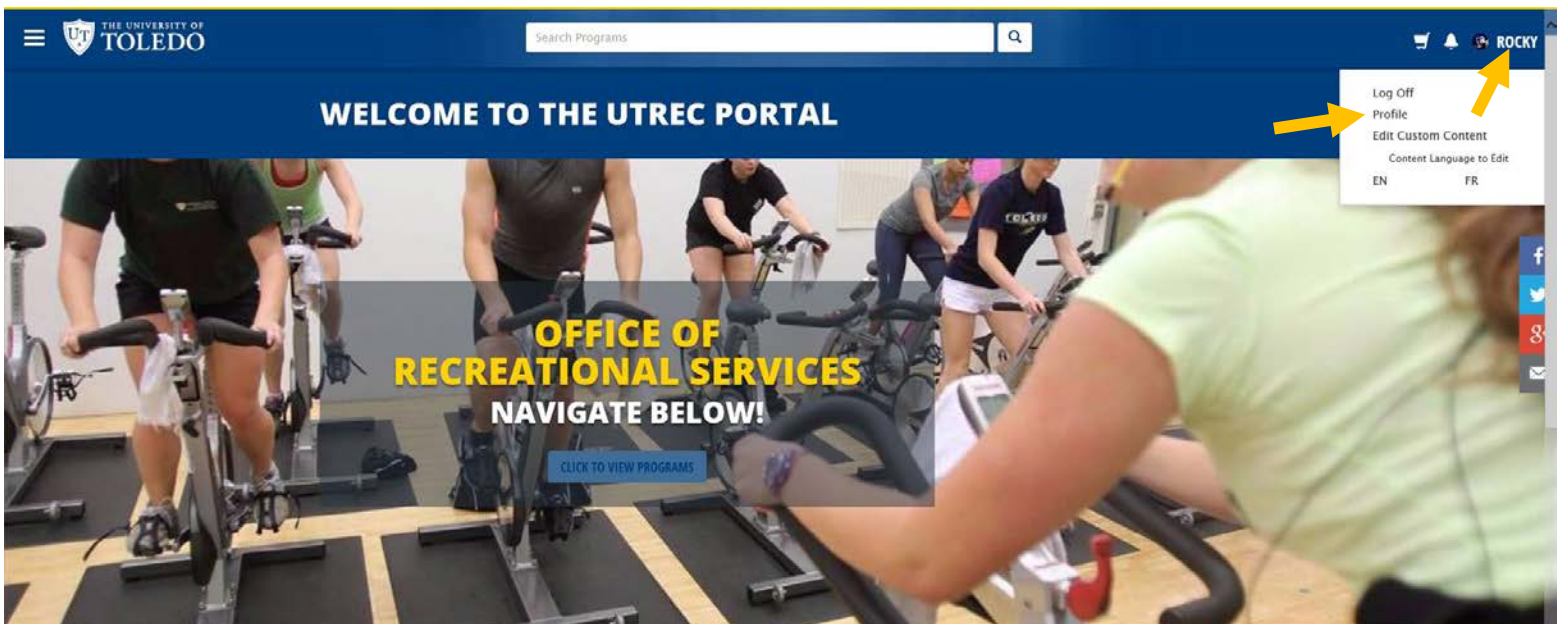
Sincerely,
Office of Recreational Services

(This is an automated email - please do not reply)

5. After you activate your account through your e-mail, you will be ready to sign in.



6. Click on your username in the top right corner (Ex. **Rocky**) and select **profile** from the drop down menu.



7. Scroll to the bottom of page and select **Add Family**.

Personal Information

Photo

Personal Information

E-mail Optin **SUBMIT OPT IN CHANGES**

ID Number 01313

Gender Male

Date of Birth Mon, Jan 01, 1996

Addresses Toledo, Ohio

Phone Numbers (888) 888-8888

Email Addresses [REDACTED]

Family

No Family Members

ADD FAMILY

8. Add dependent (child's) information

a. Repeat steps **7 and 8** if registering more than 1 child

NEW FAMILY MEMBER

First Name

Last Name

Date of Birth January 1 2018

Relationship **Dependent**

Gender Male

CANCEL **SAVE**

Date of Birth Mon, Jan 01, 1996

Addresses Toledo, Ohio

Phone Numbers (888) 888-8888

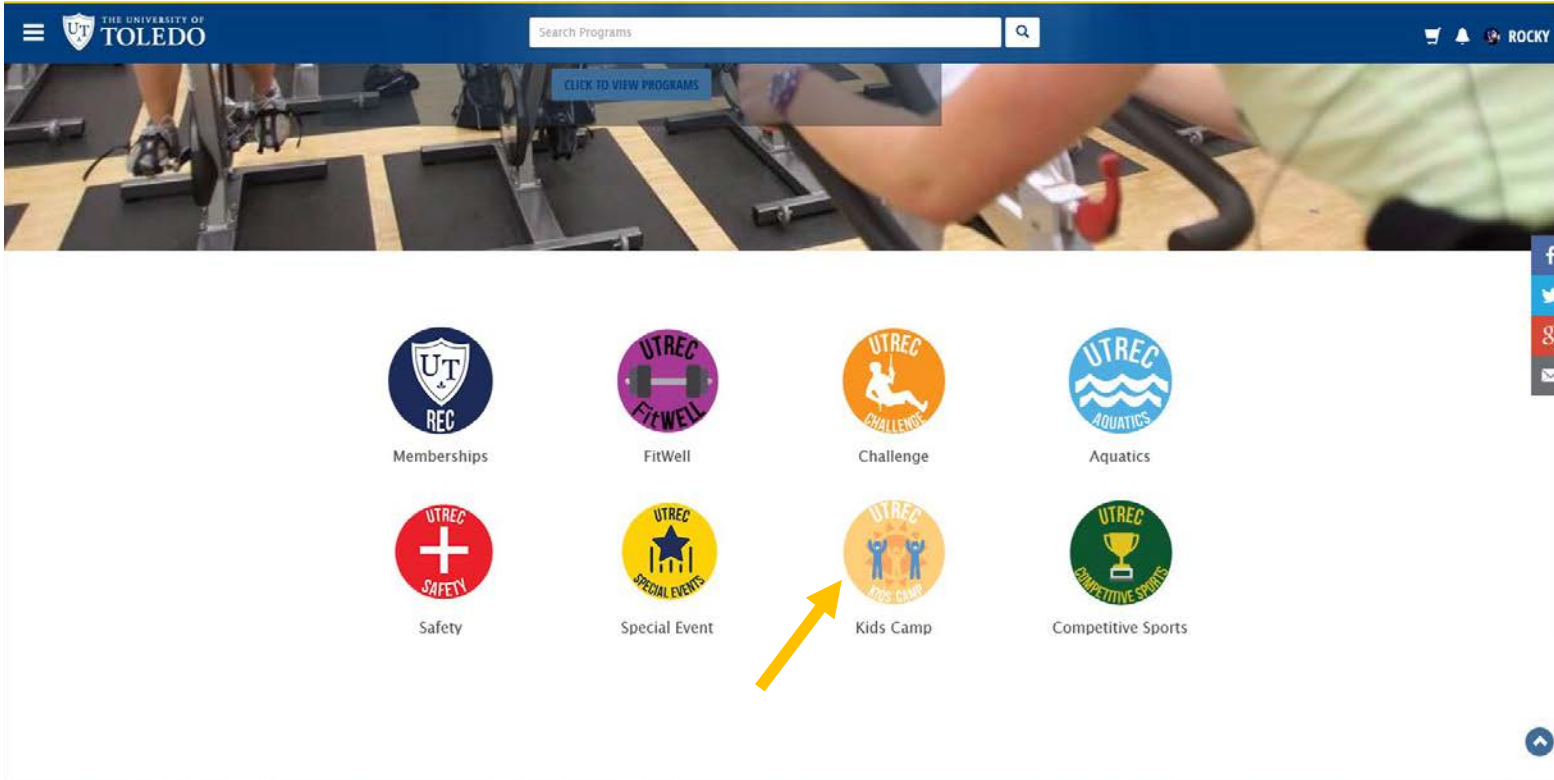
Email Addresses alexandria.lunke@utoledo.edu

Family

No Family Members

ADD FAMILY

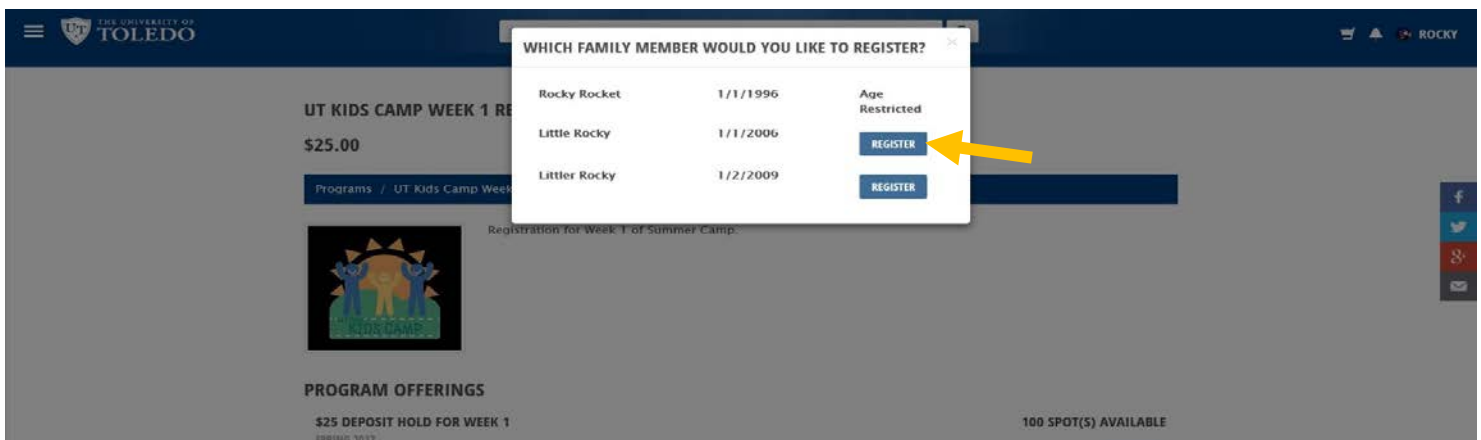
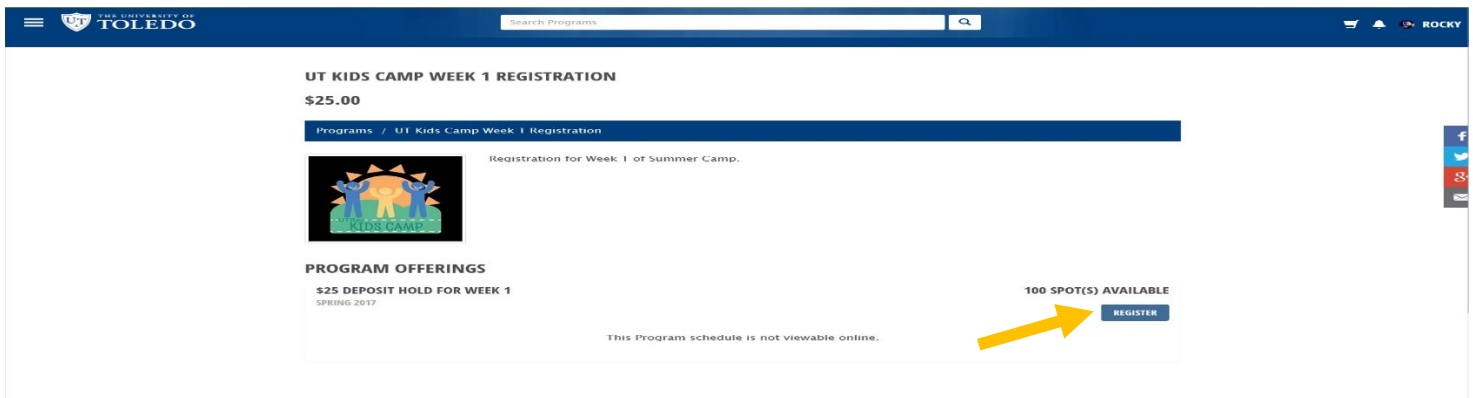
- Click **The University of Toledo** shield in the top left corner to go to the home page.
- Select the **Kids Camp** button.



- Select which week(s) you would like to enroll your child(ren) in Camp. Be sure the **Summer 2018** semester is selected.

CLASSIFICATION			
All Classifications		WEEK 1 - UTREC KIDS CAMP REGISTRATION Please select this option if you would like to enroll your child(ren) into week 1....	\$25.00
Aquatics		WEEK 2 - UTREC KIDS CAMP REGISTRATION Please select this option if you would like to enroll your child(ren) into week 2....	\$25.00
Camps		WEEK 3 - UTREC KIDS CAMP REGISTRATION Please select this option if you would like to enroll your child(ren) into week 3....	\$25.00
Challenge		WEEK 4 - UTREC KIDS CAMP REGISTRATION Please select this option if you would like to enroll your child(ren) into week 4....	\$25.00
FitWell		WEEK 5 - UTREC KIDS CAMP REGISTRATION Please select this option if you would like to enroll your child(ren) into week 5....	\$25.00
Safety		WEEK 6 - UTREC KIDS CAMP REGISTRATION Please select this option if you would like to enroll your child(ren) into week 6....	\$25.00
SEMESTER		WEEK 7 - UTREC KIDS CAMP REGISTRATION Please select this option if you would like to enroll your child(ren) into week 7....	\$25.00
Spring 2018		WEEK 8 - UTREC KIDS CAMP REGISTRATION Please select this option if you would like to enroll your child(ren) into week 8....	\$25.00
Summer 2018		WEEK 9 - UTREC KIDS CAMP REGISTRATION Please select this option if you would like to enroll your child(ren) into week 9....	\$25.00
CATEGORY			
All Categories			
Camps			

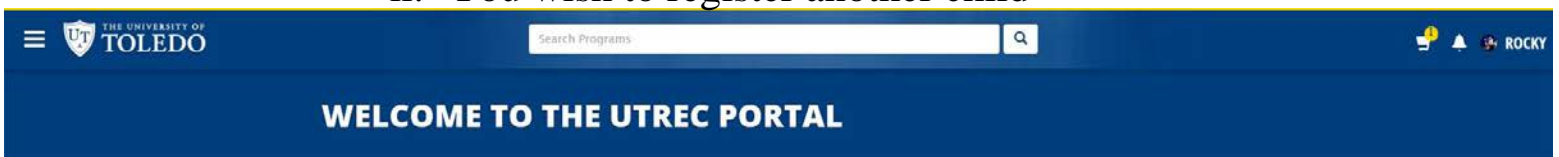
12. Click **Register** and select which child you would like to enroll for the week you selected.



13. After completing the waiver, emergency contact, pickup authorization information, and the optional selecting of add-ons you can choose to check out or continue shopping.

b. Choose **continue shopping** if:

- i. You wish to register for multiple weeks
- ii. You wish to register another child



SHOPPING CART

ROCKY ROCKET

0-10466

Item	Customer Name	Quantity	Unit Price	Total	
Program: UT Kids Camp Week 1 Registration	Little Rocky	1	\$25.00	\$25.00	REMOVE

Subtotal: \$25.00

Tax: \$0.00

Total: \$25.00

[CONTINUE SHOPPING](#)

[CHECKOUT](#)

REFUND POLICY

Participants enrolled in a program or class may transfer or withdraw until 7 days prior to the program start date. Transfers or refunds within 7 days, but before, the

14. If you wish to continue shopping **repeat steps 7-10** until you have registered your child(ren) in all of the necessary weeks and you are ready to checkout.

*If you would like to be invoiced your full Kids Camp total so that you may pay off all weeks please let me know. Also, if there are any other questions while completing registration or about UTREC Kids Camp please contact Tony North, Jr.

Phone number: (419) 530-3704
E-mail: Tony.North@utoledo.edu