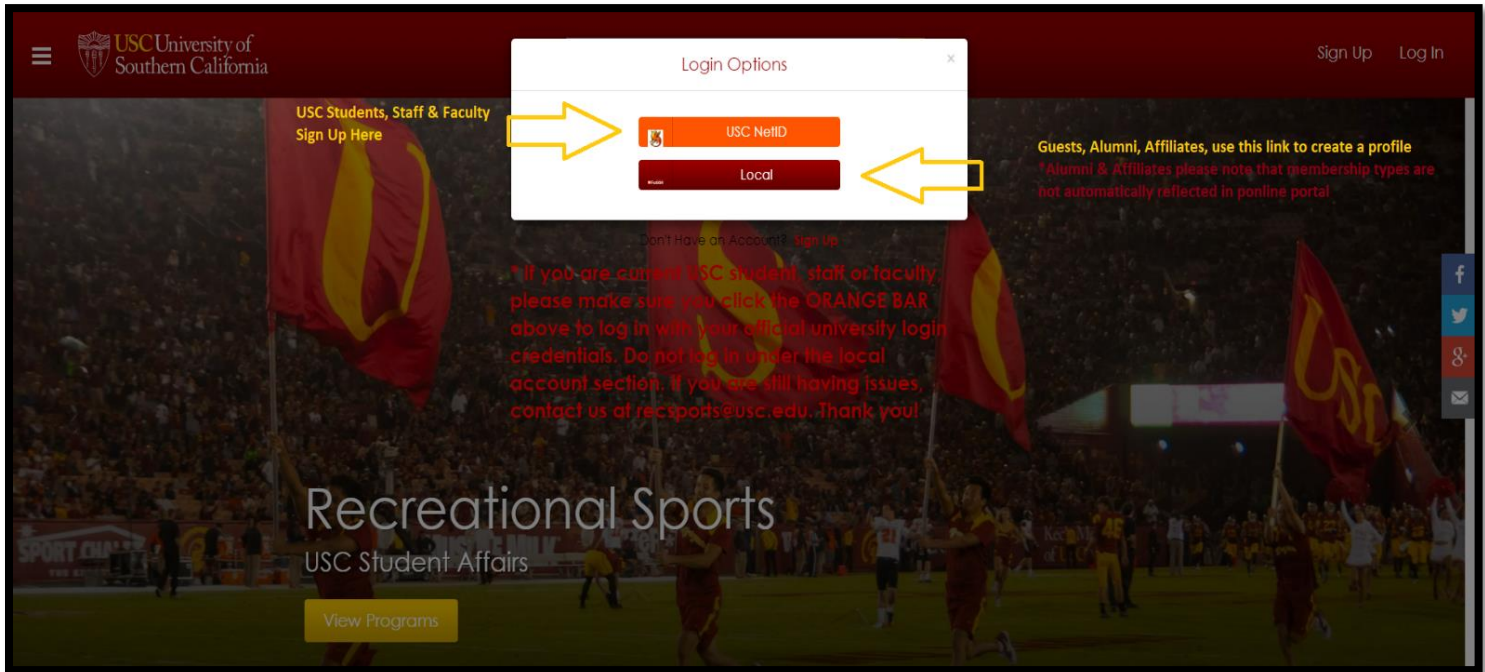


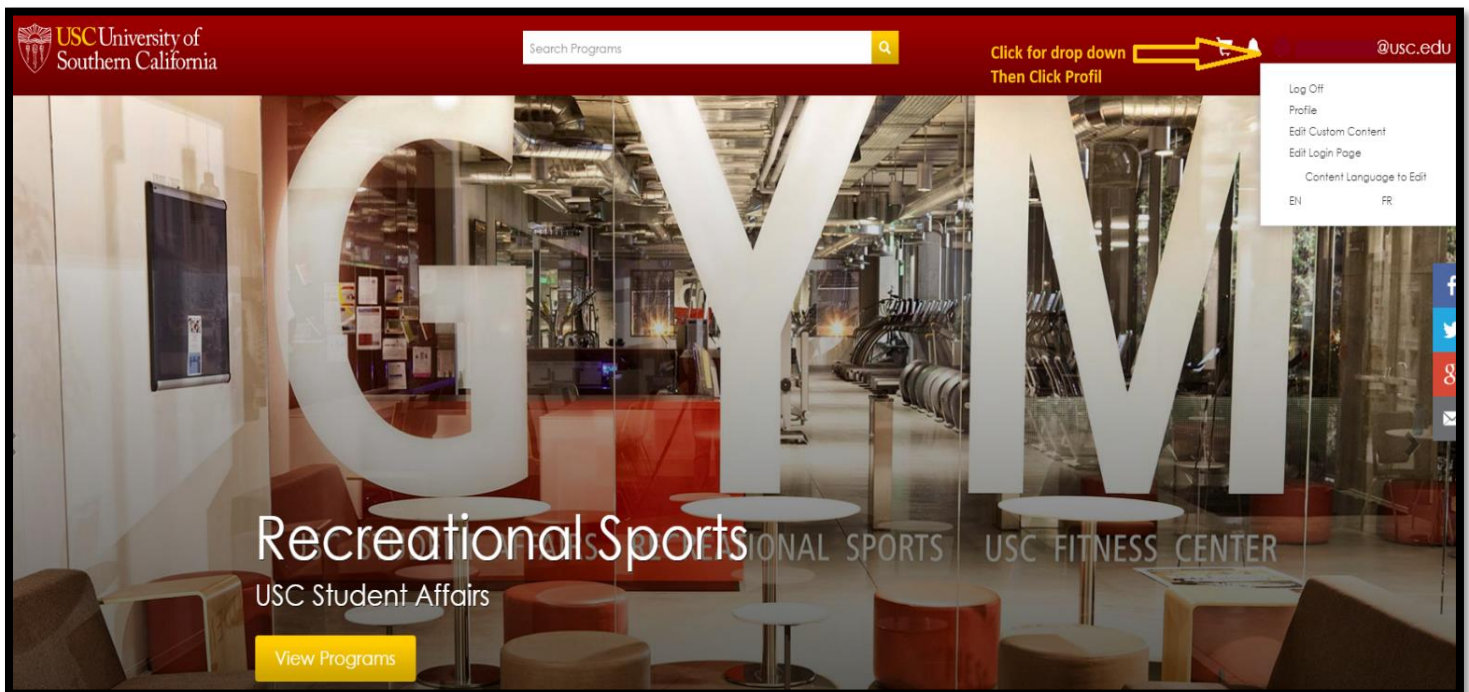
Membership and Package Online RENEWAL Instructions:

*This is for those members who already have the same active membership, package or locker they want to renew. If you want to change packages or membership types, please follow our Non-Renewal instructions found here: (Will Link PDF once completed)

1. Log in to myrecsports.usc.edu (Local Login for Guest and Alumni, USC NetID Login for USC Students and Staff/Faculty)



1. Click email/username on top right to get to membership profile:



2. Click On Memberships

VIEW ACCOUNT

Personal Information

- Programs (2)
- Memberships (3)** ← Click Memberships
- Lockers (1)
- Equipment (0)
- Court Bookings (0)
- Facilities (3)
- Guest Passes (0)
- Multi-Visit Passes (0)
- Order History (104)
- Towel Services (1)
- Invoices (4)

Photo

Personal Information

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

ID Number

Gender

Date of Birth

Addresses

Phone Numbers

Email Addresses podschun@usc.edu

3. Hit the “Renew” button and complete purchase of the renewed item:

VIEW ACCOUNT

Personal Information

- Programs (2)
- Memberships (4)**
- Lockers (1)
- Equipment (0)
- Court Bookings (0)
- Facilities (4)
- Guest Passes (0)
- Multi-Visit Passes (0)
- Order History (107)
- Towel Services (1)
- Invoices (5)

My Memberships

Membership Type	Start Date	Expiry Date	Renew	Card Info
Staff/Faculty Platinum Plus Package	Wed, Jul 17 2019	Thu, Aug 15 2019	Renew ← Click Here to Renew!	
Cromwell Access (Import)	Sat, May 11 2019	Sun, Aug 25 2019	Not Renewable	N/A
Springfest	Sat, Mar 30 2019	Sat, Mar 30 2019	Not Renewable	N/A
USC Workout Pass	Wed, Feb 13 2019	Sat, Aug 17 2019	Renewable after Wed, Jul 17 2019	N/A
Health & Wellness Week Membership	Mon, Jan 28 2019	Fri, Feb 1 2019	Not Renewable	N/A
Cromwell Access (Import)	Mon, Jan 7 2019	Fri, May 10 2019	Not Renewable	N/A
Staff/Faculty Platinum Plus Package	Mon, Jan 7 2019	Thu, Aug 15 2019	Not Renewable	N/A

4. Ensure that the product(s) that you wish to purchase and the purchase amount are correct:

SHOPPING CART

O-315119

Item	Customer Name	Quantity	Unit Price	Total	
Staff/Faculty Platinum Plus Package		1	\$510.00	\$510.00	Remove

Enter promo code... [Apply](#)

Subtotal: \$510.00
Tax: \$0.00
Total: \$510.00

[Continue Shopping](#) [Checkout](#)

As a general rule, fees for membership and services are not refundable. Exceptions are granted on a case-by-case basis. Approval must be granted by the Assistant Director, Recreational Sports - Membership Services.

5. Proceed to Payment Page and Submit Payment, get re-directed back to membership profile:

USC Recreational Sports Payment Gateway

Credit Card Information

Card Number:

Cards Accepted: **Visa - MasterCard**

Card Type:

Exp Date: /

* Required field

Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

[=> Continue](#) [Reset](#)

*You are done if you are just renewing a basic membership

If you have purchased a membership package, follow additional steps below to add all applicable additional products/services:

6. Proceed back to membership profile and select additional services included in membership package (Locker Renewal, Towel Service, USC Workout Pass):

VIEW ACCOUNT

Personal Information

- Programs 2
- Memberships 3 **Click here for USC Workout Pass Renewal**
- Lockers 1 **Click here for Locker Renewal**
- Equipment 0
- Court Bookings 0
- Facilities 3
- Guest Passes 0
- Multi-Visit Passes 0
- Order History 106
- Towel Services 1 **Click here for Towel Service Renewal**
- Invoices 4

Photo

Personal Information

E-mail OptIn **Submit Opt In Changes**

ID Number

Gender

Date of Birth

Addresses

Phone Numbers

Email Addresses podschun@usc.edu

7. Products should display \$0 for option included in membership:

Membership Summary

USC Workout Pass

USC Workout

Unlimited access to USC Workout group exercise classes at all facilities (Lyon Center, USC Village Fitness Center, and HSC Fitness Center).

Member Name:

Select Duration: 1 Year \$0.00

Date Range: Year

Effective Date: Fri, Aug 16 2019

Until Date: Sat, Aug 15 2020

Price: \$0.00

Cancel Add to Cart


8. Once all products/services are added to your cart your balance should read \$0.

SHOPPING CART

Item	Customer Name	Quantity	Unit Price	Total	
Lyon Center Full Locker Rental 8/16/2019 - 8/15/2020 Location: Lyon Center Men's Locker Room Section: . Row: Locker #.		1	\$0.00	\$0.00	Remove
Towel Service		1	\$0.00	\$0.00	Remove
USC Workout Pass		1	\$0.00	\$0.00	Remove

Enter promo code... [Apply](#)

Subtotal: \$0.00
Tax: \$0.00
Total: \$0.00

Ensure \$0 balance displays here 

[Continue Shopping](#) [Checkout](#)

As a general rule, fees for membership and services are not refundable. Exceptions are granted on a case-by-case basis. Approval must be granted by the Assistant Director, Recreational Sports - Membership Services.

9. Hit Checkout and then hit checkout again when the pop-up below displays:

Are You Sure?

Clicking continue will take you to an external site to process your transaction. Once completed, you will be returned to this site to review your order.

- **Do not** click **BACK** on your browser
- **Do not** click **Refresh/F5** on your browser
- Processing may take a few minutes

[Cancel](#) [Checkout](#)

10. You will get a message that your order was successfully processed:

Your order was processed successfully

Payment was Successful
A receipt has been sent to you.

O-315043

Item	Customer Name	Quantity	Unit Price	Total
Lyon Center Full Locker Rental 8/16/2019 - 8/15/2020 Location: Lyon Center Men's Locker Room Section: <input type="text"/> Row: <input type="text"/> Locker #: <input type="text"/>	<input type="text"/>	1	\$0.00	\$0.00
Towel Service		1	\$0.00	\$0.00
USC Workout Pass	<input type="text"/>	1	\$0.00	\$0.00
			Subtotal:	\$0.00
			Tax:	\$0.00
			Total:	\$0.00

You are done!