

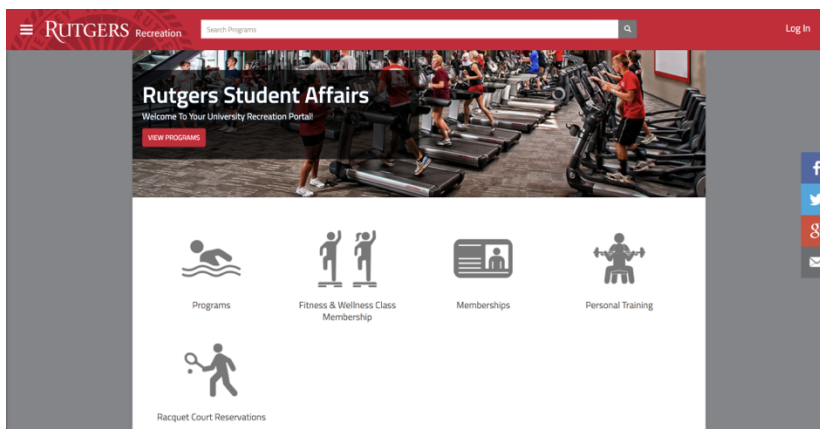
INSTRUCTIONS FOR ONLINE MEMBERSHIP RENEWALS FOR RUTGERS NON-AFFILIATES (including Alumni)

You are not current faculty/staff or student *and* **do not have a NetID**

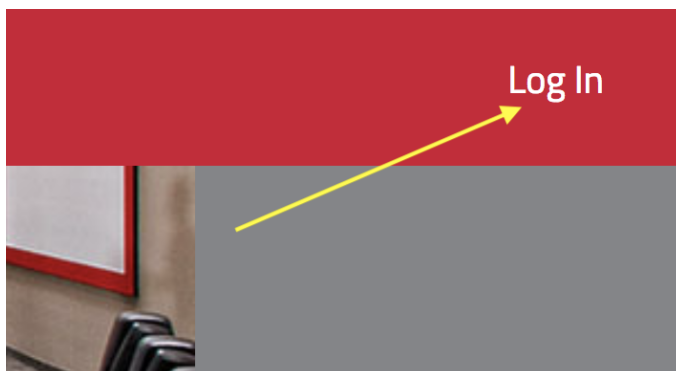
NOTE: Not all memberships are renewable online. You must have an ACTIVE membership and a previous membership order associated with your membership to be able to renew through the portal. If you follow the steps below and do not have the “Renew” option for your membership, please come to the Werblin Rec Center to make your purchase.

1. Go to: services.rec.rutgers.edu

You will be brought to a page that looks like this:



2. Click the 'Log In' button in the top right-hand corner:



3. As a member of the community, you will enter your username and password created at the initial purchase of your membership. **DO NOT CLICK ON "GOOGLE" or "RUTGERS NETID CREDENTIALS" ON THE RIGHT SIDE OF THE PAGE. USE THE LOG IN BOX BELOW.**

Log In

Use a local account to login

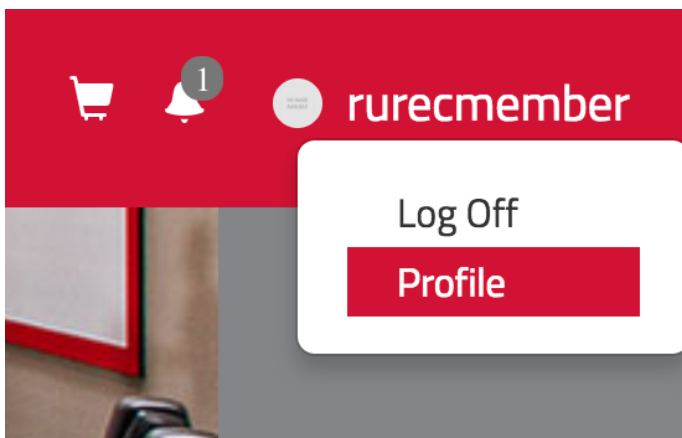
Username

Password

Log In

For Log In issues, please call the Rec Admin Office at 848-445-0462 or email rec.memberships@echo.rutgers.edu

4. Once you are logged in, go to the top right corner (you will see your username). Hover/click on your username and go to 'Profile'.



- When you reach your profile, you will see a side bar with 'View Account' options. Click on "Memberships" to display the memberships you are currently able to renew online.

View Account

The screenshot shows a sidebar menu with the following items and their respective counts in circles:

- Personal Information (0)
- Programs (1)
- Memberships (0) - A yellow arrow points to this item.
- Lockers (0)
- Equipment (0)
- Court Bookings (3)
- Facilities (0)
- Guest Passes (0)
- Multi-Visit Passes (180)
- Order History (1)
- Invoices (1)

- Click on "Renew" next to the membership you wish to renew and follow the instructions for checking out.

The screenshot shows the 'My Memberships' section with a table of membership details:

Membership Type	Start Date	Expiry Date	Renew	Card Info
Alumni	Wed, Jun 20 2018	Sat, Jun 30 2018	Renew	N/A

- Continue to use your current Rutgers Recreation ID card to swipe into our facilities.