

How to Make a Reservation for Recreation Facilities and Programs

Follow the steps below to schedule your workout!

Go to
<https://services.rec.rutgers.edu>

1

Click **Log In** at the top right corner of the screen

Log In

2

Click the **Rutgers NetID** button to log in

Rutgers NetID

3

Click the **Reservations** Icon



4

Select the area for which you are looking to make a reservation. In order to provide access to as many members of the Rutgers community as possible,

One recreation reservation is permitted per individual, per day.

5

Click **Register** under the timeslot you would like to reserve

Register

Click

Checkout

6

Reservations may be made 5 days in advance, up to 30 minutes before scheduled time slot.

Check in and check out will be required at the facility for all indoor programs.
Check in will be required for all outdoor programs.

Cancellations must be made at least 2 hours in advance.

(3) No-Shows will result in a 2-week suspension of all reservation privileges.

(3) Additional no-shows for a total of (6) will result in suspension of reservation privileges for the remainder of the semester.

How to Cancel Your Reservation for Recreation Facilities and Programs

Follow the steps below!

Go to
<https://services.rec.rutgers.edu>

1

Click **Log In** at the top right corner of the screen

Log In

2

Click the **Rutgers NetID** button to log in

Rutgers NetID

3

Click on your username at the top right and click **Profile**

ganesh10

Log Off

Profile

Edit Custom Content

Edit Login Page

Content Language to Edit

EN

FR

4

Programs

30

Registrations


22

Click **Programs** then **Registrations** along the left side of the screen

5

Click  then **Cancel Registration**

to the right of the reservation you are looking to cancel

Program	Offering	Semesters	Registration Date	Status	
Werblin Outdoor Track @ University Park	Tue, Sep 8 2020 4:00 PM to 7:30 PM	n/a	Fri, Sep 4 2020 2:07 PM	Paid	 Details Print Cancel Registration

6

Click

Yes, Cancel Registration