

HOW TO REGISTER


IN PERSON

Stop by the Operations Centre in the Student Recreation Centre to sign up in person for all programs. Visa, MasterCard, Interac, and cash are accepted at the SRC.

ONLINE

Go to www.rec.ubc.ca and follow the online registration link to our secure online registration website. You can register for all leagues, events, instructional programs, outdoor recreation, and tournaments online. Only Visa and MasterCard are accepted when paying for registration online. A valid email account is required to use online registration.

Online Registration Process Outline

1. Look for this  Button on any UBC REC page, or hit the "Online Registration" link under program features on the UBC REC home page.
2. Select the Register Tab.
3. Input the 5-digit Course ID into the Barcode Number field and hit "Search"
4. Hit "Add" in the upper right hand corner of the screen.
5. Login with an existing account or create a New Client Account.
6. Select your account, and continue to the checkout, entering any further required information.
7. Click on Complete Transaction to pay and complete registration!

WATCH OUT FOR REG DEADLINES

Be sure to register early to ensure your spot and avoid long lines on registration deadline days!

For more information about how to register online view our video tutorial at: <http://www.rec.ubc.ca/video/reg.cfm>

GROUP REGISTRATION

Are you a REC Rep who is looking to register more than 5 teams for a league, tournament, or event? If so e-mail: operations@rec.ubc.ca to arrange for a time to come in. This will save you from having to wait in line at the Operations Centre and will speed up the registration process.

QUESTIONS?

Check out our web site at www.rec.ubc.ca for more information or call us at 604.822.6000.

NEW FOR 2010/2011 - ONLINE ROSTER SUBMISSIONS, WAIVERS, AND CAPTAIN'S PACKAGES

This year all rosters will be submitted exclusively online! Once your team is registered and paid for, you have 24 hours from the close of the registration period of the event, league, or tournament to submit your roster to REC.

To submit a roster:

1. Login to your UBC REC Login by clicking this button on the UBC REC home page.
2. Select the "Submit Roster Online" link.
3. Complete the two forms for your team. You will need each team member's name, student number, and e-mail address.



You will be sent a confirmation email once your roster has been verified. When your roster shows up on your team page, everyone on that roster will be able to sign the online waiver and captains will be able to access the online captain's package.

To make changes to your roster:

1. Login to your UBC REC login
2. Select the "Change Roster Online" link.
3. Select add or drop and complete online form.

Online captain's packages will be available within 48 hours of registration closing for all leagues, tournaments, and events. Please read the packages as they contain important information about UBC REC Policies and Rules that are pertinent to the program for which you have registered. It must be read by 5:00pm the day before the first day of play for any competition. Failure to open the package by someone on your team will result in removal from competition.