

# DEDMAN CENTER'S ONLINE MEMBER PORTAL INSTRUCTIONS

The instructions below are to assist potential and current Members in navigating the Dedman Center's Online Member Portal. The Member Portal provides convenient access to Member accounts and permits the purchase of various products and services provided by the Dedman Center and Department of Recreational Sports programs.

Payment Options: Discover, MasterCard, or VISA only.

To get started, please select the link below based on the description that best describes your affiliation with the University.

Internal links will direct you to the associated topic within this document.

- [SMU](#): Current Student, Faculty, Staff, Retiree (after 2013) or Alumni (after 2013)
  - [Non-SMU Affiliated, SMU Affiliated, or SMU Retiree or](#) Alumni (prior to 2013)
  - [Purchasing a Daily Membership](#) (1 Day) or [Guest Pass Package](#) (# of entries for one payment)
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## **SMU:**

SMU category is defined as current SMU students, SMU employees, retirees after 2013, and alumni after 2013. Instructions below require SMU login credentials, SMU ID and SMU password, similar to those used for SMU Webmail, My.SMU and other University online applications.

If unsure, please contact SMU OIT Help Desk at 214-768-4357 (help).

What Would You Like To Do?

- [Logging In](#)
- [Purchasing New or Renewing Existing Membership](#)
- [Automatic Monthly Credit Card Deduction](#)
- [Adding a Spouse-Partner and Minor Dependents](#)
- [Electronic Waiver and Forms](#)
- [Locker Renewal](#)
- [Purchase or Renew Towel Package](#)
- [Check Out](#)
- [Canceling an Automatic Deduction Membership](#)

## **LOGGING INTO ONLINE MEMBER PORTAL:**

- **Go to** <https://recsports.smu.edu/>
- Select Log in upper right corner
- From Login Options, select SMU Login Credentials
- This will take you to the SMU Login credentials page (used for My.smu, Webmail, etc.)
- Enter SMU Username (ID number) and SMU Password
- If you need help to reset your password, please select from the Help options available on this page.

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# DEDMAN CENTER'S ONLINE MEMBER PORTAL INSTRUCTIONS

## PURCHASE NEW MEMBERSHIP

- In the Search Memberships page, eligible membership types based on your affiliation to the University will be listed.
- Select the **Membership Type** desired.

NOTE: Available Membership Types will be dependent upon your current status with the University i.e. Retiree, Alumni, Full-time Faculty or Staff, part-time employee, etc.

- Upon selection, the Membership Summary page will appear with the selected membership type terms or durations and price.
- Upon selection of the Term or Duration, the Effective Date and Price will appear.
- Using the Effective Date calendar icon, choose the desired start date of your membership.
- The Until Date and the Price will now appear.
- If correct, select **Add to Cart**.
- This will take you to the electronic Enrollment Waivers and Check Out

## MEMBERSHIP RENEWAL:

NOTE: Memberships are no longer available for renewal once a membership expires. See Purchase New Membership.

- Once entered into the portal, left click your username in the upper right corner
- From the drop down, select **Profile**
- From the View Account page, select **Memberships**
- A list of your past membership should appear.
- The most recent should have an option to **Renew**.
- You will be directed to the Membership Summary page with the selected membership type terms or durations and price.
- Upon selection of the Term or Duration, the Effective Date and Price will appear.
- Using the Effective Date calendar icon, choose the desired start date of your membership.
- The Until Date and the Price will now appear.
- If correct, select **Add to Cart**.
- This will take you to the electronic Enrollment Waiver and Check Out

### If Unable to Renew From The View Account Page:

- Usually signifies membership has expired.
- Select the three bars in the upper left corner of the page (next to the SMU logo)
- From the drop down menu, select **Memberships**
- Follow the directions for **New Membership Enrollment**.

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## SAVE PAYMENT METHOD

Only current SMU Faculty/Staff and Retirees are eligible for membership payment by monthly automatic credit card deduction.

- Once entered into the portal, left click your username in the upper right corner
- From the drop down, select **Profile**
- In the View Account page, select **Saved Payment Info** (bottom of list).

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- Select **Save Card**
- Enter credit card information and **Continue**
- **NOTE: Must be Discover, MasterCard or VISA.** We do not accept American Express.

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## ADD SPOUSE-PARTNER AND/OR MINORS

NOTE: Bundled membership options include the Main Member and 1 additional adult spouse-partner: one payment and one expiration date. Bundled Memberships do NOT include adult child dependents (only sold in person) and extended family members such as but not limited to: parents, siblings, nephews/nieces, friends of family, etc.

Minor children of the Main Member and Spouse-Partner may be added to the Main Member's account at any time and in-person at the Dedman Center. Please see Minor Membership description and Family Recreation Hours for more information.

Spouse-Partner memberships permit the adult married spouse or adult domestic partner of the Main Member to be added to an existing membership.

- Once entered into the portal, left click your username in the upper right corner
- From the drop down, select **Profile**
- Scroll down your profile page.
- Select the **Add Dependent** button
- Enter the name and birth date of the spouse-partner or dependent.
- **Save**
- NOTE: If purchasing a new membership or renewing a membership with a spouse-partner, select the Bundled membership type. If Main Member has a current membership, spouse-partner must be added in-person.

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## ELECTRONIC WAIVERS AND FORMS

- Depending on the type of membership selected for enrollment, one or multiple electronic waivers may appear (e.g. Family memberships will include a Main Member Waiver, Spouse-Partner Waiver, Relationship Status Agreement, and Minor Release of Liability forms).
- Read the entire document by scrolling to the bottom of the page.
- Click on the rectangle signature capture to open the Signature Capture window.
- Using your mouse (or finger for touchscreen), sign inside the rectangular box and select **Save**.
- At the bottom of the Enrollment Waiver page, select **Sign Now** to continue or Decline Waiver to cancel and exit the enrollment process.
- Once all related forms have been signed by the individuals associated with the membership, continue to follow the prompts to **Add to Cart**

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## LOCKER RENEWAL

First time locker rentals must be performed at the Dedman Center front desk. These steps are designed to renew your locker rental, prior to expiration, through the Online Member Portal.

- Once entered into the portal, left click your username in the upper right corner
- From the drop down, select **Profile**
- From the View Account page, select **Locker Rental**
- A list of your past rentals should appear.
- The current rental you wish to renew should have an option to **Renew**
- Follow the directions to Add to Cart and Check Out

If Renew is not available, your locker rental has expired or may have been assigned. See Dedman Center's front desk on your next visit to renew or rent a locker.

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## TOWEL PACKAGES

Towel packages are available by the semester up to 3 semesters or annual. Cost of towel package will be prorated for the current semester.

To Purchase New Towel Package:

- Enter the Online Member Portal and select the Towel icon
- Select Semester Towel Package
- Towel Summary page will appear and select the duration of your package
- In the Semester drop down, select the semester to start your towel package
- The Effective Begin and End dates and cost will appear.
- Follow the directions to Add to Cart and Check Out

To Renew a Towel Package

- Once entered into the portal, left click your username in the upper right corner
- From the drop down, select **Profile**
- From the View Account page, select **Locker Rental**
- A list of your past towel packages should appear.
- The current package you wish to renew should have an option to **Renew** or provide the date that the towel package may be renewed.
- In the Semester drop down, select the semester to start your towel package
- The Effective Begin and End dates and cost will appear.
- Follow the directions to Add to Cart and Check Out

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## CHECKOUT

- By selecting Add to Cart, the Shopping Cart page will open.
  - For eligible membership types by credit card deduction payment, the first month's prorated dues will appear and must be purchased at time of membership enrollment.
- From the Shopping Cart page, you may:
  - Cancel the transaction by selecting Remove purchases from the shopping cart;
  - Continue Shopping to include other products or services to the purchase; or
  - Checkout to complete the transactions and purchase.

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- Follow the Checkout prompts to complete the purchase.
- You will now enter the secured Credit Card Payment page.
- Complete the required information for your credit card purchase and select **Continue**.
  - Selecting Cancel will exit out of the purchase process and save your selected items in the Shopping Cart until removed or completion of Checkout.

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### **CANCELING MONTHLY CREDIT CARD DEDUCTION (Faculty/Staff and Retiree Memberships Only)**

- Go to Monthly Deduction Membership Cancellation Form
- Submit completed form prior to the last day of the last month you desire to pay membership fees.
- Dedman Center's Membership Admin will take the necessary steps to cancel membership so not to be charged on the next billing cycle.
- Membership will expire on the 2<sup>nd</sup> day of the upcoming month.

NOTE: Membership must be expired to remove saved credit card from profile.

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### **NON-SMU Affiliated (Community) or SMU AFFILIATED**

Non-SMU Affiliated are defined as individuals that never attended or worked for the University. SMU Affiliated (or Sponsored ID) include individuals working AT the University but not directly employed by the University without SMU online login credentials such as but not limited to Bush Library employees, Visiting scholars, etc. In addition, SMU Retirees and Alumni prior to 2013 will be required to follow these directions.

NOTE: Individuals with SMU Sponsored ID cards must visit the Dedman Center in-person to create an account at some point prior in order to access the Online Member Portal.

What do you want to do?

- [Create an Account](#)
- [Purchase or Renew Membership](#)
- [Daily Membership or Guest Pass Package Options](#)
- [Saved Credit Card to Profile](#)
- [Adding a Spouse-Partner and Minor Dependents](#)
- [Electronic Waiver and Forms](#)
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# DEDMAN CENTER'S ONLINE MEMBER PORTAL INSTRUCTIONS

## NEW ACCOUNTS:

- Go to the Dedman Center Online Member Portal
- Select **Log In** in the upper right corner of the window.
- From the Log In page, create a local account (only needs to be done the first time)
- Middle of the Log In page, select "**Sign Up** "
- This will open the Register page.

NOTE: If you have an existing account at the Dedman Center (see list below), you will need to link the online account with the existing account. Existing accounts will include Alumni, previous employees, Retirees, The following criteria is used to link existing accounts with online account:

1. Email Address must be same as existing account
  2. Member Information (ID Number), if existing SMU or Dedman Member number at any time (SMU ID number or Dedman Member ID never changes)
  3. Date of Birth
  4. Home Phone Number
- Create a new user account:
    - Select a username easy to remember.
      - If a current member, we recommend your Dedman Center Member number.
    - Password will need to meet the requirements listed on the right side of the page.
    - ***If a previous or current membership, the email provided at account creation MUST match the email in existing profile.***
    - ***Member Information is an SMU or Dedman Member ID number.***
    - ***Enter a Home phone number***
    - If you graduated or retired from SMU prior to 2013 or visited the Dedman Center in the past and the information above is unknown, your email can be confirmed or changed by contacting the Dedman Center at 214-768-3374
  - Select **Register**.
  - A verification email will be sent to the email listed to the account.
  - Once verified, you will be redirected to the main page to login.

**NOTE:** The University will assign a specific status based on your relationship to the University (student, alumni, retiree or faculty/staff) or the Dedman Center will assign a specific status on previous visit (SMU Affiliated, Family, Bush Library, etc.). This status or designation will determine the Membership Types available for purchase. If you feel this is an error, stop enrollment and contact Dedman Membership Administrators at [dedman\\_memberships@smu.edu](mailto:dedman_memberships@smu.edu).

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## DAILY GUEST MEMBERSHIPS:

NOTE: Daily Guest Membership expires at closing each day and permits multiple entries within the activation period. Daily Guest Memberships do not include and are not available to minors (under age 18). Daily Guest Memberships are only valid for the individual purchasing. Daily Guest Memberships are non-refundable and non-transferrable. A Government issued photo ID must be presented at time of purchase and/or admission.

- Follow directions to login for SMU Affiliated or Non-SMU Affiliated based on the description provided.

## DEDMAN CENTER'S ONLINE MEMBER PORTAL INSTRUCTIONS

- Once entered into Portal, select Membership icon.
- Select the Daily Guest Membership option
- Upon selection, the Membership Summary page will appear with the selected membership type terms or durations and price
- Using the Effective Date calendar icon, choose the desired start date of your membership.
- The Until Date and the Price will now appear.
- If correct, select **Add to Cart**.
- This will take you to the electronic Enrollment Waiver and Check Out

### **GUEST PASS PACKAGES:**

NOTE: Guest Pass Packages permit a limited number of entries or visits to the facility for a single payment. A Pass expires upon departure of the Center. Guest Pass Packages do not include and are not available to minors (under age 18). Minors are not permitted entry to Dedman Center with a Guest Pass Package.

Passes are for the use of the purchaser and may not be transferred to or used by anyone other than the purchaser. Government issued photo ID must be presented at front desk each entry or visit. Expires 1 year from date of purchase.

- Follow directions to login for SMU Affiliated or Non-SMU Affiliated based on the description provided.
- Once entered, go to Multi-Visit Passes icon
- Select the Guest Pass category.
- Select Guest Pass Package.
- Follow the directions to Check Out

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