

Joining On-Campus Recreation Facilities

Step-by-Step Guide

Step 1:

Join the USC Alumni Association

Website Link: [USC Alumni Association Membership](https://uofsc.alumni.org)

- If you aren't sure about your membership status, email: connect@uofscalumni.org



Step 2:

Visit the University of South Carolina CarolinaCard office to get your Carolina Card.

Your CarolinaCard will be used to scan you into the building after you have acquired your membership. The card is \$35.00, and you will need proof of a USC Alumni Association membership and your government issued I.D.

Russell House

Columbia, SC 29208

Hours: Mon.-Fri. 8:30 a.m. – 5 p.m.

Phone: 803-777-1708

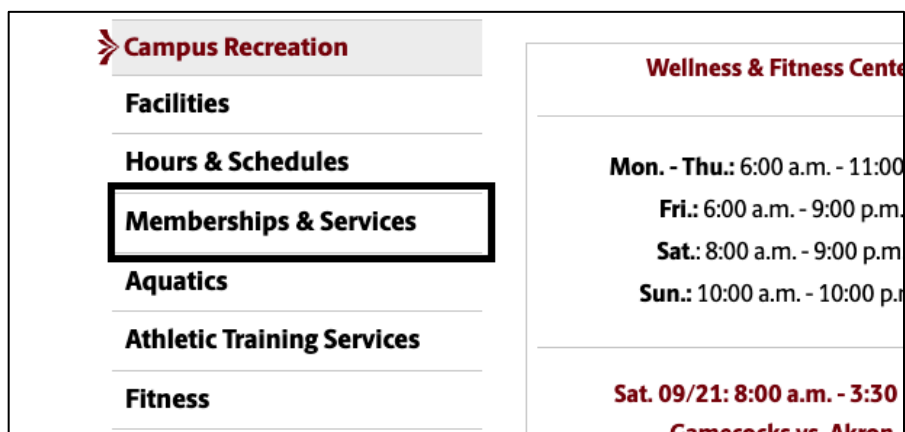
Email: carolinacard@sc.edu

Step 3:

Visit the USC Campus Recreation website and on the left of the page, click “Membership & Services.”

Website Link:

[USC Campus Recreation](https://campusrec.usc.edu)



Step 4:

Click the DSE link in the grey box in the middle of the page. This will take you to a new page to get your membership.

Please Note: While many of our key services are ready to go, we want to let you know that a number of our programs and features are still in development. We appreciate your patience as we continue to enhance the system.

Log into [DSE](#) using Single Sign On (SSO) with your existing university credentials.

Memberships


Each membership option below will have a link to take you directly to your desired membership type. **Membership fees are prorated throughout the**


Step 5:


Click “Memberships” in the top left of the page. The other features can be used once you have an active membership.


South Carolina


Rec Services and activities


 **Memberships**
Sign up for a rec membership

 **Lockers**
Use the interactive map

 **Equipment Reservations**
Check availability and make a reservation

 **Classes**
Enroll into a class

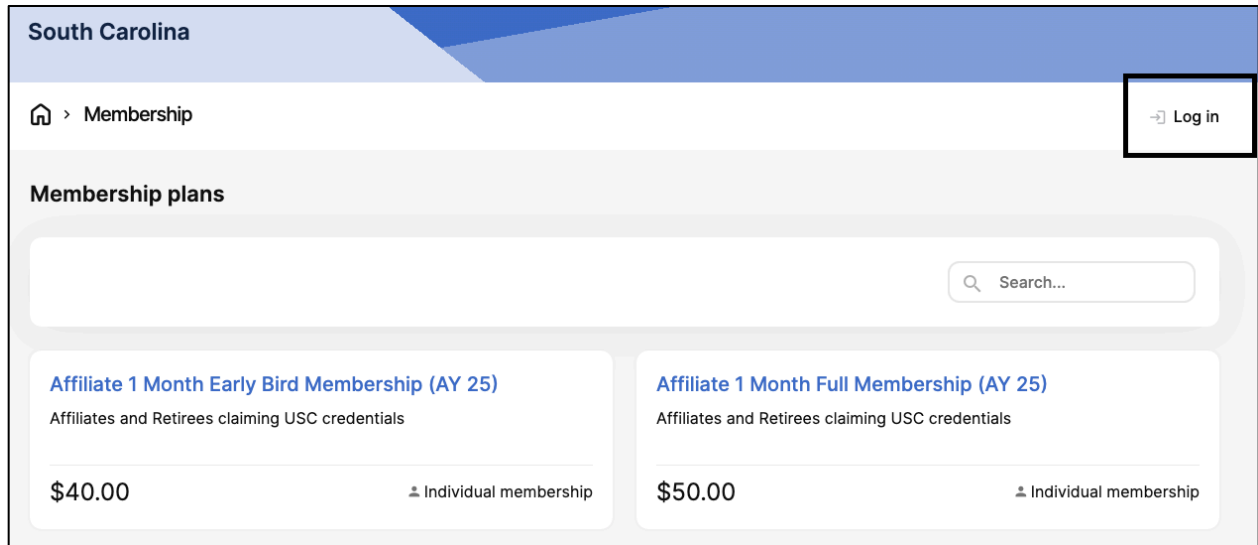
 **Sport Clubs**

 **Events**



Step 6:

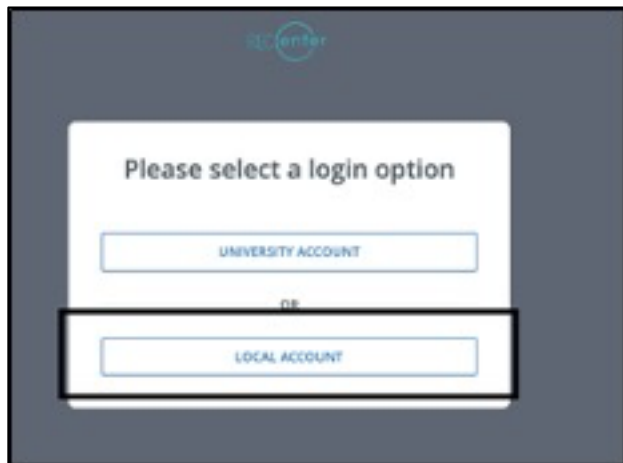
Once you've opened the membership page, you will see the option to "Log In" in the top right corner. Click on that and you will be redirected to a login options page



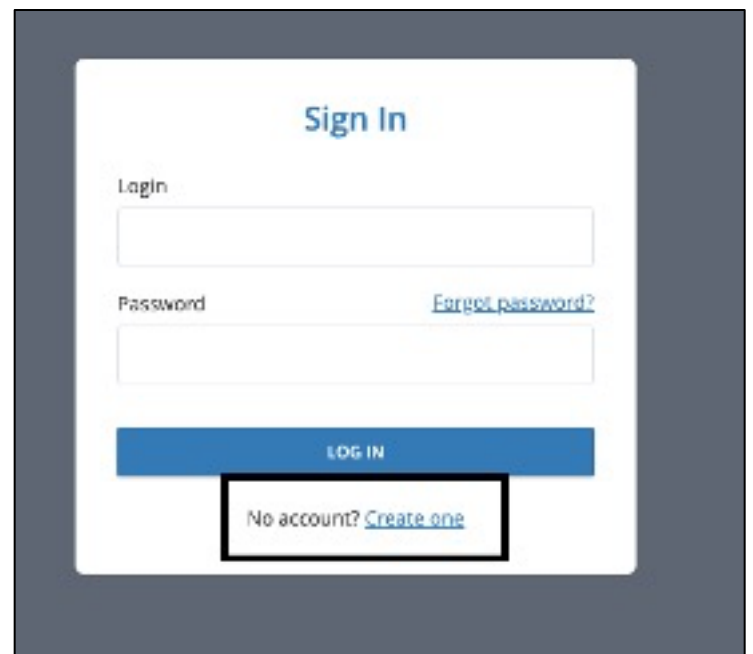
The screenshot shows the "South Carolina" membership page. At the top, there is a blue header with "South Carolina" and a "Log in" button in the top right corner. Below the header, there is a breadcrumb trail "Home > Membership". The main section is titled "Membership plans" and contains a search bar. Below the search bar, there are two membership plan cards. The first card is for "Affiliate 1 Month Early Bird Membership (AY 25)" with a price of \$40.00 and a note "Affiliates and Retirees claiming USC credentials". The second card is for "Affiliate 1 Month Full Membership (AY 25)" with a price of \$50.00 and the same note. Both cards indicate "Individual membership".

Step 7:

On the Login options page, **select Local Account**, which will direct you to the sign in page where you will click on "Create one" next to "No account?" at the bottom of the window.



The screenshot shows the "Please select a login option" page. It has a "UNIVERSITY ACCOUNT" button and a "LOCAL ACCOUNT" button. The "LOCAL ACCOUNT" button is highlighted with a black box.



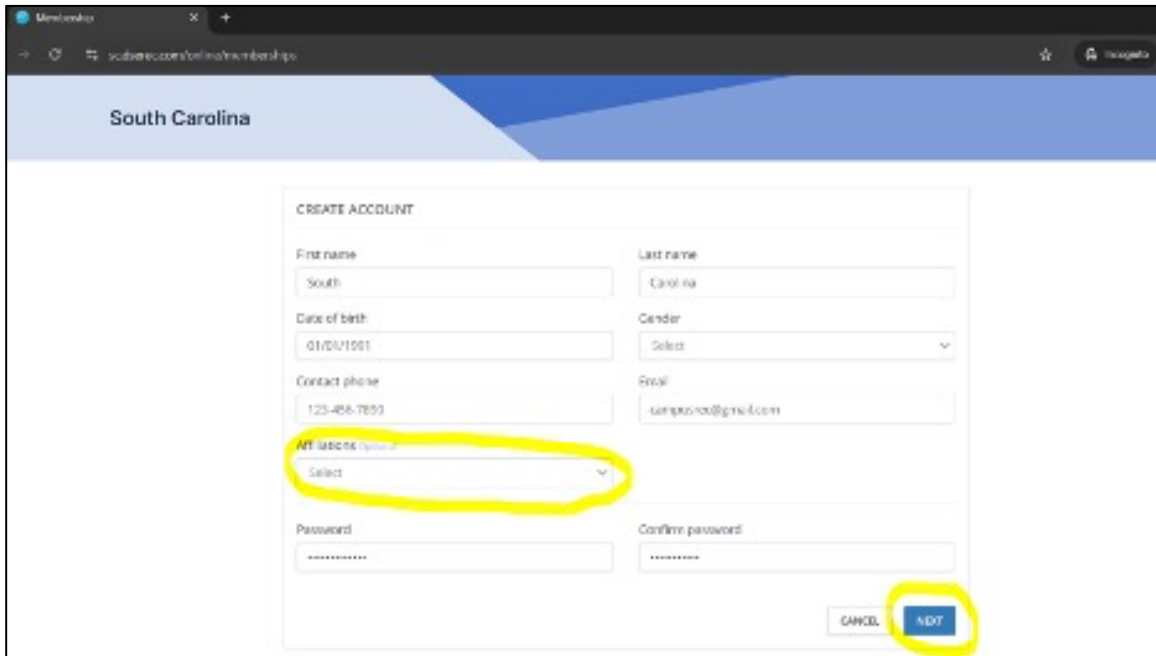
The screenshot shows the "Sign In" page. It has a "Login" field and a "Password" field. There is a "Forgot password?" link next to the password field. Below the fields is a "LOG IN" button. At the bottom, there is a "No account? Create one" link, which is highlighted with a black box.



Step 8:

On the create account page, fill out all the required sections, including your affiliation **“Alumni Association”**. After successfully entering your information credentials, you will click the blue “Next” box and will be directed to activate your account.

- The email you use will be your login



South Carolina

CREATE ACCOUNT

First name: South

Last name: Carolina

Date of birth: 01/01/1991

Gender: Select

Contact phone: 123-456-7890

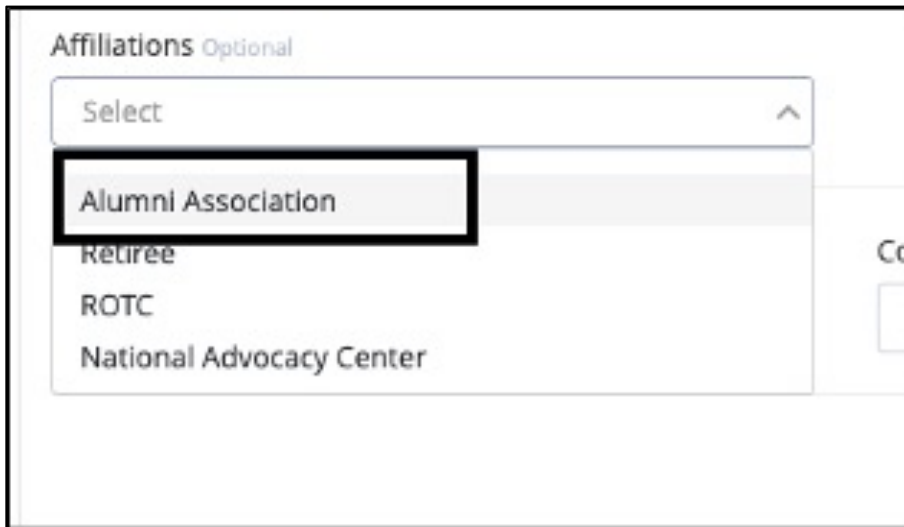
Email: carolina@sc.edu

Affiliations (Optional): Select

Password: *****

Confirm password: *****

CANCEL NEXT



Affiliations (Optional)

Select

Alumni Association

Retiree

ROTC

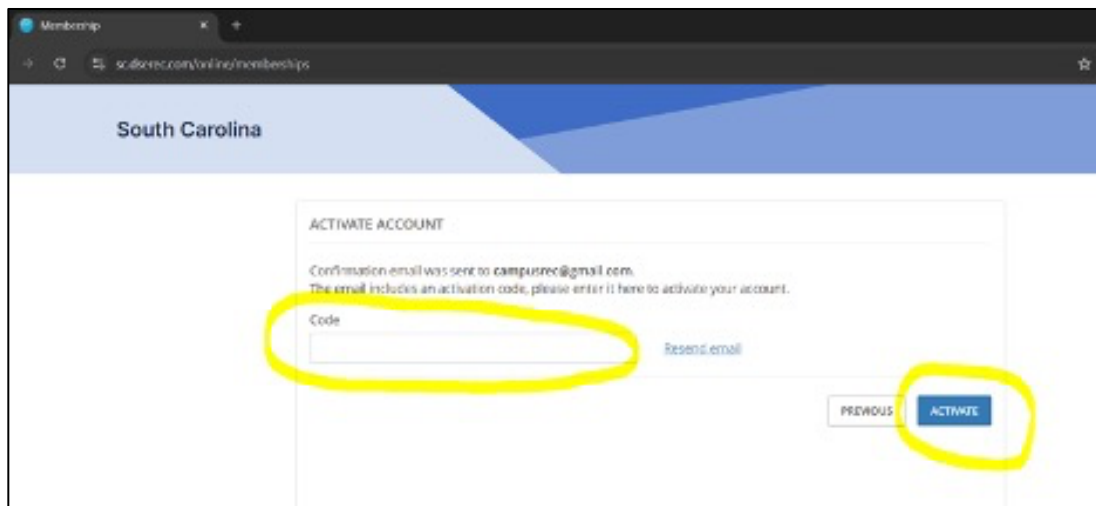
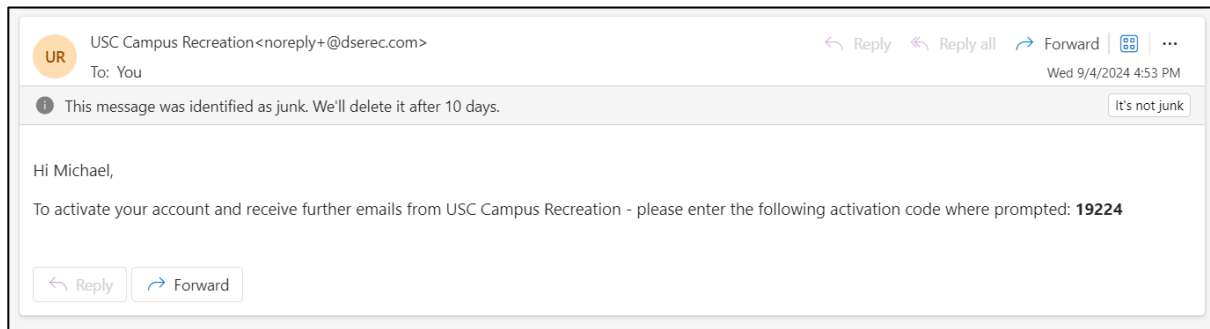
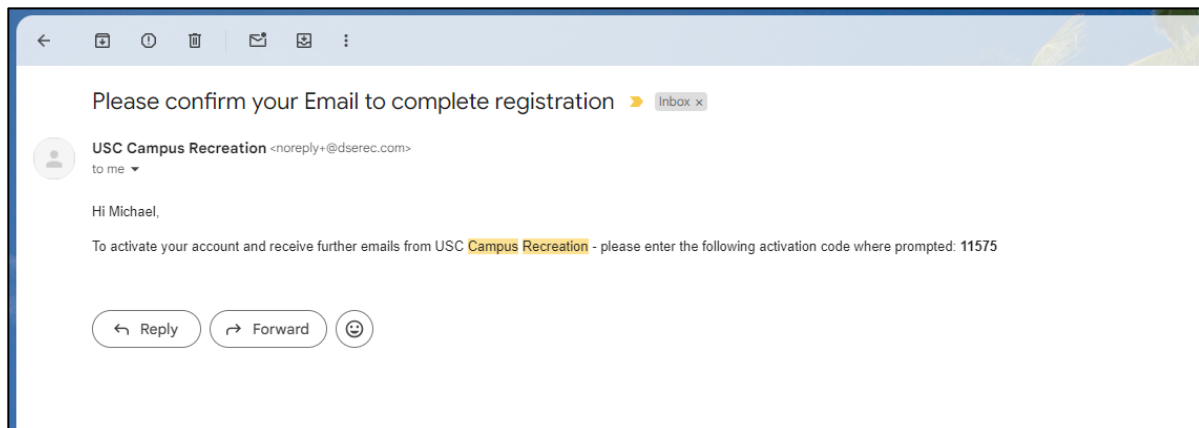
National Advocacy Center



Step 9:

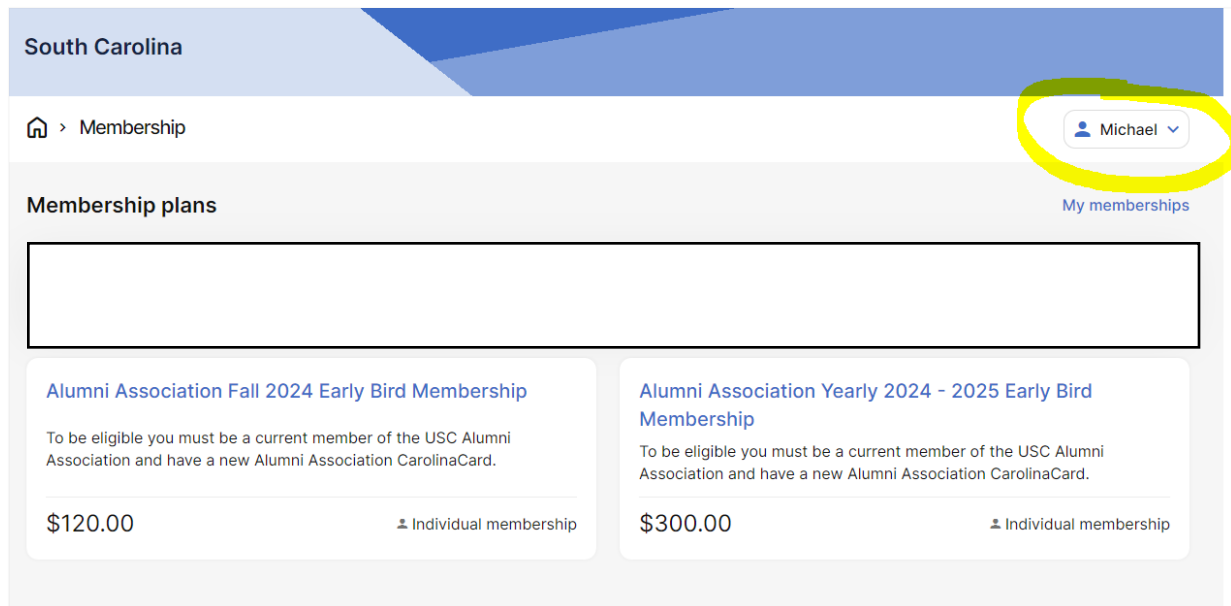
You will receive an email from USC Campus Recreation (noreply+@dserec.com) that contains an activation code. Fill the code in the box and click “Activate.”

- Please be sure to check your junk/spam folder if you do not see the email initially
- There is no link to click in the email, only the activation code to enter on the activation page in DSE



Step 10:

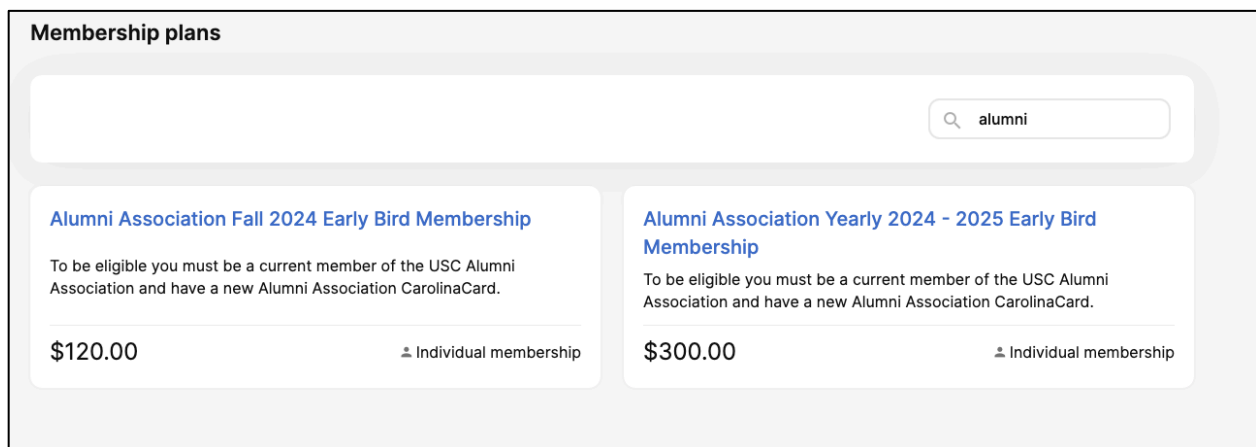
You will be redirected back to the membership page and should see your name in the top right corner, indicating that you are logged in.



The screenshot shows the top of the USC Alumni Association website. The header is blue with 'South Carolina' on the left. Below the header is a navigation bar with a home icon and 'Membership'. In the top right corner, a user profile dropdown is visible, showing a person icon and the name 'Michael' with a downward arrow. Below this is a section titled 'Membership plans' with a link 'My memberships' on the right. The main content area is divided into two columns, each featuring a membership plan card. The left card is for 'Alumni Association Fall 2024 Early Bird Membership' at \$120.00, and the right card is for 'Alumni Association Yearly 2024 - 2025 Early Bird Membership' at \$300.00. Both cards include eligibility requirements and a link to 'Individual membership'.

Step 11:

In the search bar in the top right, **type "Alumni"**. This will bring up the two Alumni Association membership options which are Fall or Yearly. Select your option.

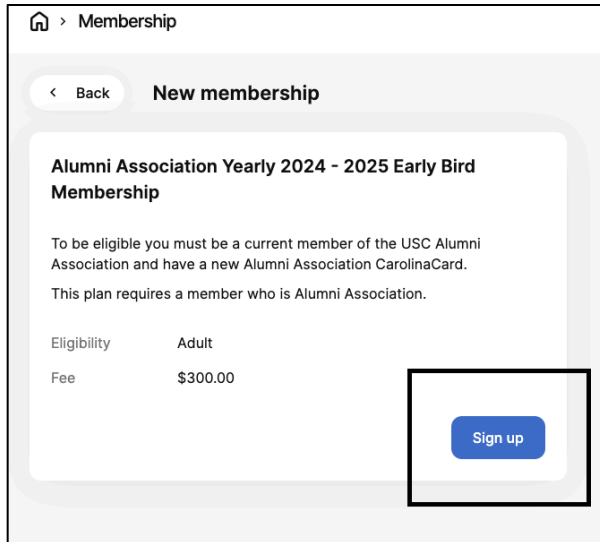


This screenshot shows the same 'Membership plans' section as the previous one, but with a search bar in the top right corner containing the text 'alumni'. The search bar has a magnifying glass icon on the left. The two membership plan cards remain visible below the search bar, identical to the previous screenshot.



Step 12:

Select the blue “Sign Up” option. The next window will allow you to select the start date of your membership (if you wish for it to not begin on the day you are completing the purchase) and then proceed to signing your waiver.



Membership

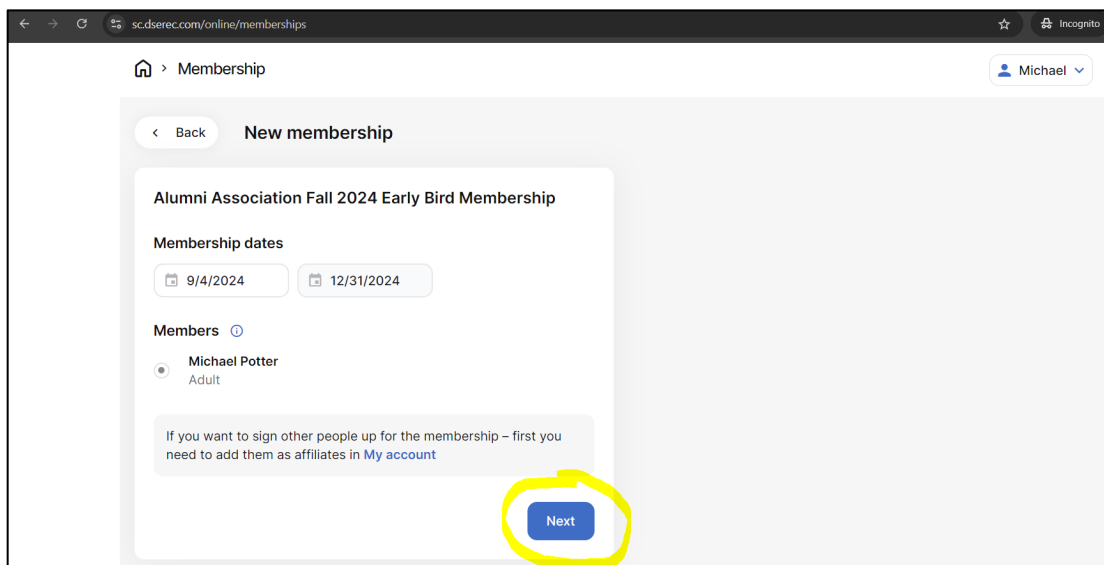
< Back **New membership**

Alumni Association Yearly 2024 - 2025 Early Bird Membership

To be eligible you must be a current member of the USC Alumni Association and have a new Alumni Association CarolinaCard.
This plan requires a member who is Alumni Association.

Eligibility	Adult
Fee	\$300.00

Sign up



Membership

< Back **New membership**

Alumni Association Fall 2024 Early Bird Membership

Membership dates

9/4/2024 12/31/2024

Members ⓘ

☒ Michael Potter
Adult

If you want to sign other people up for the membership – first you need to add them as affiliates in [My account](#)

Next

NOTE: If you receive a red bar at the top of your screen, this means you’ve attempted to purchase a membership that your affiliation is not eligible for!



Step 13:

You will be asked to agree to the waiver seen below. You will then be prompted to upload a couple documents that are required for your membership to be processed and approved.

← → ↺

sc.serec.com/online/memberships

☆

South Carolina

🏠 > Membership

Michael ▾

< Back

New membership

Waiver - Michael Potter

All CRec Waiver

University of South Carolina Campus Recreation Waiver of Liability and Release

In consideration of being permitted to use Campus Recreation facilities and spaces and to participate in one or more programs, services, and/or activities offered or hosted by the unit,
I, in full recognition and appreciation of the dangers and risks inherent in such activity,
I do hereby waive, release and forever discharge the University of South Carolina, its officers, agents and employees, from and against any and all claims, demands, actions or causes of action, for costs, expenses or damages to personal property, or personal injury, or death, which may result from my participation in the activity.

AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

I authorize Prisma Health to use or disclose Protected Health Information to the following:
The University of South Carolina and any individual involved to the operation of the Athletic Training Clinic, including without limitation athletic trainers, coaches, referees, and Campus Recreation director, employees of Student Health Services (as needed for follow-up treatment), and employees of Prisma Health and/or Prisma Health-USC Medical Group (as needed for follow-up treatment).
I authorize Prisma Health and/or Prisma Health-USC Medical Group to use or disclose Protected Health Information for the following purpose(s):
To inform the above named individuals of sports injuries and related injuries sustained by the participant.
Type of information requested:
Verbal or written protected health information related to sports injuries and related injuries.

I UNDERSTAND THAT:

1. The Protected Health Information used or disclosed under this authorization may be subject to redisclosure by the receiver and no longer protected by the Standard for Privacy of Individually Identifiable Health Information.
2. I understand that treatment, payment, enrollment in a health plan or eligibility for benefits may not be conditioned on whether I sign this authorization.
3. If I have any questions about the disclosure of my Protected Health Information, I can contact the Release of Information staff or Health Information Management Services at Prisma Health.
4. I understand that I may revoke this authorization in writing except to the extent that Prisma Health have previously used or disclosed the Protected Health Information in reliance on this authorization. To revoke this authorization, I understand that I must deliver a signed written statement clearly stating that I revoke this authorization to Health Information Management Services, Prisma Health.

I have read this entire Waiver of Liability and Release. I fully understand it and agree to be legally bound by it.

Updated 07/31/24

☐ By checking the box - I affirm that I am 18 years of age or older, I have read this agreement and agree to be legally bound by it.

Next

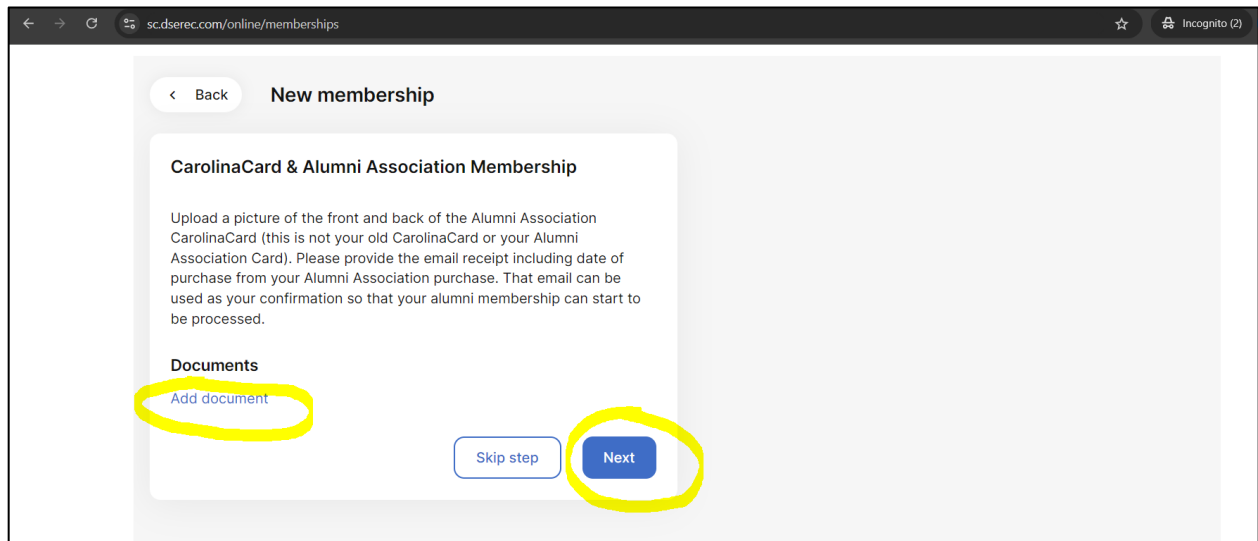
The logo features the letters "USC" in a large, bold, maroon serif font. Below "USC" is a maroon banner with the word "ALUMNI" in white, all-caps, sans-serif font.

Step 14:

You will be asked for **TWO** documents:

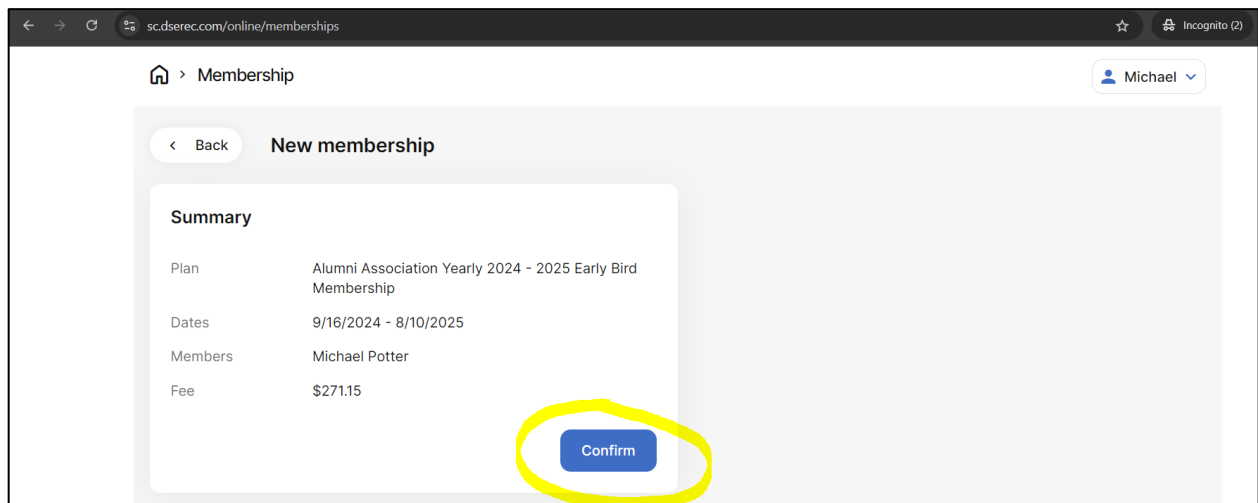
1. Front and back of your CarolinaCard
2. Proof of USC Alumni Association membership. This could be either the receipt from when you purchased, or your Membership Card.

Alumni Association membership expiration date must be shown on attachment.



The screenshot shows a web browser at sc.dserec.com/online/memberships. The page is titled "New membership" and has a "Back" button. The main heading is "CarolinaCard & Alumni Association Membership". Below this, there is a paragraph of instructions: "Upload a picture of the front and back of the Alumni Association CarolinaCard (this is not your old CarolinaCard or your Alumni Association Card). Please provide the email receipt including date of purchase from your Alumni Association purchase. That email can be used as your confirmation so that your alumni membership can start to be processed." Under the heading "Documents", there is a blue link "Add document" which is circled in yellow. At the bottom right, there are two buttons: "Skip step" and "Next", with the "Next" button circled in yellow.

After uploading these documents, you will confirm this is the membership you wish to purchase and click the blue "Confirm" button.



The screenshot shows the same web browser. The page is titled "New membership" and has a "Back" button. The main heading is "Summary". Below this, there is a table with the following information:

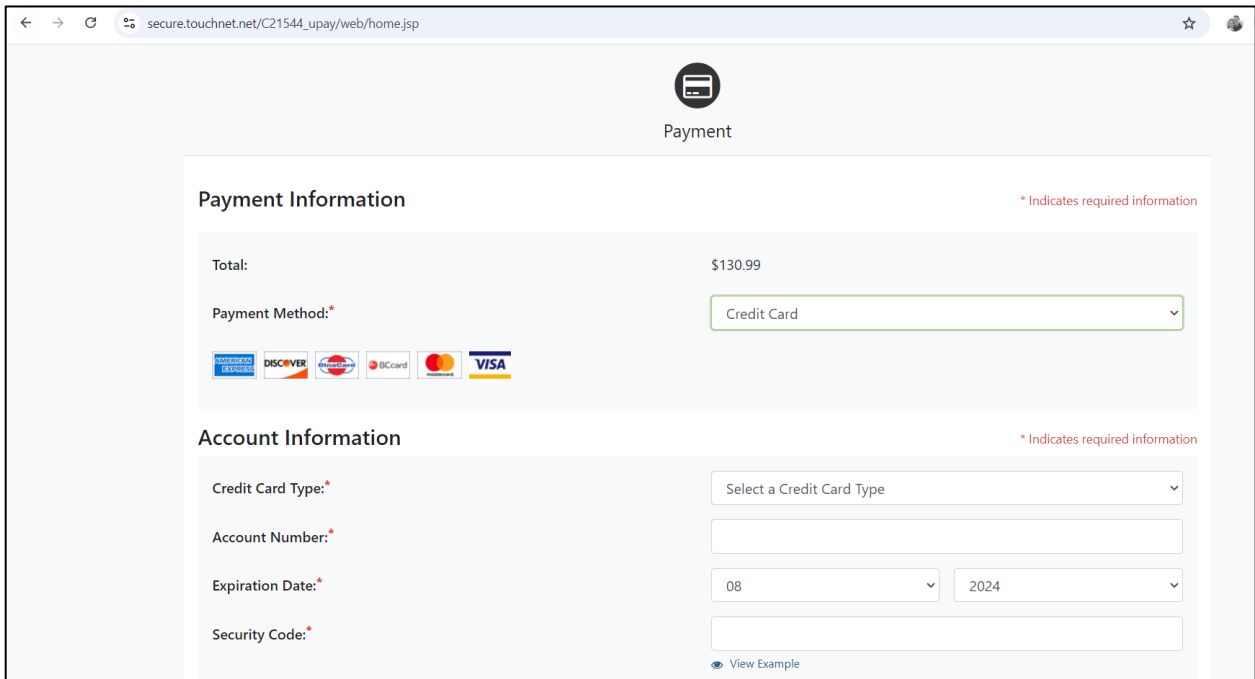
Plan	Alumni Association Yearly 2024 - 2025 Early Bird Membership
Dates	9/16/2024 - 8/10/2025
Members	Michael Potter
Fee	\$271.15

At the bottom right, there is a blue button labeled "Confirm" which is circled in yellow. In the top right corner, there is a user profile icon labeled "Michael" with a dropdown arrow.



Step 15:

You will need to input your credit card information and then confirm payment.



The screenshot shows a web browser window with the URL `secure.touchnet.net/C21544_upay/web/home.jsp`. The page is titled "Payment" and contains two main sections: "Payment Information" and "Account Information".

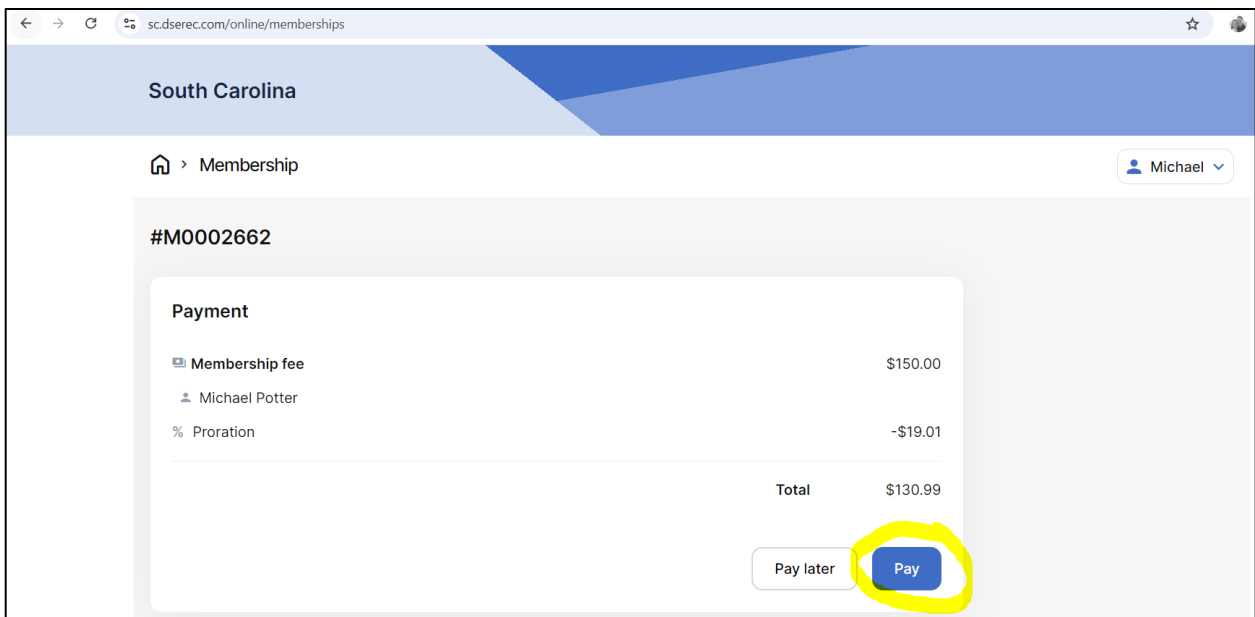
Payment Information:

- Total: \$130.99
- Payment Method: Credit Card (selected from a dropdown menu)
- Accepted credit cards: American Express, Discover, MasterCard, BCard, Visa

Account Information:

- Credit Card Type: Select a Credit Card Type (dropdown menu)
- Account Number: (text input field)
- Expiration Date: 08 / 2024 (two dropdown menus)
- Security Code: (text input field)

A red asterisk with the text "* Indicates required information" is present next to the section headers and individual fields.



The screenshot shows a web browser window with the URL `sc.dserec.com/online/memberships`. The page is titled "South Carolina" and "Membership". The user is logged in as "Michael".

Membership Details:

- Membership #M0002662
- Membership fee: \$150.00
- Michael Potter
- % Proration: -\$19.01
- Total: \$130.99

At the bottom of the payment section, there are two buttons: "Pay later" and "Pay". The "Pay" button is highlighted with a yellow circle.



Step 16:

Once your account is created and all your paperwork is submitted, all that is left to do is to wait for the Campus Recreation office to approve your membership. This typically takes 1-2 business days, and you will be notified when your membership is active.

**Notes:**

For annual members: If your Alumni Association membership expires, you will need to add your new membership to your account before renewing your Campus Recreation membership

Campus Recreation Hours (for Alumni use):

Strom Thurmond Wellness & Fitness Center	Blatt P.E. Center
Mon. – Thur.: 6:00 AM – 2:00 PM	Mon. - Thu.: 6:00 a.m. - 8:30 a.m.; 11:30 a.m. -1:30 p.m.; 4:30 p.m. - 9:00 p.m.
Fri.: 6:00 a.m. - 9:00 p.m. Sat.: 8:00 a.m. - 9:00 p.m. Sun.: 10:00 a.m. - 10:00 p.m.	Fri.: 6:00 a.m. - 8:30 a.m.; 11:30 a.m. - 1:30 p.m.; 4:30 p.m. - 7:00 p.m.

