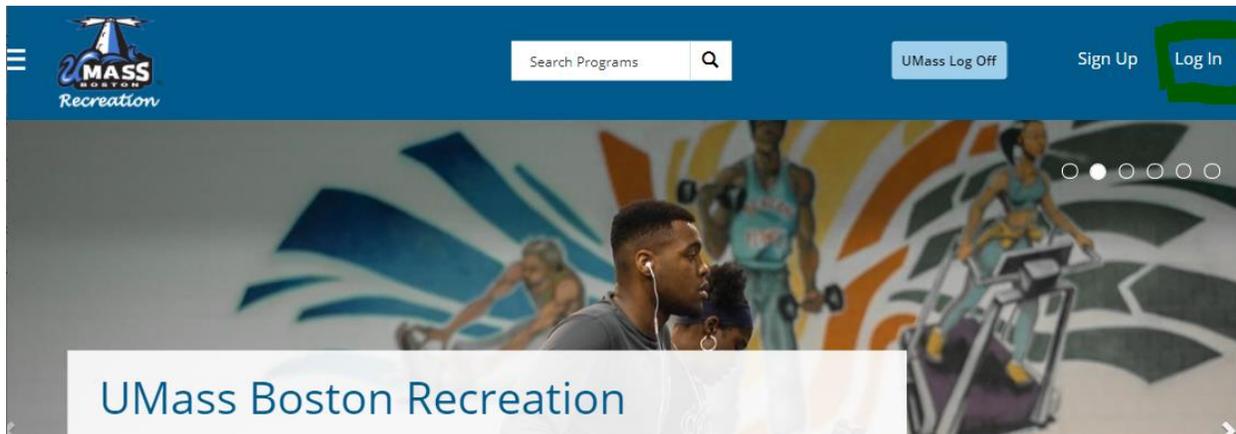


How to Purchase a Faculty/Staff membership

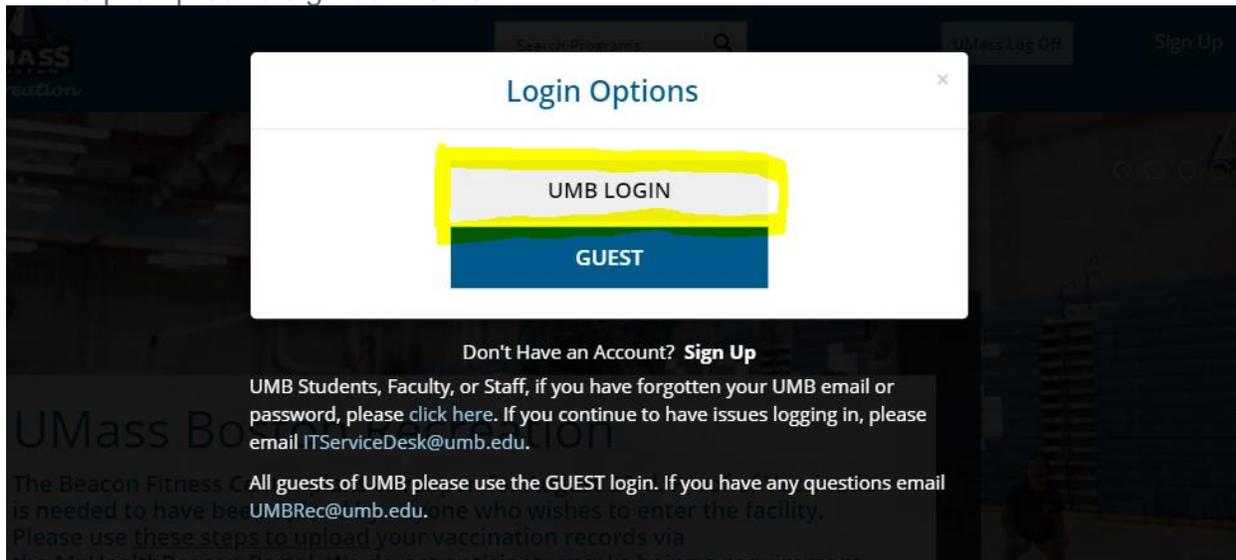
This article will provide an overview on how to purchase a faculty/ staff membership.

1. Log In (Rec Portal link <https://umbrec.connect.umb.edu/>)

From the Member Portal Homepage: Click “Log In” at the top right



1.2 Click UMB LOGIN. Enter your SSO credentials. Upon successfully logging in, you will be prompted to sign our waiver.



2. Waiver

Waiver - Agreement and Release of Liability

Facility Access

Please read the following waiver carefully

1. In consideration of gaining membership or being allowed to participate in the activities and programs of the University of Massachusetts Boston, the UMass Boston division of Athletics, recreation, special programs and projects and to use its facilities including the Beacon Fitness Center, all areas of the Clark Athletic Center, all outdoor athletic facilities, equipment, and machinery in addition to the payment of any fee or charge, I do hereby waive, release and forever discharge the University of Massachusetts Boston, the UMass Boston Division of Athletics, Recreation, Special programs and projects and its officers, agents, employees, representatives, executors and all others from any and all responsibilities or liability for injuries or damages resulting from my participation in any activities or my use of equipment or machinery in the above-mentioned facilities or arising out of my participation in any activities at said facilities.

click →

 (Please initial)

2. I understand and am aware that participating in any exercise or strenuous activity including the use of equipment, is a potentially hazardous activity. I also understand that exercise and recreation activities involve a risk of injury and even death and that I am voluntarily participating in these activities and using equipment and machinery with knowledge of the dangers involved. I hereby agree to expressly assume and accept any and all risks of injury or death.

 (Please initial)

3. I do hereby further declare myself to be physically sound and suffering from no condition, impairment, disease, infirmity, or other illness that would prevent my participation in any of the activities and programs of University of Massachusetts Boston, the UMass Boston Division of Athletics, Recreation, Special Program and Projects or use of equipment or machinery except hereinafter stated. I do hereby acknowledge that I have been informed of the need for a physician's approval for my participation in an exercise/fitness activity or in the use of exercise equipment and machinery if conditions warrant such. I also acknowledge that it has been recommended that I have a yearly or more frequent physical examination and consultation with my physician as to physical activity, exercise, and use of exercise and training equipment so that I might have recommendations concerning these fitness activities and equipment use. I acknowledge that I have either had a physical examination and have been given any physician's permission to participate, or that I have decided to participate in activity and/ or use of equipment and machinery without the approval of my physician and do hereby assume all responsibility for my participation and activities, and utilization of equipment and machinery in my activities.

 (Please initial)

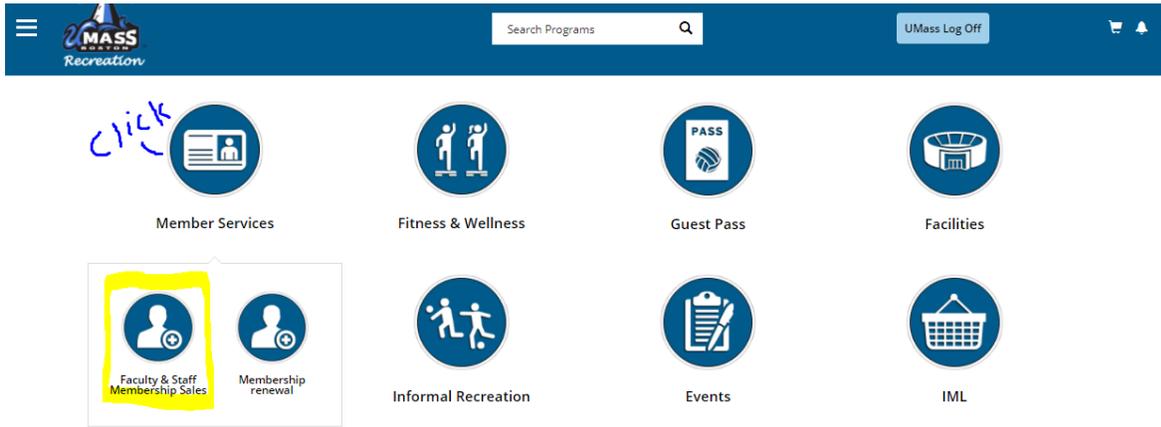
 Please sign

ACCEPT LATER

SIGN NOW

- 2.1 If it is your first-time logging in, you will need to sign our electronic waiver. Initial/sign each gray box and complete by clicking "Sign Now." This must be completed in order to enter our facilities and register for programs and events.
- 2.2 After signing the waiver, faculty and staff will need to purchase a membership. Please follow the steps below to complete this process.

3. Navigate to Member Services icon



3.1 From the Home Page: Click the Member Services icon. Then Faculty & Staff Membership Sales.

3.2 To search memberships click Faculty & Staff

Search Memberships



F/S Monthly auto-recurring (Payroll Deductions)

If you would like to opt into payroll deductions (\$8.30 bi-weekly through HR), please choose this option. Effective September 7th.

Welcome Back Free Trial

For the weeks starting August 23 and Tuesday, August 31, faculty and staff will only be allowed into the Beacon Fitness Center.

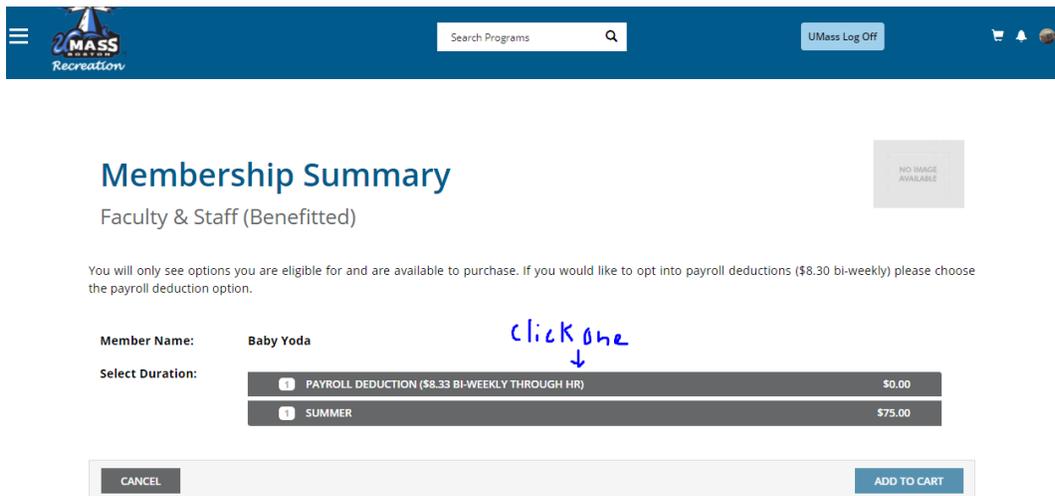
Faculty & Staff Fall 21

This membership will be active for the Fall semester.

Faculty & Staff Academic Year 21

This membership will be active for the for the Academic semester.

4. Choose Membership



The screenshot shows the UMass Recreation website interface. At the top, there is a navigation bar with the UMass Recreation logo, a search bar labeled "Search Programs", and a "UMass Log Off" button. Below the navigation bar, the main content area is titled "Membership Summary" and "Faculty & Staff (Benefitted)". A note states: "You will only see options you are eligible for and are available to purchase. If you would like to opt into payroll deductions (\$8.30 bi-weekly) please choose the payroll deduction option." The "Member Name" is listed as "Baby Yoda". Under "Select Duration", there are two options: "PAYROLL DEDUCTION (\$8.33 BI-WEEKLY THROUGH HR)" for \$0.00 and "SUMMER" for \$75.00. A blue handwritten note "click here" with a downward arrow points to the first option. At the bottom of the form, there are "CANCEL" and "ADD TO CART" buttons.

Member Name:	Baby Yoda
Select Duration:	<input type="radio"/> PAYROLL DEDUCTION (\$8.33 BI-WEEKLY THROUGH HR) \$0.00
	<input type="radio"/> SUMMER \$75.00

4.1 Choose a membership to see more information

4.2 Each membership has an effective date (current date) and an end date (termination date). Memberships do need to be renewed regularly. Note: An automatic email is sent letting you know your membership is about to expire so that you can renew.

4.3 Add your desired membership to the cart by clicking the "Add To Cart" button in the bottom right corner. To cancel and go back, click "Cancel" in the bottom left corner.

Membership Summary

Faculty & Staff (Benefitted)

You will only see options you are eligible for and are available to purchase. If you would like to opt into payroll deductions (\$8.30 bi-weekly) please choose the payroll deduction option.

Member Name: Baby Yoda

Select Duration:	<input checked="" type="radio"/> PAYROLL DEDUCTION (\$8.33 BI-WEEKLY THROUGH HR)	\$0.00
	<input type="radio"/> SUMMER	\$75.00

Date Range: Payroll deduction (through HR)

Effective Date: Mon, Jul 19 2021

Until Date: Thu, Jun 30 2022

Price: \$0.00

CANCEL ADD TO CART

5. Review information & add to cart

5.1 Click "Add To Cart" in the lower right corner

Please review/provide the following information:

Access

This membership includes use of the: -Beacon Fitness Center -Ice Arena* -Gymnasium* *During open recreation times Faculty/staff must present their faculty/staff ID at any of our locations to gain entry.

Membership Privileges

Membership Privileges: Registered members may sign in a guest at least 18 years of age for a day pass; \$10.00 each (maximum of 4 guests).

CANCEL ADD TO CART

6. Checkout

6.1 Click "Checkout" in the lower right corner

6.2 If you have a promo code, enter it on the left and click "Apply."

Shopping Cart

Baby Yoda

O-10765

Item	Customer Name	Quantity	Unit Price	Total	
Faculty & Staff (Benefitted)	Baby Yoda	1	\$0.00	\$0.00	REMOVE

Enter promo code...

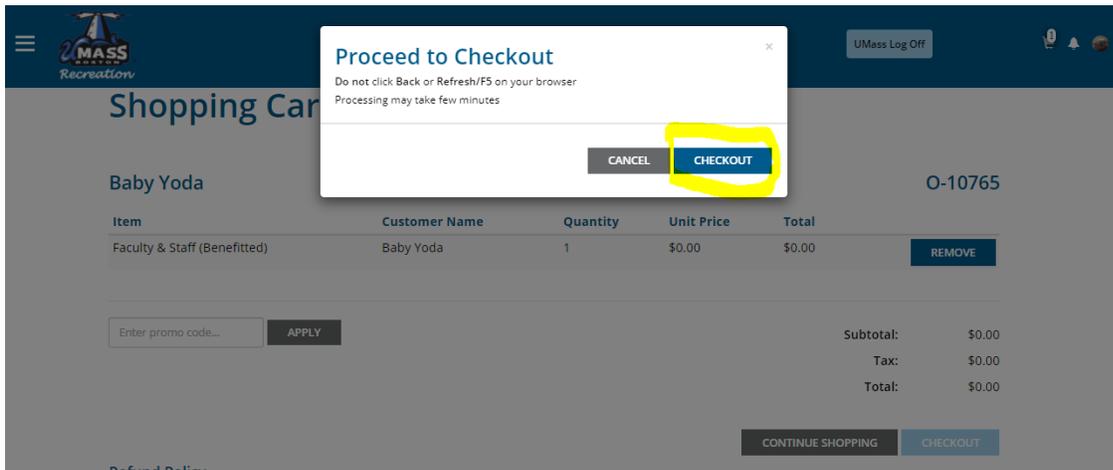
Subtotal: \$0.00
Tax: \$0.00
Total: \$0.00

[CONTINUE SHOPPING](#)

[CHECKOUT](#)

[Refund Policy](#)

6.3 Click "Checkout"



The screenshot shows the checkout page with a modal dialog box titled "Proceed to Checkout". The dialog contains the text: "Do not click Back or Refresh/F5 on your browser. Processing may take few minutes". There are two buttons in the dialog: "CANCEL" and "CHECKOUT". The "CHECKOUT" button is highlighted with a yellow box. The background shows the shopping cart details, including the item "Faculty & Staff (Benefitted)", customer name "Baby Yoda", and a total of \$0.00. The "CHECKOUT" button on the page is also visible at the bottom right.

6.4 Payment was processed successfully, your receipt will be sent via email.

Your order was processed successfully

Payment was Successful

A receipt has been sent to you.

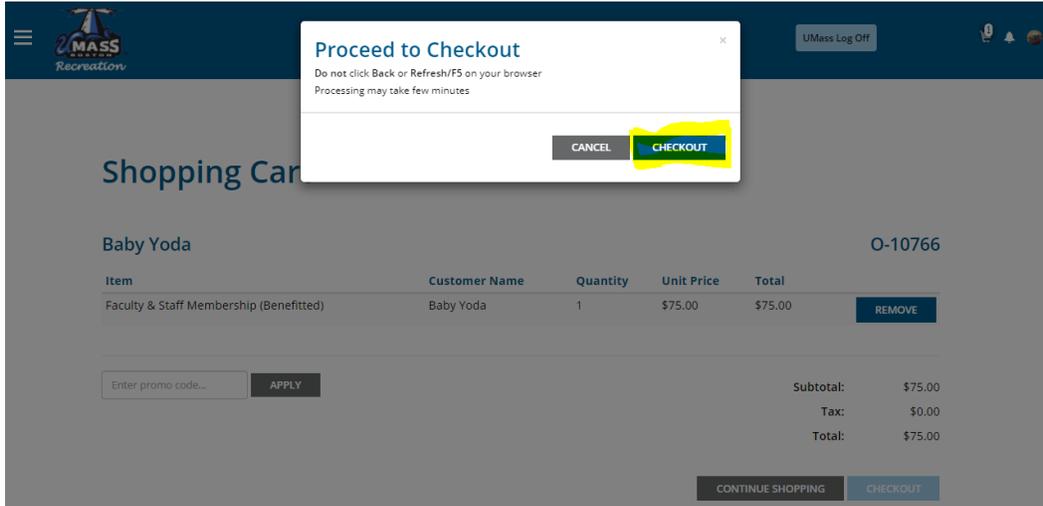
Baby Yoda

O-10765

Item	Customer Name	Quantity	Unit Price	Total
Faculty & Staff (Benefitted)	Baby Yoda	1	\$0.00	\$0.00

Subtotal: \$0.00
Tax: \$0.00
Total: \$0.00

6.5 For a transaction that has a dollar amount.



6.6 Enter payment information and click “Pay” in the bottom right. If you click cancel you will not be charged and will be redirected back to the Rec Portal homepage. Once payment is complete, you will be redirected to the Rec Portal homepage and receive an emailed receipt.

The screenshot displays the payment information form and the order summary. The "Billing Information" section includes the following fields:

- First Name *
- Last Name *
- Address Line 1 *
- City *
- Country/Region * (United States of America)
- State/Province * (Massachusetts)
- Zip/Postal Code *
- Phone Number
- Email * (andrew.castagna@umb.edu)

The "Your Order" section shows a total amount of \$75.00. The "Payment Details" section is partially visible, showing the "Card Type *" field with icons for Visa and Mastercard.