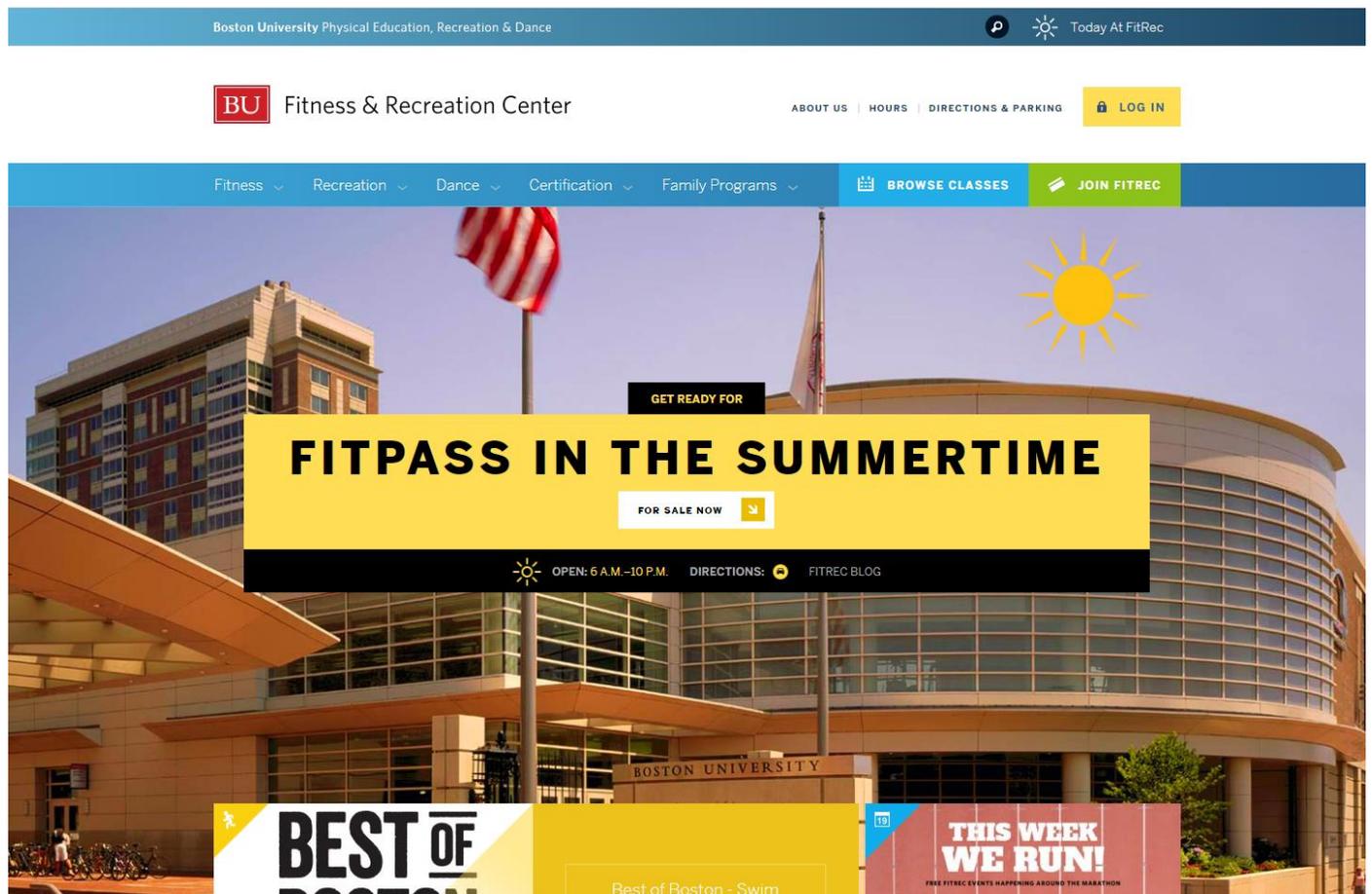


FITREC SWIM SCHOOL

How to Add New Family Members

1. [WWW.BU.EDU/FITREC](http://www.bu.edu/fitrec)

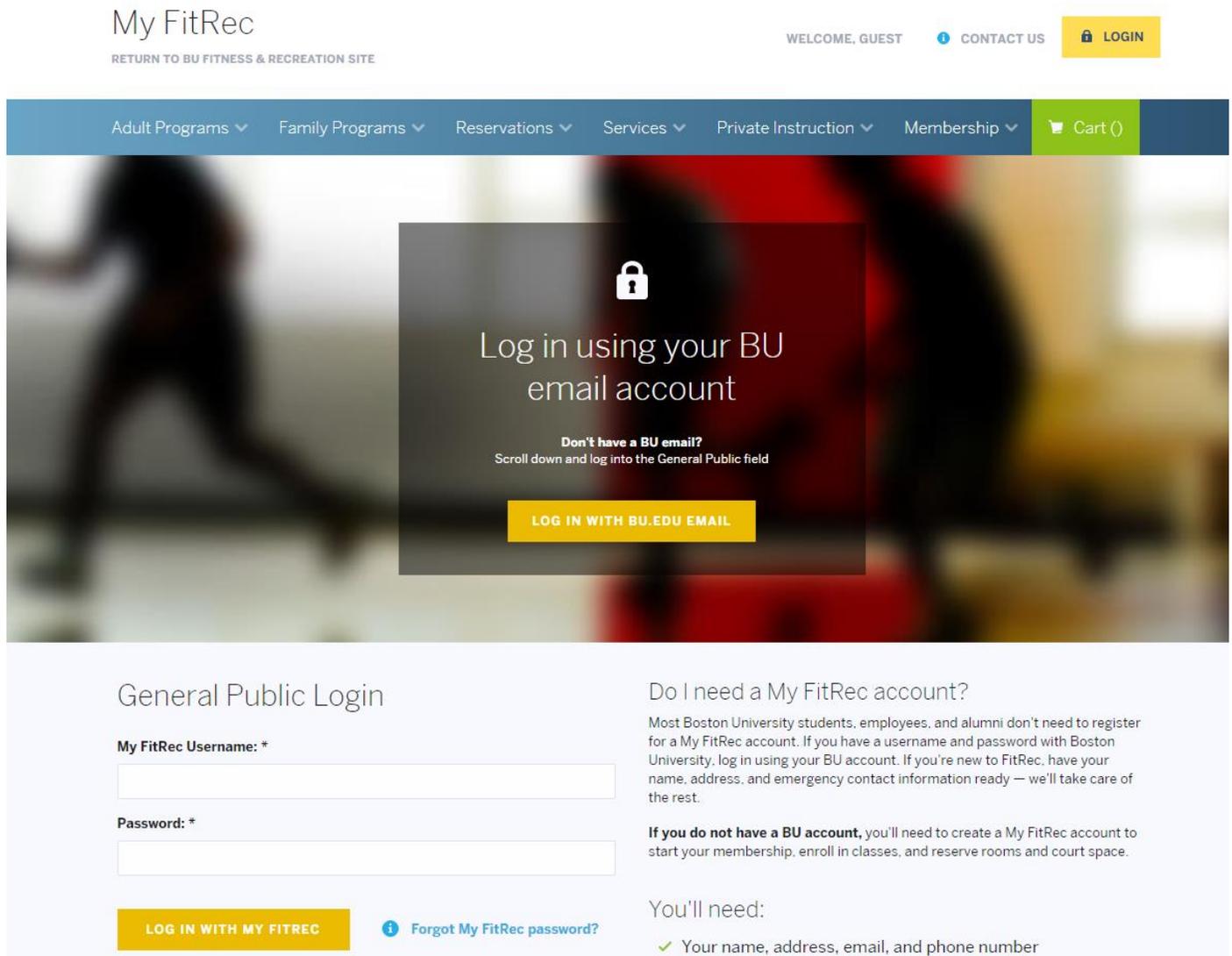


2. SELECT “LOG IN”



3. SELECT YOUR SPECIFIC LOG IN AREA:

- Select “Log In using your BU email account” if you are affiliated with the University.
- Select “General Public Login” if you are not affiliated with the University and do not have a BU email.



The screenshot shows the My FitRec website interface. At the top, there is a navigation bar with links for "WELCOME, GUEST", "CONTACT US", and "LOGIN". Below this is a secondary navigation bar with dropdown menus for "Adult Programs", "Family Programs", "Reservations", "Services", "Private Instruction", and "Membership", along with a "Cart ()" icon. The main content area features a large, blurred background image of a swimmer. Overlaid on this is a dark grey box with a white padlock icon and the text "Log in using your BU email account". Below this text, it says "Don't have a BU email? Scroll down and log into the General Public field" and a yellow button labeled "LOG IN WITH BU.EDU EMAIL".

My FitRec
RETURN TO BU FITNESS & RECREATION SITE

WELCOME, GUEST CONTACT US LOGIN

Adult Programs Family Programs Reservations Services Private Instruction Membership Cart ()

Log in using your BU email account

Don't have a BU email?
Scroll down and log into the General Public field

LOG IN WITH BU.EDU EMAIL

General Public Login

My FitRec Username: *

Password: *

LOG IN WITH MY FITREC

[Forgot My FitRec password?](#)

Do I need a My FitRec account?

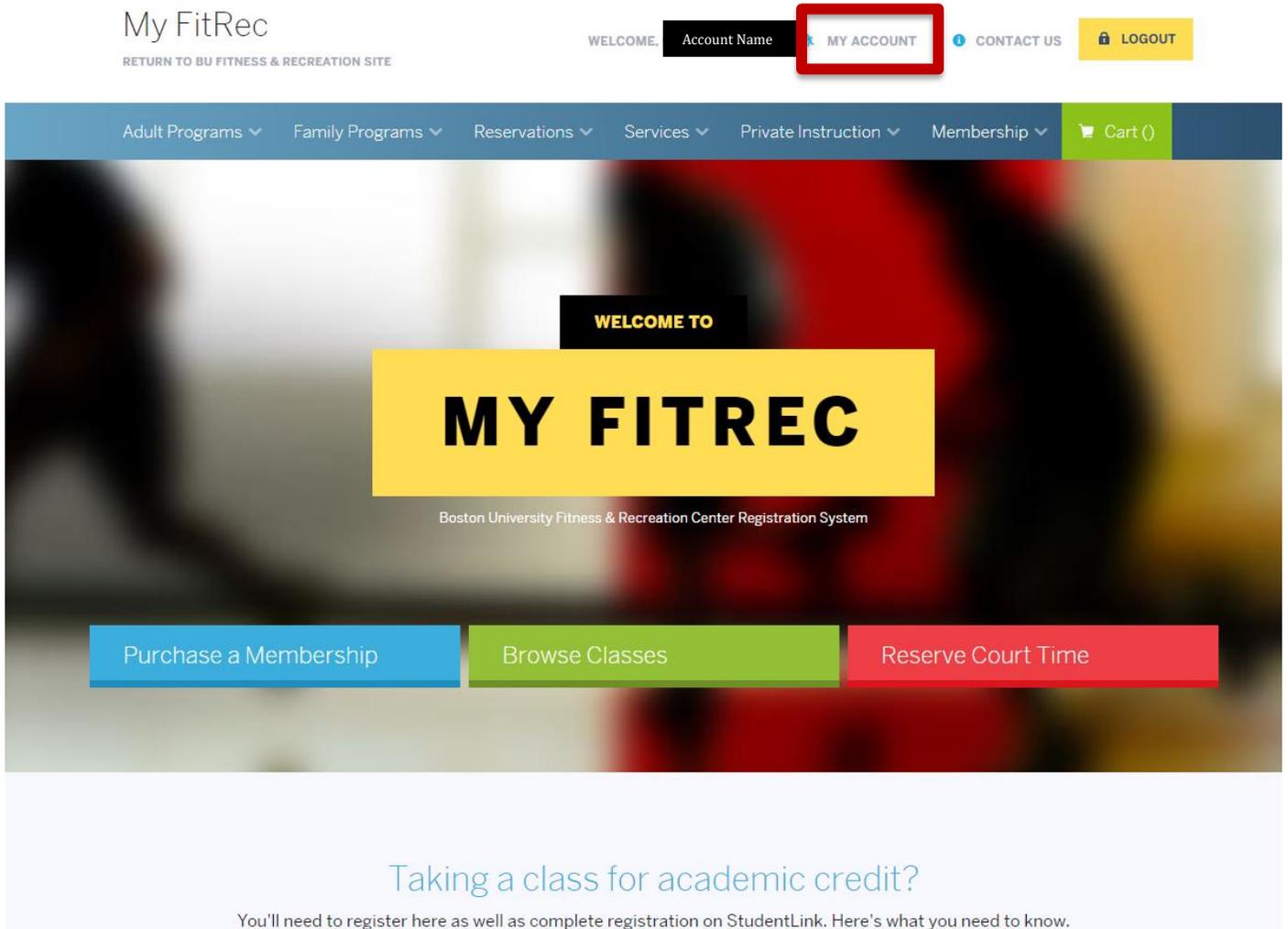
Most Boston University students, employees, and alumni don't need to register for a My FitRec account. If you have a username and password with Boston University, log in using your BU account. If you're new to FitRec, have your name, address, and emergency contact information ready — we'll take care of the rest.

If you do not have a BU account, you'll need to create a My FitRec account to start your membership, enroll in classes, and reserve rooms and court space.

You'll need:

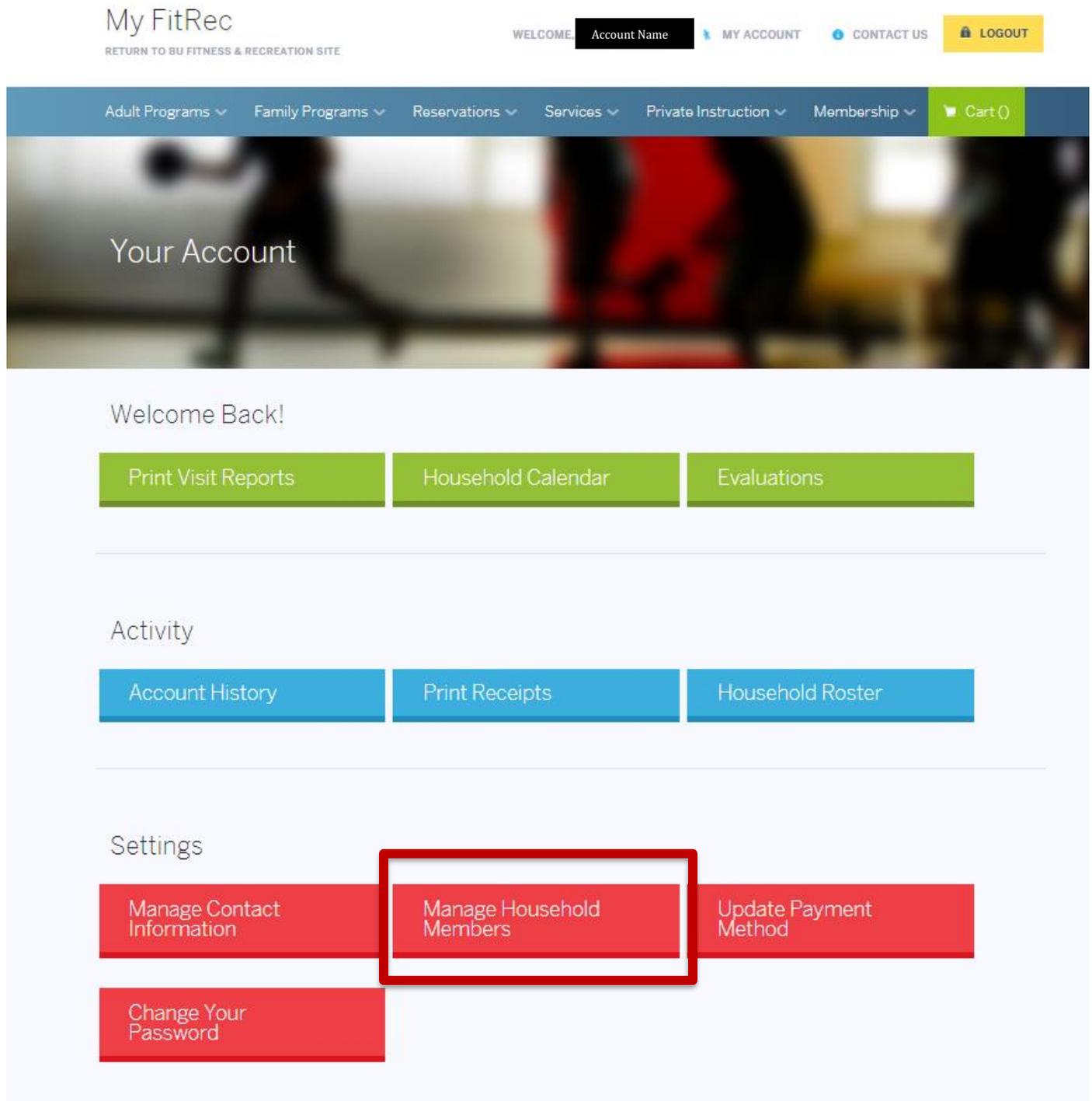
- ✓ Your name, address, email, and phone number

4. SELECT “MY ACCOUNT” IN THE TOP RIGHT CORNER



The screenshot displays the My FitRec website. At the top left, the logo reads "My FitRec" with the tagline "RETURN TO BU FITNESS & RECREATION SITE". In the top right corner, a navigation bar includes "WELCOME, Account Name", a link for "MY ACCOUNT" (highlighted with a red box), "CONTACT US", and a "LOGOUT" button. Below this is a horizontal menu with categories: "Adult Programs", "Family Programs", "Reservations", "Services", "Private Instruction", "Membership", and a "Cart ()" icon. The main content area features a large yellow banner with the text "WELCOME TO MY FITREC" and "Boston University Fitness & Recreation Center Registration System". Below the banner are three buttons: "Purchase a Membership" (blue), "Browse Classes" (green), and "Reserve Court Time" (red). At the bottom, a light blue section contains the text "Taking a class for academic credit? You'll need to register here as well as complete registration on StudentLink. Here's what you need to know."

5. SELECT “MANAGE HOUSEHOLD MEMBERS”



My FitRec
RETURN TO BU FITNESS & RECREATION SITE

WELCOME **Account Name** MY ACCOUNT CONTACT US LOGOUT

Adult Programs ▾ Family Programs ▾ Reservations ▾ Services ▾ Private Instruction ▾ Membership ▾ Cart ()

Your Account

Welcome Back!

Print Visit Reports Household Calendar Evaluations

Activity

Account History Print Receipts Household Roster

Settings

Manage Contact Information **Manage Household Members** Update Payment Method

Change Your Password

6. SELECT “ADD NEW MEMBER” TO ADD AN ADDITIONAL FAMILY MEMBER

My FitRec
RETURN TO BU FITNESS & RECREATION SITE

WELCOME, AQUATICS #350889 | MY ACCOUNT | CONTACT US | LOGOUT

Adult Programs | Family Programs | Reservations | Services | Private Instruction | Membership | **CarLO**

Household Primary Person Information

First Name * BU	Last Name * AQUATICS	Category Non-Affiliate
Address Line 1 * 915 COMM AVE	Address Line 2	Gender --- Please Select A Gen
City * BOSTON	State * MA	Zip Code * 02215
Country --- Select A Country ---	Phone #1 (617)358-7946	Phone #1 Extension
Phone #1 Type --- Select A Phone Typ	Phone #2	Phone #2 Extension
Phone #2 Type --- Select A Phone Typ	Email #1 * SWIMMING@BU.EDU	Email #2
Birthday 01/01/1990	Authorize Contacts Via Email No	Participate in Promotions No
Organization Name		

Additional Primary Person Information

Household Questions

Additional Family Member

Emergency Contacts

7. FILL OUT THE REQUIRED INFORMATION IN THE “ADDITIONAL FAMILY MEMBER” SECTION

↓ Household Primary Person Information

First Name * <input type="text" value="BU"/>	Last Name * <input type="text" value="AQUATICS"/>	Category <input type="text" value="Non-Affiliate"/>
Address Line 1 * <input type="text" value="915 COMM AVE"/>	Address Line 2 <input type="text"/>	Gender <input type="text" value="--- Please Select A Ger"/>
City * <input type="text" value="BOSTON"/>	State * <input type="text" value="MA"/>	Zip Code * <input type="text" value="02215"/>
Country <input type="text" value="--- Select A Country ---"/>	Phone #1 <input type="text" value="(617)358-7946"/>	Phone #1 Extension <input type="text"/>
Phone #1 Type <input type="text" value="--- Select A Phone Typ"/>	Phone #2 <input type="text"/>	Phone #2 Extension <input type="text"/>
Phone #2 Type <input type="text" value="--- Select A Phone Typ"/>	Email #1 * <input type="text" value="SWIMMING@BU.EDU"/>	Email #2 <input type="text"/>
Birthday <input type="text" value="01/01/1990"/>	Authorize Contacts Via Email <input type="text" value="No"/>	Participate in Promotions <input type="text" value="No"/>
Organization Name <input type="text"/>		

↓ Additional Primary Person Information

↓ Household Questions

↓ Additional Family Member

First Name * <input type="text"/>	Last Name * <input type="text" value="AQUATICS"/>	Birthday * <input type="text"/>
Gender <input type="text" value="--- Please Select A Ger"/>	Email #1 <input type="text"/>	School Grade <input type="text" value="0.00"/>
Relationship <input type="text" value="--- Select a Relationshi"/>	<input type="button" value="Remove New Member"/>	

↓ Emergency Contacts

<input type="button" value="Save"/>	<input type="button" value="Add New Member"/>	<input type="button" value="Add New Contact"/>
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8. ONCE YOU SELECT “SAVE”, IT WILL BRING YOU BACK TO MAIN LOG IN PAGE



The screenshot shows the My FitRec website interface. At the top left is the logo "My FitRec" with the tagline "RETURN TO BU FITNESS & RECREATION SITE". To the right, there is a user greeting "WELCOME, AQUATICS #350889" and links for "MY ACCOUNT", "CONTACT US", and a yellow "LOGOUT" button. A navigation bar below contains dropdown menus for "Adult Programs", "Family Programs", "Reservations", "Services", "Private Instruction", and "Membership", along with a "Cart ()" icon. The main content area features a blurred background image of people in a pool. A central yellow box contains the text "WELCOME TO MY FITREC" and "Boston University Fitness & Recreation Center Registration System". Below this are three colored buttons: "Purchase a Membership" (blue), "Browse Classes" (green), and "Reserve Court Time" (red). At the bottom, a light blue box contains the text "Taking a class for academic credit? You'll need to register here as well as complete registration on StudentLink. Here's what you need to know."

9. NOW YOU ARE ALL SET TO REGISTER FOR CLASSES! HAVE FUN!

If you have any more questions or concerns regarding adding or editing household members, please feel free to contact us at any time!

Aquatics Programming Team
swimming@bu.edu
617-358-SWIM