Creating a Guest Account and Adding a Dependent

1. In an internet browser, visit https://mysportsrec.kennesaw.edu

2. If you are a guest, click **Sign Up** at the top right corner of the screen. If you already have an account, **Log In**
3. For KSU students, faculty and staff, click the top yellow button **KSU NetID and Password** to log in with your Net ID and password.

4. For guests click **Sign Up** to create a new user account.
5. Click **Register** to complete the form.

6. You will receive an email confirmation to from **sports_recreation@kennesaw.edu** to activate your account.

7. When you activate your account, you will be prompted to log in. Click the bottom yellow button **Guest User** to log in.
8. Before registering your child online for programs, add your child as “Dependents” under your account.

9. Click on your account ID in the top right corner and select **Profile**.

10. Scroll down to the bottom of the page to the Dependents section. Click **Add a new Dependent**.

11. Complete the fields provided and **Save**.
12. Your child should now be added as a dependent. You can add additional dependents to register additional children if needed.

<table>
<thead>
<tr>
<th>Dependents</th>
<th>First Name</th>
<th>Last Name</th>
<th>Date of Birth</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Smith</td>
<td>01/01/2017</td>
<td>Male</td>
<td></td>
</tr>
</tbody>
</table>

Add a new Dependent

13. When registering a program for your child, make sure the registration is in the name of your child and not in the parent/guardian name.

Which family member would you like to register?

| Jane Smith | 1/1/1990 | Age Restricted
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>1/1/2017</td>
<td>Register</td>
</tr>
</tbody>
</table>

Add a new Dependent  Close