

HOW TO SET UP THE CLUBSPORT MEMBER ACCOUNT

LOG IN

- Go to www.clubsports.com.
- Click **Account Login** in the upper right hand corner of your screen.
- Enter your **Username** and **Password**.

*Note: If you are logging in for the first time, use your member number (the barcode on your membership card) for both your username and password. You will be given the opportunity to change your password after you login. If you forget your password, click **Forgot Password** to reset it. An email will be sent to the email we have on file for your account.*

If your member number is not working as your username and password, please email info_rcsav@clubsports.com for assistance.

- Click **Login**.
- You can also access the ClubSport Member Account from the ClubSport app by selecting the **ClubSport Member Account** tile.

MEMBER DASHBOARD

After you log in, your Dashboard will display the following information.

Navigation Bar
Takes you to different pages within the site.

Payments
Displays your recent payments. Make a payment and view your statement, too.

Your Info
Displays your current contact information. Update your username, password, and general information.

Upcoming Appointments, Classes, and Courses/Events
Displays the appointments, classes and courses/events you've enrolled in.

Activity Meter
Displays how many times you checked in.

Month	Visits
Jan	0
Feb	0
Mar	1
Apr	2
May	4
Jun	5

CHANGE YOUR USERNAME AND PASSWORD

- Select **My Account** from the menu on the left. Select **Manage Profile** and click on either **Username** or **Password** to edit.

VIEW AND EDIT YOUR PERSONAL INFORMATION

- Select **My Account** from the menu on the left. Scroll down and select **Manage Profile** from the dropdown menu. Select **General Information** to edit your email, phone number, or address.

MAKE A PAYMENT

- Select **My Account** from the menu on the left. Select **Pay Balance**, enter the Payment Amount, and select the Payment Method. Click **Pay with this Method** to complete the process.

UPDATE CREDIT CARD METHOD OF PAYMENT

- Select **My Account** from the menu on the left. Select **Manage Payment Methods** and click the **Edit** button. Enter updated credit card information, sign, and check the box to agree to terms and conditions. Click **Save changes** as the final step.

VIEW YOUR STATEMENT OR ACCOUNT HISTORY

- Select **My Account** from the menu on the left. Select **Account History** from the dropdown menu. Enter the date range you want to search and click **Search Dates**. From there you can view your statements, invoices, and receipts.

VIEW YOUR USAGE HISTORY

- Select **My Account** from the menu on the left. Scroll down and select **Check In History**. Enter the date range you want and click **Search Dates**. From here you can view or print out how many times you've been to the Club.