Steps for Using the Campus Recreation Online Registration System

1) Visit our new online system at pennstatecampusrec.org. You will also be redirected to this site whenever clicking “Register Now” from the McCoy Natatorium / Penn State Aquatics website.

2) Click “Sign-In” at the top right corner of the web page. A pop-up window will appear asking you to select between a Penn State Access Account Login (for PSU students/faculty/staff using their PSU credentials to log in) or a Campus Recreation Account Login (for everyone else). You will also have the opportunity to create a new account if you do not have one already. Please select the appropriate choice.

3) For those of you who need to create an account, please do so for the parent/guardian and not the child registering for lessons. You will be prompted at the member information screen to add dependents (children). After dependents are added to account, they may be registered for classes.

4) After signing into the portal, click the gray “Register” button along the top of the webpage.

5) Under the “All Courses” tab located on the left side of the webpage, click “Swimming Lessons”

6) Click on the desired class.

7) If space is available in the class, click “Add To Cart.” If there are no open spaces left in the class, please select a different time slot or contact our office at 814-865-1432 to be placed on a waiting list.

8) You will be prompted to select the person you would like to register for the class. If you have multiple children registering for lessons, you will need to complete separate registrations for each child.

9) Once added to the class, you will be asked to read the waiver and release of liability form as well as the rules applicable to your purchase. Please read these thoroughly and contact us with any questions before proceeding. After reading these documents, click either the “Accept Now and Register” or “Decline Waiver” button. If you select the “Decline Waiver” button, you will not complete the registration process and you will not proceed to the payment screen.

10) Confirm the information listed for an authorized pickup and emergency contact. If you would like to add an additional contact or an authorized pick-up, please do so by pressing the blue “Add” buttons. Every child should have an authorized pick-up person. We recommend adding in each parent/guardian.

11) Click “Add to Cart”

12) You will have the option to continue to register additional family members for programs or to finalize your registration and proceed with payment using any major credit or debit card.

Once registered, the system will send you a confirmation email with a copy of the waiver and program rules/regulations. Please do not respond to this email, as it does not accept incoming messages.