1. Login or Register on RS Connect
   a. Navigate to rsconnect.recSports.ufl.edu
      i. Non-UF Attendees: Select “Sign Up” and create a user account
         a. NOTE: Do not enter an ID number in the “Member Information” field
      ii. UF Attendees: Login with your Gatorlink credentials
         a. NOTE: You will not need to use your domain name, ex. @UFL.EDU

2. How to Register Yourself (Y) OR Register Yourself w/ Multiple Attendees (MA):
   a. Log in to rsconnect.recSports.ufl.edu (Y) (MA)
   b. Click on your username in the top right hand corner (MA)
      i. Select “Profile”
   c. Click on “Add Family” at bottom of page (MA)
   d. Enter information for one attendee: First Name, Last Name, DOB, Relationship (Dependent), Gender (MA)
   e. Select “Save” (MA)
   f. Continue steps C-E for each additional attendee you will be registering (MA)
   g. Once all ‘dependents’ are added:
      i. Click on RecSports logo in top left hand corner (Y) (MA)
      ii. Select the “Special Events” icon (Y) (MA)
      iii. Select the Program you’d like to register for (Y) (MA)
          1. EVOLVE Professional Attendee (Y) (MA)
          2. EVOLVE Student Attendee (Y) (MA)
          3. ViPR Certification (Y) (MA)
      iv. Select “Register” for the individual you would like to register on pop up screen
      v. Click “Accept Now” on waiver (Y) (MA)
      vi. Fill out all information for the respective attendee you are currently registering: (Y) (MA)
          1. Full Name
          2. Preferred Name
          3. Pronouns
          4. Email Address
          5. School
          6. Position
          7. Shirt Size
          8. Dietary Restrictions
          9. Accommodations
      vii. Click “Add to Cart” (Y) (MA)
   h. Select “Continue Shopping” to register more attendees & repeat step G (MA)
   i. Select “Check Out” once you have completed Step G for all attendees (Y) (MA)
   j. Select “Check Out” again on the pop up (Y) (MA)
   k. You will be directed to another site for payment (Y) (MA)
   l. Receipt will be emailed to you once payment has been rendered (Y) (MA)

3. Refunds
   a. Cancellation requests received by February 22nd will receive a full refund, less a $10 processing fee.
      Cancellations between February 23rd and March 8th, will receive a 50% refund. No refunds are available after March 8th. Please note it may take 4-6 weeks to receive a refund from the date of the request.

*Should you encounter any issues completing the registration or sale, please contact UF RecSports Membership Services at 352-273-2421 or Trainingcenter@RecSports.ufl.edu