

Welcome to Club Automation at the Collins Aerospace Rec Center! All members will need to create an online account. Please follow these steps to set up your account.

Step 1. In a Google Chrome or Firefox browser, log into the Club Automation website through this link:

<https://collinsaerospace.clubautomation.com>

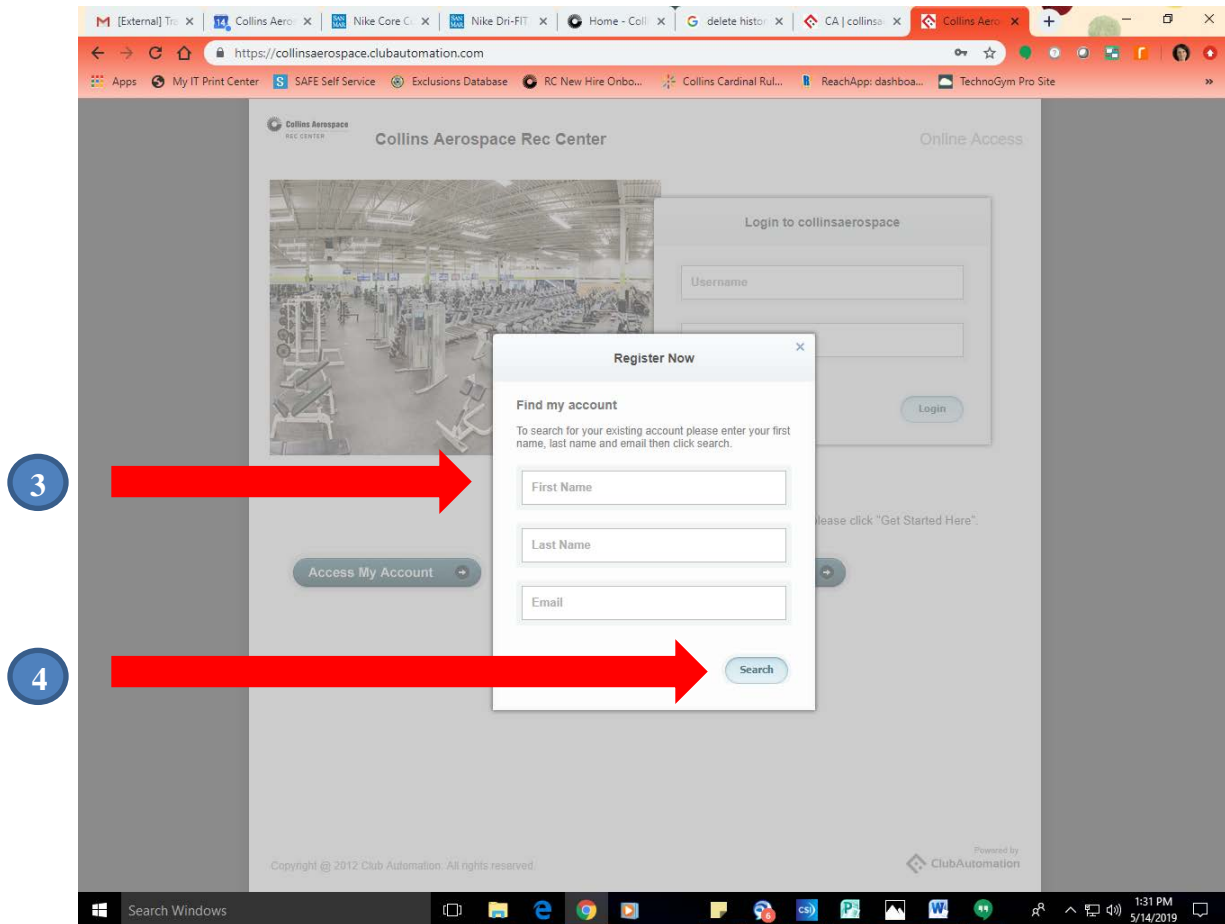
Step 2. Click below “First time here?” on [Access My Account](#)

The screenshot shows a web browser window with the address bar containing <https://collinsaerospace.clubautomation.com>. The browser's address bar is highlighted with a red arrow and a blue circle containing the number '1'. The website header includes the Collins Aerospace Rec Center logo and the text 'Collins Aerospace Rec Center' and 'Online Access'. A navigation bar contains links for 'kHR Login', 'My IT Print Center', 'SAFE Self Service', 'Exclusions Database', 'RC New Hire Onbo...', 'Collins Cardinal Rul...', and 'ReachApp: dashboa...'. The main content area features a large image of a gym. Overlaid on the right is a 'Login to collinsaerospace' form with fields for 'Username' and 'Password', a 'Forgot your password?' link, and a 'Login' button. Below the gym image, there are two sections: 'First time here?' with an 'Access My Account' button, and 'Register for classes' with a 'Get Started Here' button. A red arrow and a blue circle with the number '2' point to the 'Access My Account' button.

### Step 3. Screen 2 - After clicking on Access My Account

Enter your First Name, Last Name and Email address. This will be the email address where you receive the monthly email newsletters from the Rec Center.

### Step 4. Click “Search”

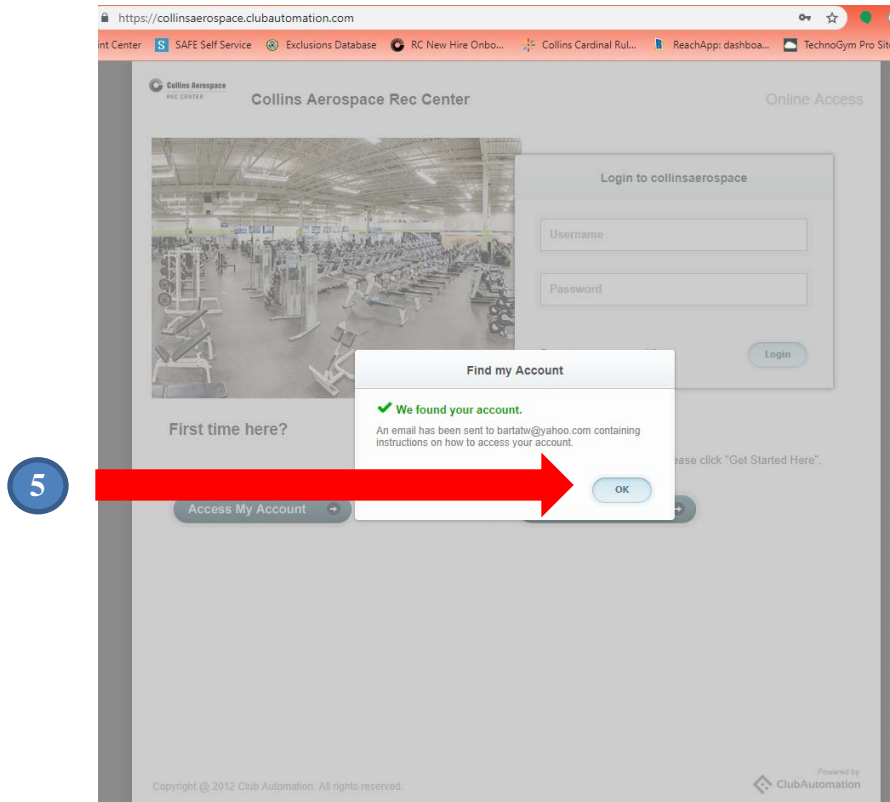


### Step 5. (Screen 3)

You will then see this screen. "An email has been sent to (your email address) containing instructions on how to access your account"

If your account is not found, please go back and check the spelling of your name and confirm your email address. (For example, Bill vs. William)

Click OK.



Step 6. Go to your **email** and click the link to complete setting up your account.

Step 7. When you click on the link in your email, you will be taken to this screen. You will need to fill in all fields marked with an asterisk. Some of these fields may be pre-filled. Please double check them for accuracy. Update if necessary.

The screenshot shows the registration page for Collins Aerospace Rec Center. The page title is "Collins Aerospace Rec Center" with a logo on the left and "Online Access" on the right. The main heading is "Please verify & complete your information in the form below". The form is divided into three columns: "Contact Info", "Emergency Contact Info", and "Family Members".

**Contact Info:** Fields include First Name\*, Last Name\*, Address\* (two lines), City\* (pre-filled with "Hiawatha"), State\* (dropdown menu with "Iowa" selected), Zip Code\* (pre-filled with "52233"), Mobile Phone\* (three input boxes), Home Phone\* (three input boxes), Gender\* (radio buttons for "male" and "female"), and Birthday\* (calendar icon).

**Emergency Contact Info:** Fields include Full Name\*, Relationship\*, and Phone\* (three input boxes).

**Family Members:** A button labeled "Add Family Member" is present.

**Login Details:** Fields include Email\*, Password\*, and Confirm Password\*.

Step 8. When you have filled in all of the required fields, scroll down and click the box in front of "I agree with the above terms" and then "Save Account."

This screenshot shows the bottom portion of the registration form. It features a "Confirm Password\*" field. Below it is a red asterisk and the text "\* Required Field". A paragraph of terms and conditions follows, starting with "Please read the following carefully, and check 'I agree' when you are ready to proceed." and ending with "I agree to disclose upon my first visit to the front desk any history or injury and/or physical limitation or concern." Below the terms is a checkbox labeled "I agree with the above terms" and a "Save Account" button. A red circle with the number "8" and a red arrow points to the checkbox. At the bottom, there is a copyright notice "Copyright © 2012 Club Automation. All rights reserved." and a logo for "Powered by ClubAutomation".

After you have successfully saved your account, you will see this screen:

The screenshot shows the user interface for the Collins Aerospace Rec Center. At the top left, the logo and name "Collins Aerospace REC CENTER" are visible. A "Save password?" dialog box is open, showing the username "youremail@email.com" and a masked password field with "Save" and "Never" buttons. In the top right, a user is logged in as "Timothy" with a "Logout" link. A navigation bar contains "Home" and "Contact Us" buttons. On the left, a sidebar menu lists options: Home, View My Info, Reserve a Court, Register for Classes, Group Activities, View My Statement, Pay my Bill, Packages, Notifications, and Contact Us. The main content area features a "Welcome, (Your Name)" message, a profile picture placeholder labeled "No Image", and a financial summary showing a "Current Balance" of "\$0.00", "Csp | \$0.00", "House Charge: bank account", and "Account Paid by:". Below this are sections for "CLUB ANNOUNCEMENTS" (with a "Welcome!" message dated August 7, 2014), "MY EVENTS" (with a "Next 7 days" filter), and "YOUR REGISTRATIONS". The footer contains copyright information "© 2008 - 2019 Club Automation, LLC." and links for "Terms of Use" and "Privacy Policy".

You may now edit your profile, track your visits and register for classes.