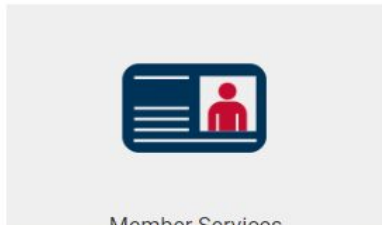


Rec Express How-to Guide

For reserving time slots for various facility spaces



Fitness



Member Services



Outdoor Adventures



Intramural Sports

- Step 1 - Visit Recexpress.columbusstate.edu website
- Step 2 - Log in using your myCSU information or create an account



Fitness



Member Services



Outdoor Adventures



Intramural Sports



Club Sports



Facilities



Aquatics

News

No News Available!



Calendar



Courts



Tweets

Tweets by @CSUCampusRec



Step 3 - Click the "Facilities" icon followed by the "Courts" icon



Court Bookings

Courts

All

Climbing Wall Time 1

Climbing Wall Time 2

Climbing Wall Time 3

Swim Time 1

Swim Time 2

Swim Time 3

Swim Time 4

Swim Time 5

Swim Time 6

Swim Time 7



Monday, 3 August, 2020

ALL FACILITIES ▾

Slots	Rock Wall Zone 1	Rock Wall Zone 2	Rock Wall Zone 3	Lap Lane 1	Lap Lane 2	Lap Lane 3
12:00 AM - 1:00 AM						
1:00 AM - 2:00 AM						
2:00 AM - 3:00 AM						
3:00 AM - 4:00 AM						
4:00 AM - 5:00 AM						
5:00 AM - 6:00 AM						
6:00 AM - 7:00 AM						
7:00 AM - 8:00 AM						
8:00 AM - 9:00 AM						
9:00 AM - 10:00 AM						

Step 4 - Arrive at the Bookings page and choose which facility space, date, and time for reserving.

Court Bookings



Click here to select date

Courts

Monday, 3 August, 2020

LAP LANE 1 ▾

	Slots	Lap Lane 1
All		
Climbing Wall Time 1	7:00 AM - 8:00 AM	Reserve
Climbing Wall Time 2	8:00 AM - 9:00 AM	Reserve
Climbing Wall Time 3	9:00 AM - 10:00 AM	Reserve
Swim Time 1	10:00 AM - 11:00 AM	Reserve
Swim Time 2	11:00 AM - 12:00 PM	Reserve
Swim Time 3	12:00 PM - 1:00 PM	Reserve
Swim Time 4	1:00 PM - 2:00 PM	Reserve
Swim Time 5	2:00 PM - 3:00 PM	Reserve



Click here to select your reservation time slot

Step 4 - Choose your facility space, date, and time slot for reservation

Step 5 - Click "Reserve"



Court Bookings

- Courts
- All
- Climbing Wall Time 1
- Climbing Wall Time 2
- Climbing Wall Time 3
- Swim Time 1
- Swim Time 2
- Swim Time 3
- Swim Time 4
- Swim Time 5
- Swim Time 6

Mon		
7:00 AM - 8:00 AM		Reserve
8:00 AM - 9:00 AM		Reserve
9:00 AM - 10:00 AM		Reserve
10:00 AM - 11:00 AM		Reserve
11:00 AM - 12:00 PM		Reserve
12:00 PM - 1:00 PM		Reserve
1:00 PM - 2:00 PM		Reserve
2:00 PM - 3:00 PM		Reserve
3:00 PM - 4:00 PM		Reserve

New Booking

Court: Lap Lane 1 (Swim Time 1)

Starts: Mon, Aug 3 2020 7:00 AM

Ends: Mon, Aug 3 2020 8:00 AM

[RESERVE NOW](#)



Don't forget to complete your reservation transaction!

Step 6 - Click "Reserve Now" to complete the transaction

A confirmation email will be sent to the email on
file.

In the event the reservation needs to be cancelled, please follow these instructions.

- Log Off
- Profile**
- Edit Custom Content
- Edit Login Page
- Content Language to Edit
- EN FR

Court Bookings

Reservation Successful! Confirmation Email has been sent to you.

Courts	Tuesday, 4 August, 2020		ALL FACILITIES -				
All	Slots	Rock Wall Zone 1	Rock Wall Zone 2	Rock Wall Zone 3	Lap Lane 1	Lap Lane 2	Lap Lane 3
Climbing Wall Time 1	12:00 AM - 1:00 AM						
Climbing Wall Time 2	1:00 AM - 2:00 AM						
Climbing Wall Time 3	2:00 AM - 3:00 AM						
Swim Time 1	3:00 AM - 4:00 AM						
Swim Time 2	4:00 AM - 5:00 AM						
Swim Time 3	5:00 AM - 6:00 AM						
Swim Time 4	6:00 AM - 7:00 AM						
Swim Time 5	7:00 AM - 8:00 AM						
Swim Time 6	8:00 AM - 9:00 AM						
Swim Time 7	9:00 AM - 10:00 AM						
Swim Time 8	10:00 AM - 11:00 AM						
Weight Room Time 1	11:00 AM - 12:00 PM						
Weight Room Time 2	12:00 PM - 1:00 PM						
Weight Room Time 3	1:00 PM - 2:00 PM						

- Step 1 - Click on your name for the drop down menu
- Step 2 - Choose "Profile"

View Account

Personal Information



- Programs 2
- Memberships 1
- Lockers 0
- Equipment 0
-  Court Bookings 1
- Facilities 0
- Guest Passes 0
- Multi-Visit Passes 0
- Order History 0

Photo 

Personal Information

E-mail OptIn

SUBMIT OPT IN CHANGES

Step 3 - Click “Court Bookings”

View Account

Personal Information

Programs **2**

Memberships **1**

Lockers **0**

Equipment **0**

Court Bookings **1**

Facilities **0**

Guest Passes **0**

Multi-Visit Passes **0**

Order History **0**

Court Bookings

Bookings (1) Partners (0)

Court	Facility	Starts	Ends	
Climbing Wall Time 1	Rock Wall Zone 1	Tue, Aug 4 2020 3:00 PM	Tue, Aug 4 2020 4:00 PM	CANCEL

Step 4 - Choose “Cancel” for the reservation that is needing to be cancelled
Step 5 - Follow prompts to “Remove Booking”