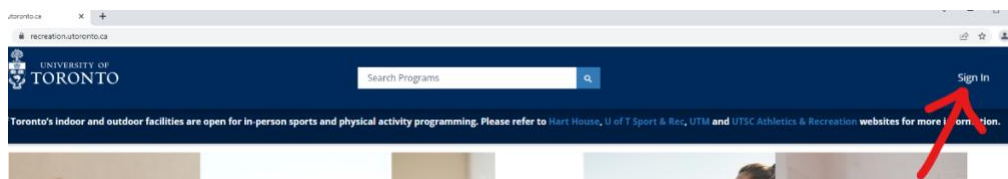


LTP Youth Sports – Account Set-up Instructions

Note: We recommended using a desktop computer or laptop when setting up or logging into your account and/or camp registration for the best user experience.

Step 1: Log-in to your recreation account and confirm/add your children as family members.

- a. Visit <http://recreation.utoronto.ca>.
- b. Click “**Sign In**” in the top right corner of the page.



- c. **Returning users:**
 - i. **U of T students, staff and faculty** click “LOG IN WITH UTORID”
 - ii. **Community Users:** Enter your email address in the pop-up window and click “**Next**”

If you have an account already and do not remember your password, please contact us at utm.eagles@utoronto.ca for assistance.

- d. **New users:** Click “**SIGN UP**” to create a new account.

A screenshot of the 'Sign In' pop-up window. The window has a title bar with 'HELP' and a close button. The main heading is 'Sign In' with a sub-heading 'Please contact sportandrec@utoronto.ca for assistance'. There are three main buttons: a teal 'LOG IN WITH UTORID' button, a white 'Email or Username' input field, and a dark blue 'NEXT' button. At the bottom, there is a link 'Don't have an account? SIGN UP' which is circled in red. A large red arrow on the left points to the 'LOG IN WITH UTORID' button with the text 'U of T students, staff, or faculty log in here'. A large red arrow on the right points to the 'NEXT' button with the text 'Returning community users sign in here.'.

- e. Follow steps to complete your account authentication.
- f. Click your **username** (top right of screen – same place as you clicked “Sign In” for step b. above).
- g. Select “**Profile**” from the drop-down menu.
- h. Scroll down to “**Family Members**” section of your profile and confirm all children you will be registering for camp are listed.
 - i. Add any additional campers using the “+ Add Family Member” button.
 - ii. Double check each camper’s date of birth is correct. If it is incorrect, please contact us immediately to correct at utm.eagles@utoronto.ca. We may need up to two business days to process these requests depending on volume, so please contact us as soon as possible.

Step 2: [Sign in](#) (Step 1 a. & b. above) when registration opens **to register** for Learn to Play Youth Sport programs.

Please direct Youth Sport Program related questions via e-mail utm.eagles@utoronto.ca or via phone 905-828-3714

**Note: When leaving a voicemail, we ask that you provide a detailed message with your name, reason for calling, child information (if relevant), and preferred call-back phone number.*