How to Sign Up on DoSportsEasyKu

REMINDERS:

Every member of a club must be signed up (with all information filled out) on DoSportsEasyKu to be approved and considered “active” by the University of Kansas Sport Club Program.

Step 1: Go to https://recreation.ku.edu/dosportseasy and click on “registration” under the club you are signing up for.
Step 2: Login with your Ku online ID and password.
Step 3:

Start by filling out the “Personal details” tab. Once you this is completed, click on the “Address” tab below it. Once the required information is filled out on the “Address Tab”, click on the “Emergency Contact” tab below it and fill out the required information. Finally, select the “Risk & Conduct” tab to move on. Always click the “save” icon at the bottom of each page. Please ensure that every field is filled in.
Step 4: Continue on with completing the “Release Waiver, Conduct Guidelines, Hazing Prevention, and Concussion and Head Injury Guidelines” waivers by reading the documents after clicking on the link and accepting the terms by checking the box.

You must open this document before checking the box.

Make sure you understand your club’s constitution and the KU Sport Club handbook before checking:

Follow the same directions to fill out the “Conduct Guidelines” “Hazing Prevention” and “Concussion and Head Injury Guidelines” Sections.
Step 5: You will now move on to the “Additional Info” Tab. Here you will select your position in the club and whether you are currently CPR certified.

Select your position in the club if you are an officer. If you are not, select member.

If you are CPR certified, you will need to upload a photo of your certification card later in the “Documents” tab.
Step 6: You will now move on the “Driver Info” tab. If you wish to become an approved driver for your club select “Yes” and you will then be required to fill out the boxes that appear. If you do not wish to become an approved driver, select “No” and move on to the next tab.

Be sure to check the boxes confirming that you accept the terms and conditions of being an approved driver before you move on.
Step 7: You will now move on to the “Documents” tab. If you have said “Yes” to being CPR certified or to being an approved driver, you will need to upload the necessary documents here. If you said “No” to both, you can move on to the next step.

In the boxes above type the expiration date of the required documents you are uploading. Once they are expired you will receive a notification saying you need to upload a new photo of the up to date document.

Click on the “Upload” icons to upload photos of the necessary documents.
Step 7: The final step is to review all the information you have input is correct. You can go back and make changes accordingly. When everything is complete, check marks will show up by each tab. Any part that is not filled out or filled out incorrectly will show up with a red exclamation point as shown below. Be sure to click “Save” at the bottom of this page.