The MIT Club Sports Office is happy to announce that we have teamed with “Do Sports Easy” to create an electronic database which will allow all MIT Club Sports programs to improve documentation, communication and event management.

Login Today!
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To log in via Certificate

1) Go go http://clubsports.mit.edu/join-a-club

2) Log in via Certificate
To log in without Certificate

1) Go go http://clubsports.mit.edu/join-a-club

2) Click ‘Log on”

3) Select Non-Kerberos Login
4) Create an account

5) Fill out the form

6) Confirm your account via your email address

7) Follow the hyperlinks back to the login page

http://clubsports.mit.edu/join-a-club
To join a club

1) Go go [http://clubsports.mit.edu/join-a-club](http://clubsports.mit.edu/join-a-club)

2) Log in

3) Fill out each section and each tab

Continued on next page...
4) Your account will be “pending approval” from an officer of your club
To view your club’s roster

1) Go to http://clubsports.mit.edu/join-a-club

2) Log in

3) Click on to see someone’s profile, contact information, and emergency contact information
To view events your club is attending

1) Go go [http://clubsports.mit.edu/join-a-club](http://clubsports.mit.edu/join-a-club)

2) Log in

3) Click on Events
To approve or deactivate members

1) Go go [http://clubsports.mit.edu/join-a-club](http://clubsports.mit.edu/join-a-club)

2) Log in

3) Click on ![View](image) to see someone’s profile

Continued on next page...
4) Within their profile, make sure each step was completed

5) Select the appropriate status based on your club’s membership criteria

6) Click

7) To make them in active at a later point, go back into their profile and select ‘Inactive’

8) Click
To create an event my club is attending

1) Go go http://clubsports.mit.edu/join-a-club

2) Log in

3) Click on Events

Continued on next page...
3) Click on Add New Event

4) Fill out the appropriate info

5) Click submit

Continued on next page...
6) The event should be approved by the Club Sports office in 1-2 business days

7) To edit the event, click on ‘Basic Info’
To create a travel itinerary

1) Go go [http://clubsports.mit.edu/join-a-club](http://clubsports.mit.edu/join-a-club)

2) Log in

3) Click on Events

Continued on next page...
4) To submit a travel itinerary, click on ‘Members’

5) Select the members who will be attending the event
6) Fill out information about travel arrangements

7) The itinerary should be approved by the Club Sports office in 1-2 business days
To submit an event recap

1) Go go http://clubsports.mit.edu/join-a-club

2) Log in

3) Click on Events

Continued on next page...
4) Click on ‘Report’

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Event Type</th>
<th>Event Name/Opponent</th>
<th>Space/Field</th>
<th>Submitted</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08/23</td>
<td>Tournament (A)</td>
<td>Golf tournament: test</td>
<td></td>
<td></td>
<td>PENDING</td>
<td>EDIT</td>
</tr>
</tbody>
</table>

5) Fill in as much info as possible

6) Click Add Result if there were team and individual results

7) Click Save