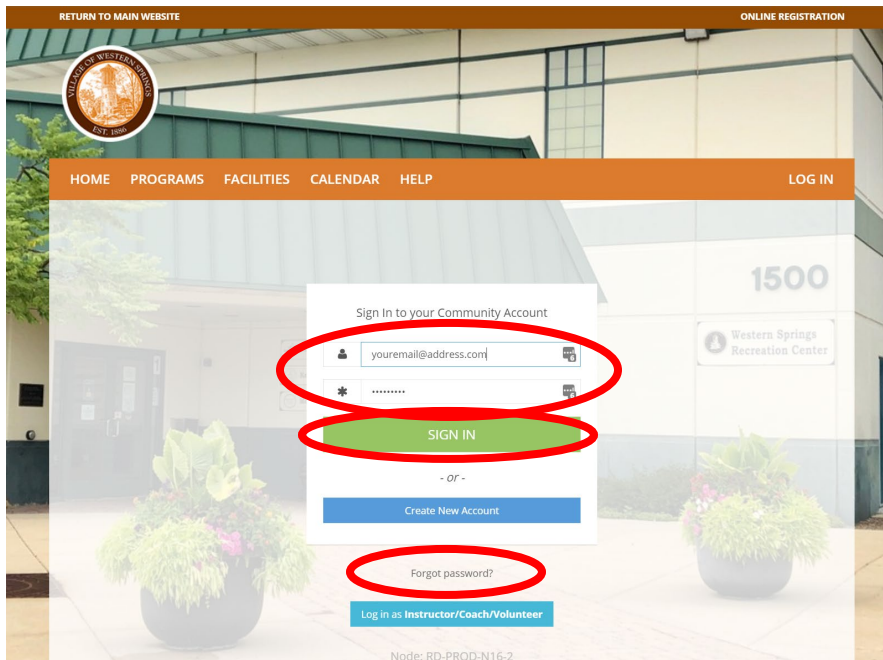


Instructions for setting up storing a credit card



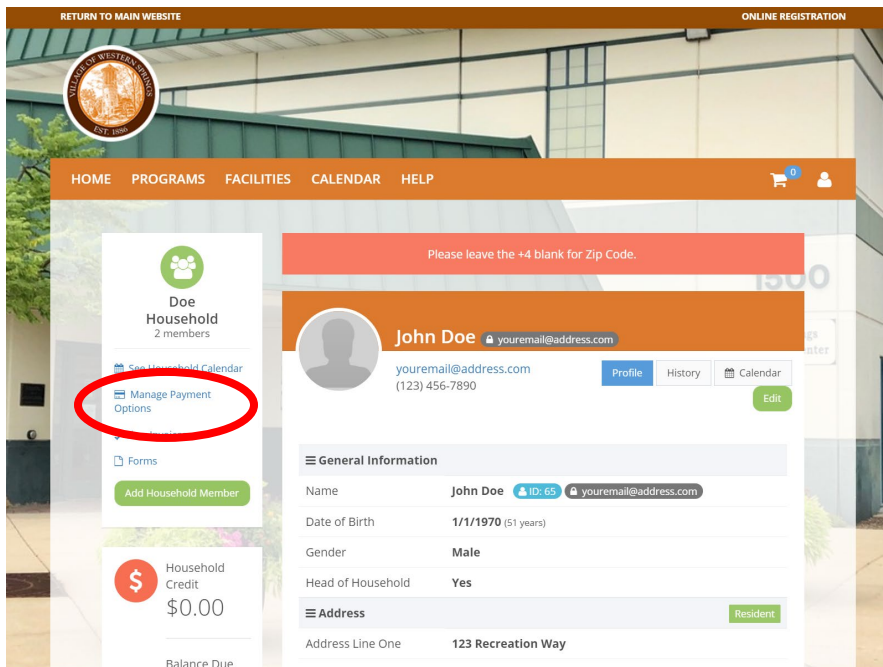
Go to

<https://wsprings.recdesk.com>

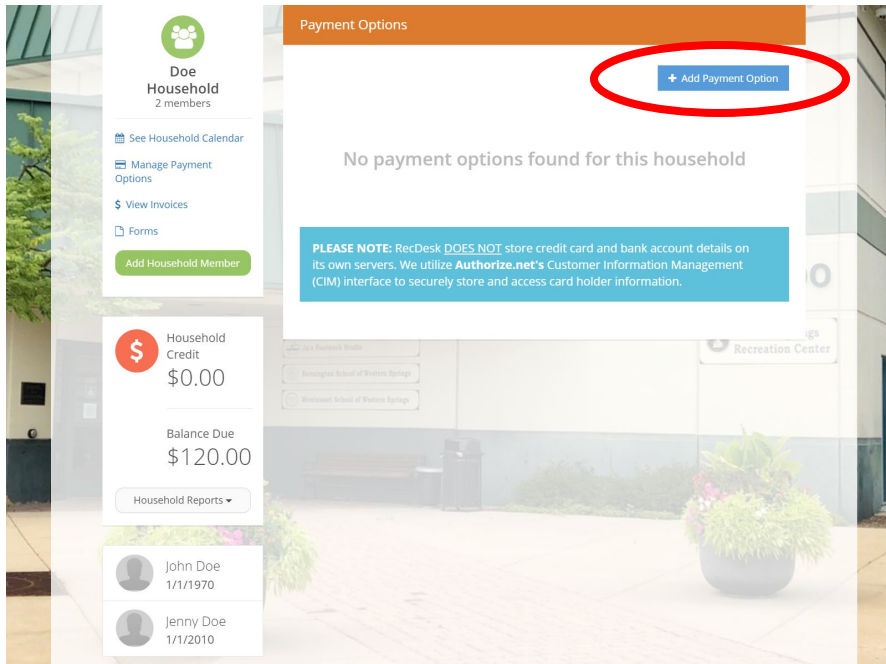
Enter your username and password

Click "SIGN IN"

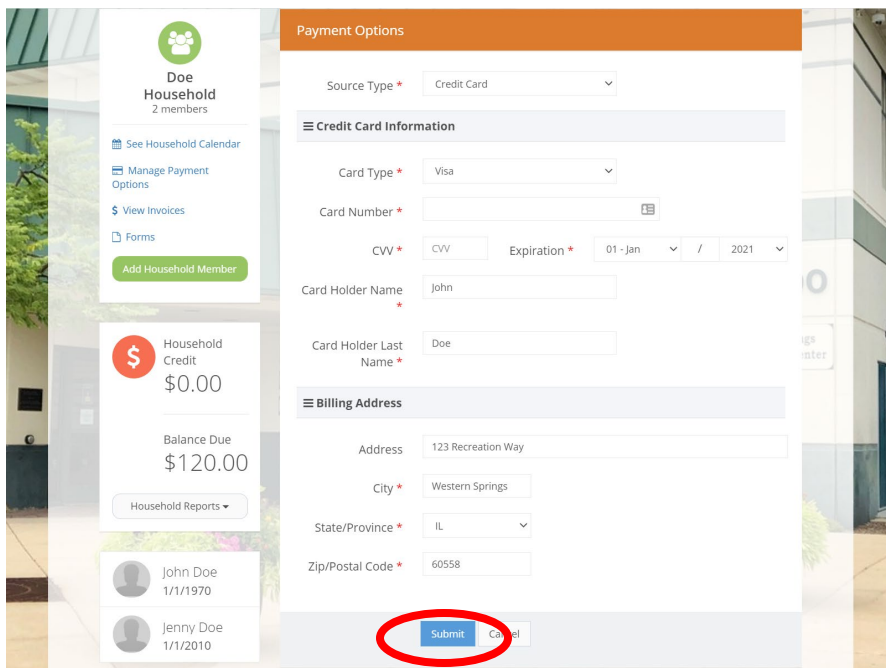
If you forgot your password, click on the "Forgot password?" link and follow the instructions.



Click on "Manage Payment Options"



Click on "Add Payment Option"



Enter your credit card information.
Click "Submit"
Now you will have a credit card on file.
You can now use this credit card when checking out or staff can use it if you need to call or email us about a program/reservation. Just say "use the card on file".