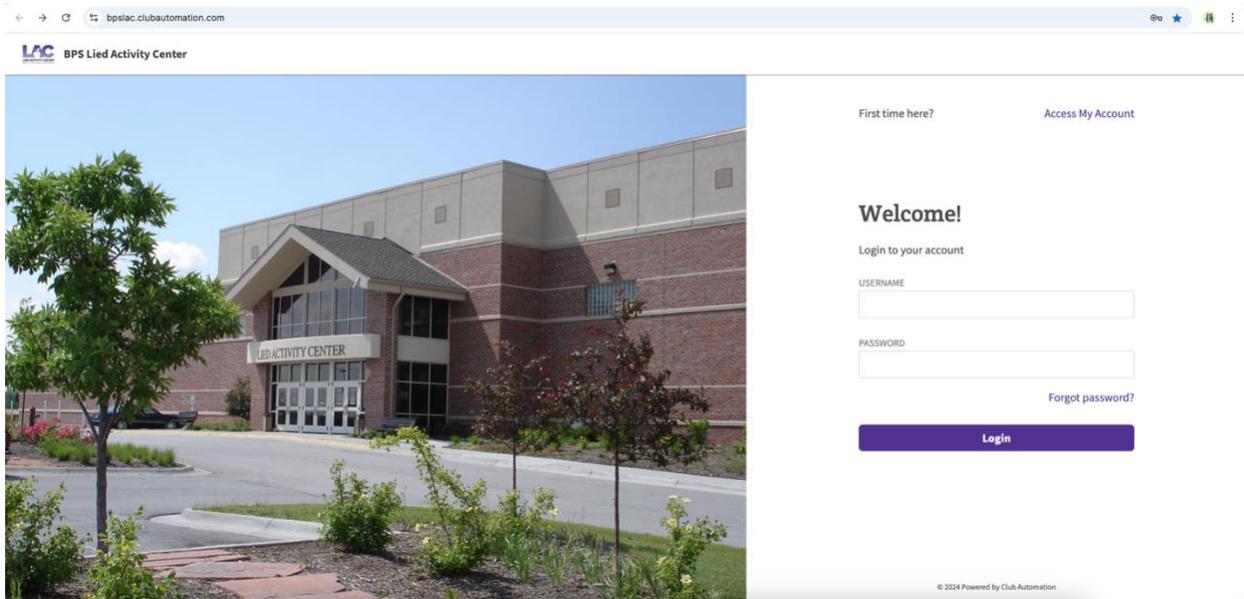




To sign up yourself or your children for activities at the Lied Activity Center each individual needs their own profile/account in Club Automation. If you as the parent or guardian already has a Club Automation account you can create a profile for them linked to your account. A membership is not required to sign up for activities at the Lied Activity Center, however a membership gives discounted prices on activities. Memberships cannot be shared, the individual signing up for an activity must be the one with an active membership in order to get the membership price.

To create a Club Automation Account with the Lied Activity Center go to: bpslac.clubautomation.com



To create a new profile click on “[Access My Account](#)” next to “First time here?” This will bring up the account creator.

- If you have a profile and do not remember your login information, or do not remember if you do have a profile, please call us at the Lied Activity Center at (402) 293-5000.
- If you purchased a membership at the Lied Activity Center and not online a username is automatically generated.
- If you signed up online your username should be the email you used to sign up originally.

Please be aware that the fields are case sensitive.

Once you have created an account you can create more profiles for additional family you would like linked to your account.

To learn how to add a family member to an existing profile, follow the steps below.

[First time here?](#) [Access My Account](#)

Welcome!

Login to your account

USERNAME

PASSWORD

[Forgot password?](#)

[Login](#)

[Already have an account?](#) [Login](#)

Welcome!

Create your account

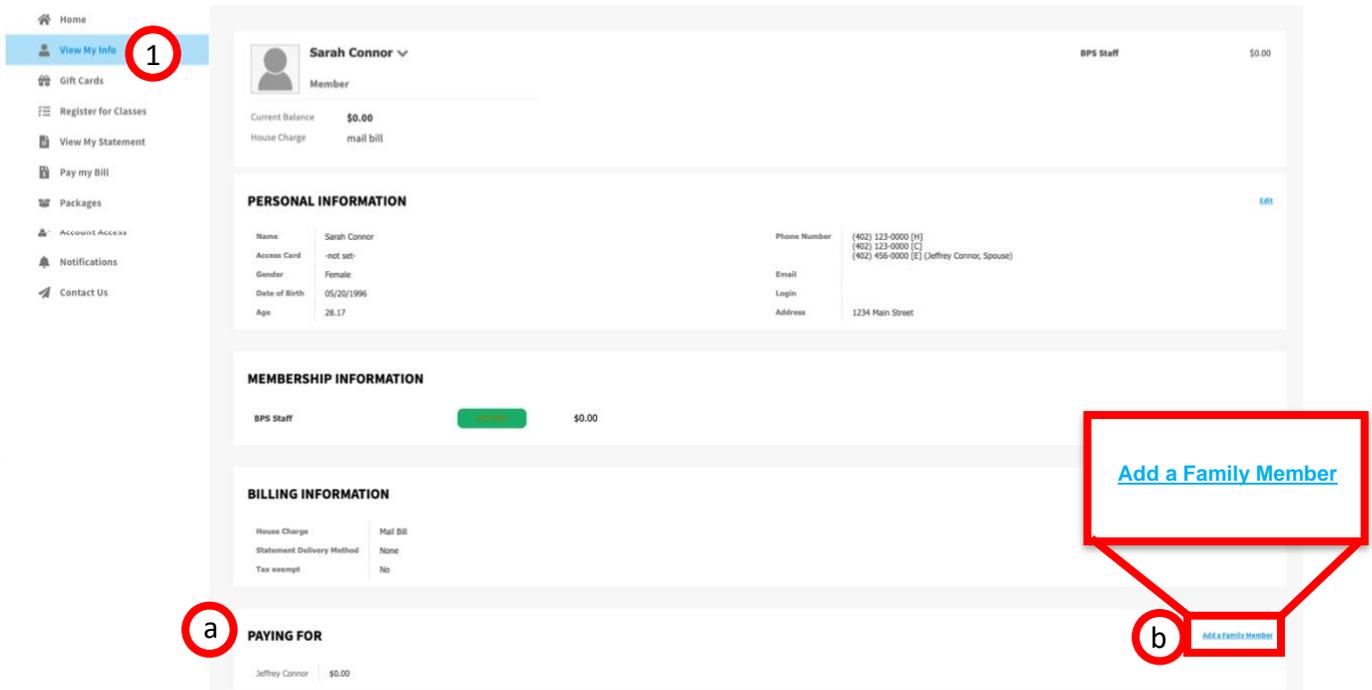
FIRST NAME LAST NAME

EMAIL ADDRESS

[Continue](#)

© 2024 Powered by Club Automation

Add a Family Member



1. Click on the “View my Info” Tab on the left-hand side of the screen.
 - a. Scroll down to the “PAYING FOR” section.
 - b. Click Add a Family Member.

The 'Add family members' pop-up form is shown. The title bar is circled with a red circle '2'. The 'Add a new family member' header is circled with a red circle 'a'. The form fields include First Name, Last Name, Gender (male/female), Birthday (mm/dd/yyyy), and Contact Info (checked 'Same as Primary'). The 'Add' button is circled with a red circle 'c'.

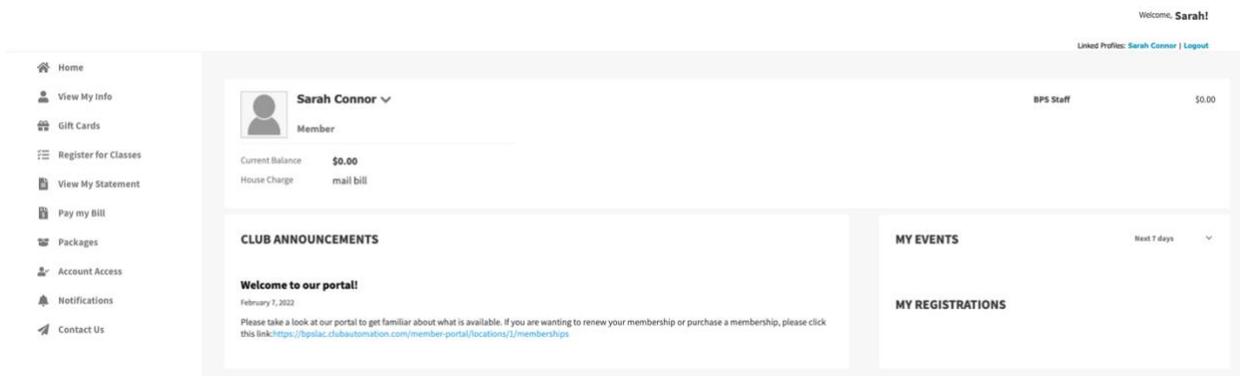
2. The “Add family members” pop-up will appear.
 - a. Fill out the required demographic information. *Note: First and Last Name are case sensitive.*
 - b. Keep the “Contact Info” box checked to retain the same phone and email contact information.
 - c. Click Add.



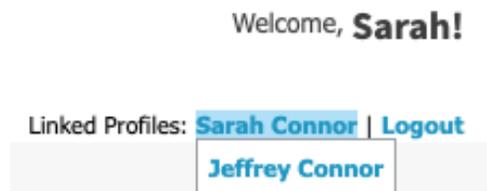
After the window closes the name of the member you added should appear under the “PAYING FOR” section.

★Once the account is linked you can sign up for programs under the child’s profile online or via the app. ★

To access linked profiles to sign up for activities, you can be logged into any account. However, to renew memberships you must be logged into the profile of the individual whose membership you would like to renew.



Linked profiles are located in the upper right corner. Click on the profile name to access the drop-down of linked accounts.

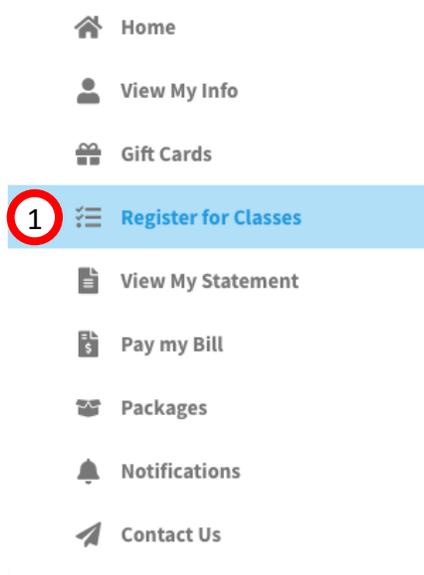


If the name of the person you would like to sign up for lessons appears in the drop-down skip to **Register for Classes**.

If the name does not appear, you must create a new account profile for the intended participant. Please refresh your page first, as there is sometimes a delay after initial creation.

REGISTER FOR CLASSES

As long as accounts are linked it does not matter what profile you are under when you register for classes.



1. Select “Register for Classes” on the left-hand menu.