

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

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Add a Family Member

😤 Home			
👗 View My Info	Sarah Connor 🗸		BPS Staff \$0.00
🔐 Gift Cards	Member		
f	Current Balance \$0.00		
🖺 View My Statement	House Charge mail bill		
Pay my Bill			
W Packages	PERSONAL INFORMATION		141
Account Access	Name Sarah Connor	Phone Number (402) 123-0000 [H] (402) 123-0000 [C]	
Notifications	Access Card -not set- Gender Female	(402) 455-0000 (E) (Jeffrey Connor, Spouse) Email	
A Contact Us	Date of Birth 05/20/1996	Login	
	Age 28.17	Address 1234 Main Street	
	BPS SCHT \$0.00		
	BILLING INFORMATION		Add a Family Member
	Ratemant Delivery Method None Tax exempt No		
(PAYING FOR		b edu a Kamila Member
	Jeffrey Connor \$0.00		— ——

- 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.



- 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.

PAYING FOR	2	
Jeffrey Connor	\$0.00	
Avery Connor	\$0.00	

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

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

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.

Welcome, Sarah!

			Linked Profiles: Sarah Connor	Logout
脅 Home				
🛔 View My Info	Sarah Connor 🗸		BPS Staff	\$0.00
Gift Cards	Member			
₩ Register for Classes	Current Balance \$0.00			
💾 View My Statement	House Charge mail bill			
Pay my Bill				
🐷 Packages	CLUB ANNOUNCEMENTS	MY EVENTS	Next 7 days	~
🚉 🖉 Account Access	Welcome to our portal!			
Notifications	February 7, 2022	MY REGISTRATIONS		
A Contact Us	Please take a look at our portal to get familiar about what is available. If you are wanning to renow your membership or purchase a membership, please click this link:http://bplaac.clubautonation.com/membersportal/locations//memberships			

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

	Welcome, Sarah!
Linked Profiles:	Sarah Connor Logout Jeffrey Connor

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.