



## **BU Cycling Clothing Order Ordering Instructions**

Clothing orders are completed through the BU FitRec website, by adding “classes” to your cart. Each clothing item is assigned a class, and you can add multiple of one item to your cart as well.

1. On the ordering form, please fill out the items and size that you would like, please also calculate the subtotal, as well as shipping costs (if your order is under \$50, we unfortunately have to add shipping).
2. Please access the FitRec website via this link here:  
<https://myfitrec.bu.edu/wbwsc/webtrac.wsc/search.html>
3. Click on “Advanced Search,” which will open a menu with three selection boxes. In the middle box, underneath “Category” is the option “Intramurals/Clubs” and click “Search”

## Advanced Search

Type

All Types  
Aquatics  
Aquatics (Special)  
Aquatics Session One  
Aquatics Session Two  
Aquatics SUMMER Two  
Camp and Vacation Program

Category

All Categories  
Adult Recreation  
Family Recreation  
Intramurals/Clubs

Activity Number

Search

Reset

- When the results appear below, please slightly scroll down to reveal the “Club Cycling-160004” menus. That will appear like the image below.

### Club Cycling - 160004

This class is for people who need their apparel order shipped. Please add this to your cart once if you need the team to mail you your items.

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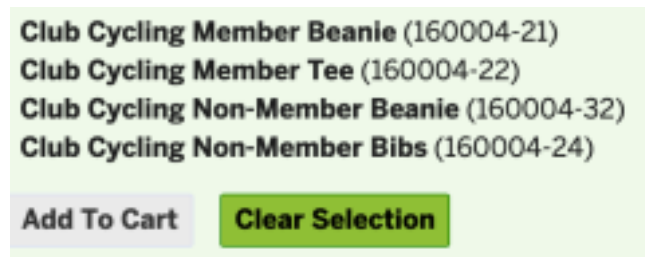
Section No.	Dates	Days	Times	Location	Fee (Member/Non-Member)	Info
160004-05	09/01/2018 -05/01/2019	Su, M, Tu, W, Th, F, Sa	12:00 am -12:00 am	FitRec	\$5.00/\$5.00	<a href="#">Item Details</a> <a href="#">+ Add To Cart</a>
160004-09	09/01/2018 -05/01/2019	Su, M, Tu, W, Th, F, Sa	12:00 am -12:00 am	FitRec	Check Item Details for Price/Check Item Details for Price	<a href="#">Item Details</a> <a href="#">+ Add To Selection List</a>
160004-10	09/01/2018 -05/01/2019	Su, M, Tu, W, Th, F, Sa	12:00 am -12:00 am	FitRec	Check Item Details for Price/Check Item Details for Price	<a href="#">Item Details</a> <a href="#">+ Add To Cart</a>
160004-11	09/01/2018 -05/01/2019	Su, M, Tu, W, Th, F, Sa	12:00 am -12:00 am	FitRec	Check Item Details for Price/Check Item Details for Price	<a href="#">Item Details</a> <a href="#">+ Add To Cart</a>

5. On the ordering form, for each type of apparel (cycling and casual), there is a table below (like the image below) listing each of the corresponding “Section Number” to each piece of apparel. Please make note of this number as it corresponds to the item that you will add to your cart.

*Payment Codes for MyFitRec:*

Item	Section Number	Item	Section Number
T-Shirt	160004-33	Down Jacket	160004-30
Hoodie	160004-29	Down Vest	160004-31
Race Hat (Beanie)	160004-32		

6. Back on the FitRec website, please click “Add To Cart” for the items that you wish to add. Your selection should appear in a lower dialogue box that opens on your screen, where you will be able to add those selections to your cart. Please click “Add To Cart” again.



7. You may be prompted to create a FitRec account, or log in. BU students and alumni should use their @bu.edu email. If you do not have a FitRec account, please follow the prompts to create an account.

8. At this point, you may be asked to sign waivers—these waivers are only applicable to actual FitRec classes, but appear on all FitRec purchases. Please click through to get to your shopping cart.
  
9. From your shopping cart, you are able to view and edit your items selected and proceed to the checkout process. A confirmation email should appear in your inbox within 10 minutes of ordering\*.

\* 2021/2022: We have been told that this year, FitRec's automated email confirmation system is not working. If you do not receive an email, you can still download a copy of your receipt from the "My Receipts" page in your FitRec account.

10. Finally, please send your ordering form to [bike@bu.edu](mailto:bike@bu.edu), making sure that your contact details—name, address, email, and phone number are within the form.

All that's left to do is wait to receive your BU Cycling gear!

If there are any questions, comments, or concerns, please contact [bike@bu.edu](mailto:bike@bu.edu) as soon as possible. Thank you!