

# The application process for the National Tsing Hua University sports venue membership card



## ① Step One

- 1 Log in to the Campus Information System (Other Systems – Sports Venue Ticketing System) or to the Physical Education Office (Sports Facilities – Rental System).
- 2 Log in to the ticketing and venue rental system.
- 3 Click "Register" and fill in the required information (personal photo must be within the last six months).
- 4 Complete and submit for review (wait for notification email on the review result).
- 5 Complete the registration and select the required venue membership card to apply.
- 6 After completing the membership card approval and making the payment at the Alumni Hall, the membership card will be activated for immediate use.

## ② Step Two

- 4 Log in to the ticketing system and click on "My Membership Card".
- 5 Select the membership card name (Weight Training Room Student Membership Card)
- 6 Click on "Use Sports Venue".
- 7 Click on "Use Membership Card to Enter" (QR code).

### Note

- Please have students and faculty/staff log in with their respective student or faculty/staff accounts and passwords (no registration required).
- Family members of faculty/staff should first select "General Public" to register, choose "Faculty/Staff Family Member" as their identity, and follow the registration steps.
- Alumni and the general public must register through the system to apply for an account and password; application and entry procedures are as described above.
- During class periods, only students and teachers attending classes are allowed entry; during open hours, entry requires a membership card, purchasing a single-use ticket, or making an online reservation (badminton, tennis) using QR code scanning for access.