

RecDesk Account Creation

HOW TO GUIDE

1 Create an Account

You will click "create account" on the home page. You will create a primary member profile (parent/guardian) then add members to complete your household account.

2 Submit Information

"Complete all the information on the primary member. You will also create a login ID & password. Click "submit". Please note: the login ID & password is how you will access the system from here on out.

3 Adding Household Members

You will be sent to the primary members profile. Click on "Add Household Members" to add each member of your household. Complete all the fields and submit.

4 Household Member Information

Repeat until all household members are added. Each child or adult associated with household should be added as an account member. This will allow for easy registration for any of our programs, memberships, events now and in the future.

5 Registrations and Reservations

Once all household members are added, you are ready to register for programs/memberships and request facilities.

6 Questions

If you have any questions, please contact us 304-234-3641