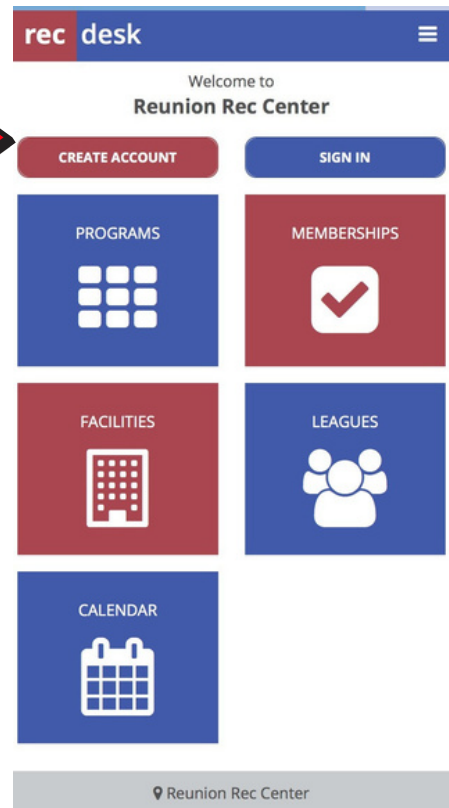
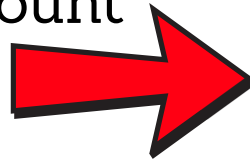


Steps for account creation

*only the head of the house (homeowner/renter) may create accounts

1) Select Create Account



rec desk

Online Account Approval Required

Please proceed with this profile set-up. This profile will need to be approved prior to allowing Online Registration and/or Reservations. You will be notified via email once that is complete.

Create Account

Name *

Bob

MI

Parr

Primary Phone *

(303) 555-5555

Primary Email Address *

mrincredible@denverymca.org

Continue >

Already have an account? [Log In](#)

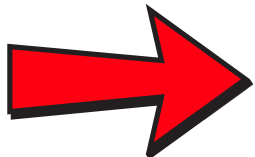
Reunion Rec Center

2) Fill in Head of Household Information and select Continue

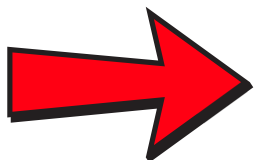
3) Continue filling in the Head of Household's information on the next page.

Please be sure to

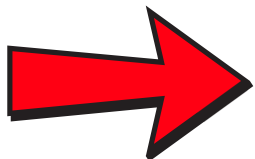
a) select the Head of Household button



b) divide your birthday by slashes



c) make emails match in case!



Name *

Head of Household

 (** This Member is included on email notifications to other Family Members)

Date of Birth *

Email Address *

Confirm Email Address *

≡ Login ID & Password

User Name *

Password *

Repeat Password *

Password strength: **Strong**

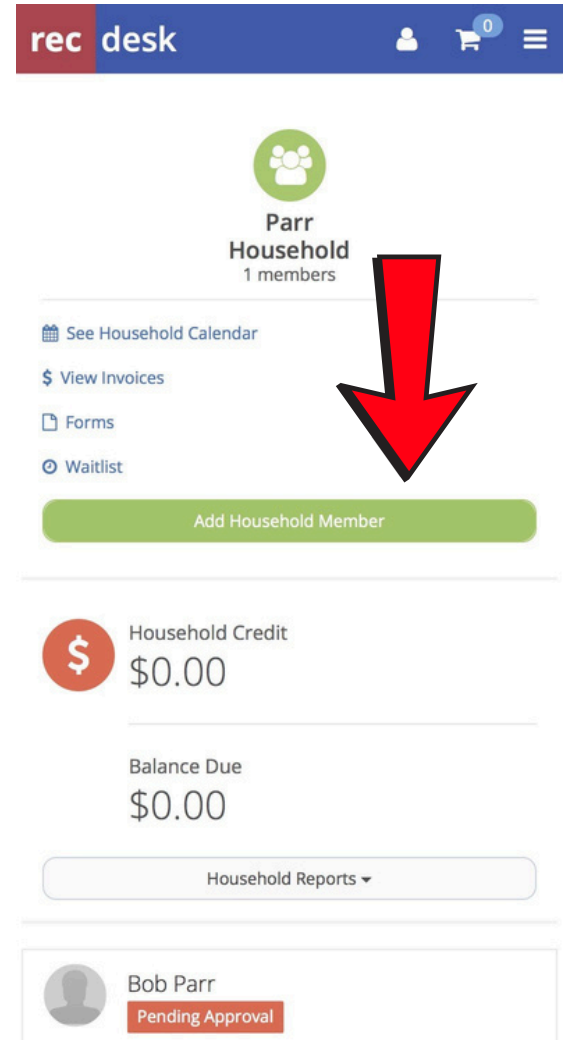
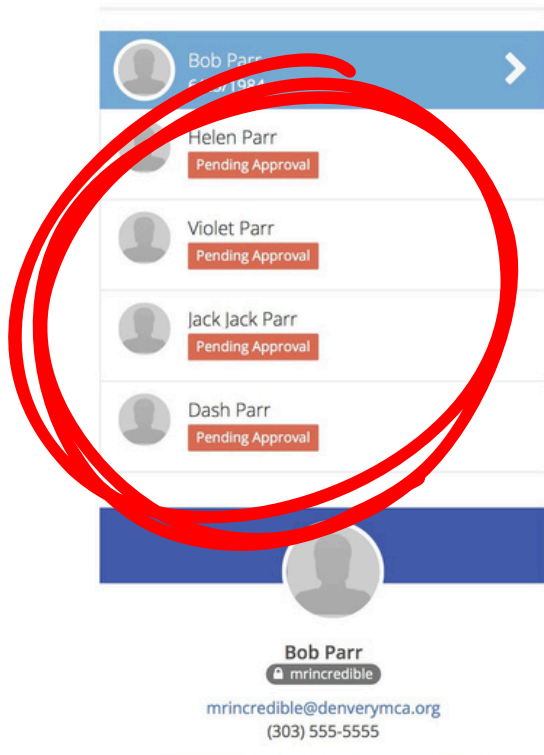
Submit

Cancel

d) save your username and password. You will need this later!

4) Once through, your account will say “Pending Approval.” While you wait for the staff to verify your address, please select “Add Household Member” and add each person who lives in the house.

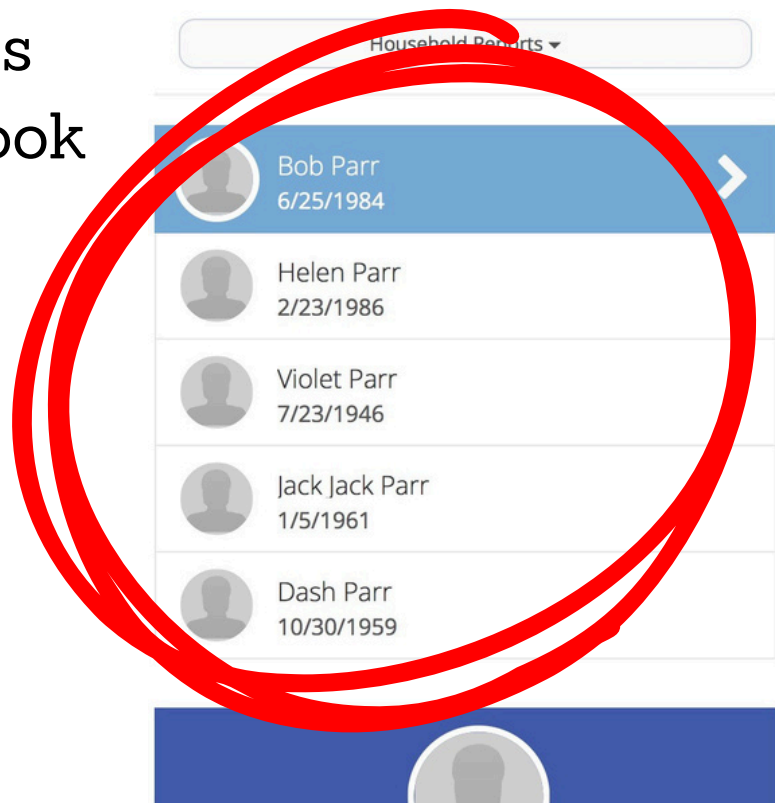
***When you’ve added your whole family, your profile should look a little something like this:



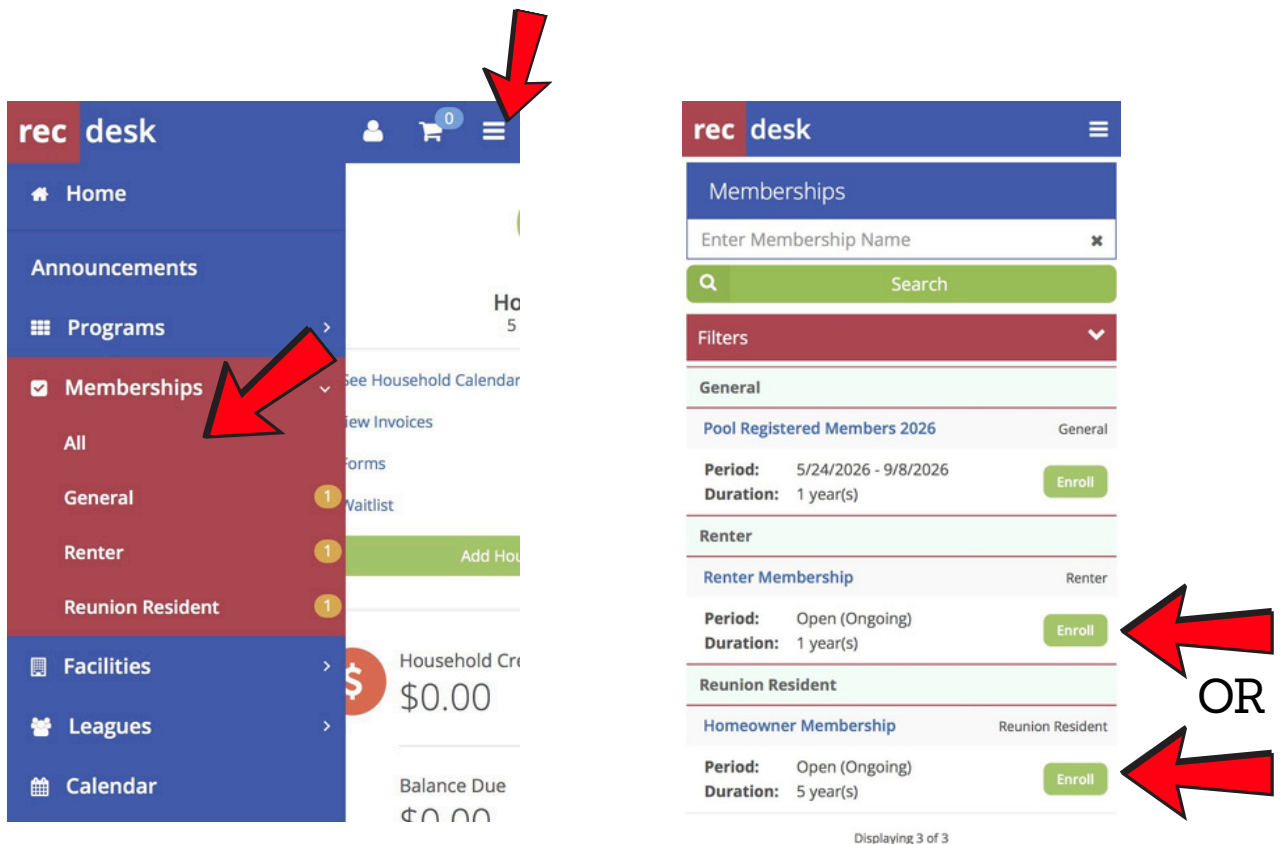
Now you must wait for the staff to approve your account. You will receive an email confirming approval. When you receive the email, return to reunionrec.recdesk.com and continue following the steps in this packet to enroll in a membership.

*****TO RECEIVE A BARCODE, YOU MUST ENROLL IN EITHER A HOMEOWNER OR A RENTER MEMBERSHIP AND COME INTO THE REC CENTER TO TAKE A PICTURE.*****

Once the staff approves your account, it should look like this:



5) Navigate to the Memberships Tab on the side menu and select All. Then, enroll in either the “Homeowner” or “Renter” Membership



6) Select the \$0.00 Fee Type

rec desk 0

Membership Registration

Membership Name *

Homeowner Membership

Fee Type *

- Select Fee

✓ - Select Fee Type -

Resident (Resident) - \$0.00

Period

Open (Ong

Fee Amount

\$0

7) Hit the box next to each member who you'd like to have access (usually all, even babies)

Members (5/10)

<input checked="" type="checkbox"/>	Bob Parr Primary Date of Birth: 6/25/1984	
<input checked="" type="checkbox"/>	Helen Parr Date of Birth: 2/23/1986	<input type="button" value="Set as primary"/>
<input checked="" type="checkbox"/>	Violet Parr Date of Birth: 7/23/1946	<input type="button" value="Set as primary"/>
<input checked="" type="checkbox"/>	Jack Jack Parr Date of Birth: 1/5/1961	<input type="button" value="Set as primary"/>
<input checked="" type="checkbox"/>	Dash Parr Date of Birth: 10/30/1959	<input type="button" value="Set as primary"/>

8) On the next page, checkout

Member(s): 5 Members

Bob Parr (Primary) Helen Parr

Violet Parr Jack Jack Parr Dash Parr

[Enroll another HOUSEHOLD MEMBER in this membership >](#)

Reunion Rec Center

Total: \$0.00

Please Note: you MUST go to *Check Out* and make *Payment* to complete the registration process. Spots in Programs **not guaranteed** until the Check Out process is complete.

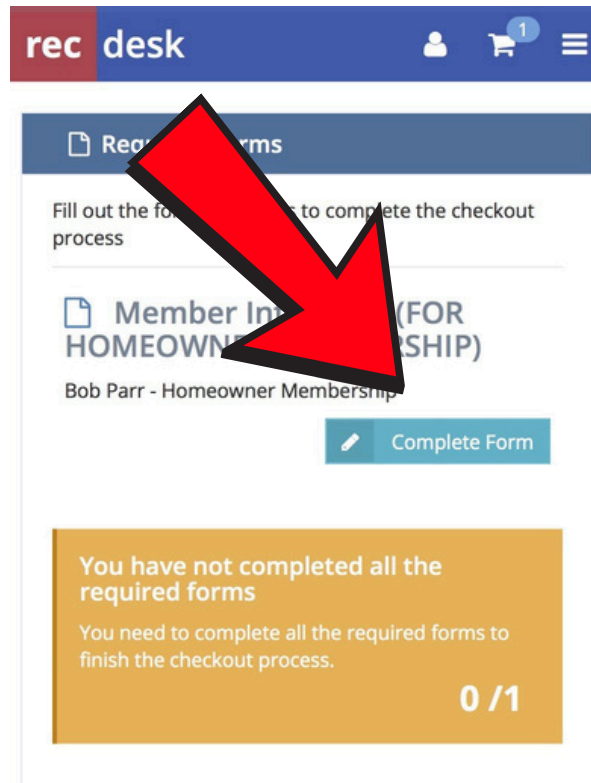
Reunion Rec Center

9) Read and accept the waiver

10) Hit "Complete Form": All Heads of Household and other members over the age of 21 need the appropriate documents

Heads of Household need Photo ID

Renters need their current lease agreement

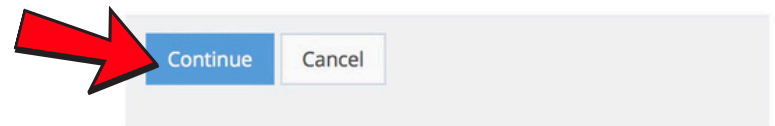


Other members over 21 need proof of residency AND Photo ID

11) Once that form is complete, hit this blue button...



...then hit Continue on the next page...



12) At this point, you must come into the rec center to take a picture. You will not receive your barcode until your picture has been taken.

To access your barcode, a) go to your account [hit the little person at the top of recdesk], b) select the desired person's name, and c) press "View Card". Screenshot to save.

