RecDesk Instructions

STEP #1

1. Go to: https://columbia.recdesk.com/recdeskportal/

2. Click on "Create Account" in the column on the left.

3. Choose one person to be the "Head of Household" in order to receive proper notificaitons from the Rec. Dept.

4. Create a Login & Password at the bottom of the page.

5. Click save.

STEP #2

1. Click on "View Profile or Add New Family Members"

Congratulations! You have completed your member profile setup. You can browse and register for Programs by selecting the Programs menu item to the left or clicking on on the *Browse Program List* button below.

To set up profiles for **additional family members**, click on the *View Profile or Add New Family Members* button below.

View Profile or Add New Family Members   Browse Program List

STEP #3

1. Click on the blue button on the right side of the screen which says: "Add New Family Members."

2. Do this for each member of your family/household.

RecDesk Instructions

STEP #4

1. Click on "Programs" on the menu bar on the left to view current offerings — or — click on "Online Registration" to register for a program.

   PROGRAMS

   ONLINE REGISTRATION

2. Choose the appropriate program you would like to register for.

3. Click "Register Now" in the upper right hand corner.

   Register Now

ⓘ Note: You will receive an email confirmation from auto@recdesk.com. Please bring this to your program/class as proof of purchase. If you registered your **5th-12th grade** child for **BASKETBALL**, you **MUST** also order a jersey if they do not already own one.

STEP #5

1. Fill out the appropriate information and click "Save."

   Member: Nikki Testing **

   ⓘ Please Note: This is the actual Program Registrant, <u>not</u> the Parent or Guardian registering a child. If the Member to register is not listed in drop down list, click the Profile & History button to the left and Add New Group/Family Member

   Program Name: Women's Basketball

   Fee Type: Resident - $50.00

   Amount: 50.00

   Note: I am not allergic to basketball.

STEP #6

   Save

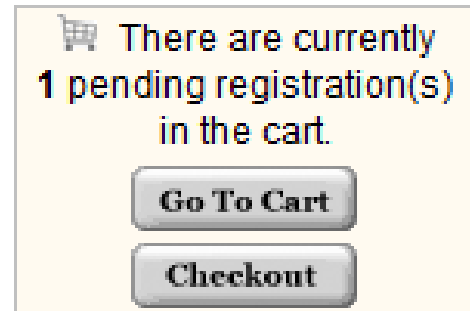1. Click "Add New Registration" to add another person.

   Edit   Remove

   [Add New Registration]

RecDesk Instructions

STEP #7

1. After you have entered all participants for each program you wish to enroll in, click "Checkout" in the bottom left side of the screen.

🛒 There are currently **1** pending registration(s) in the cart.

Go To Cart

Checkout

STEP #8

1. Accept the waiver in order to proceed.

2. Enter your credit card information, click "Continue" and complete the process. You will receive an email from auto@recdesk.com with the following information:

Thank you for registering for programs with Columbia Recreation Department through the RecDesk Community portal. The following is a summary of your payment and registration information. Please contact Columbia Recreation Department with any questions.

Payment information:
Payment method: Check
Amount: $
Processing Fee: $