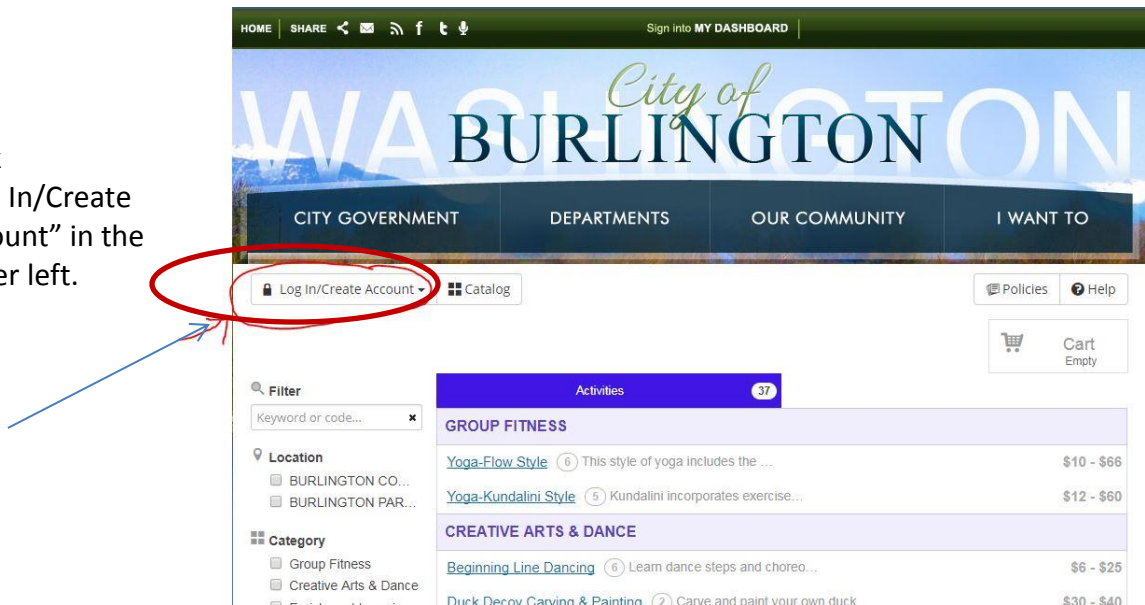


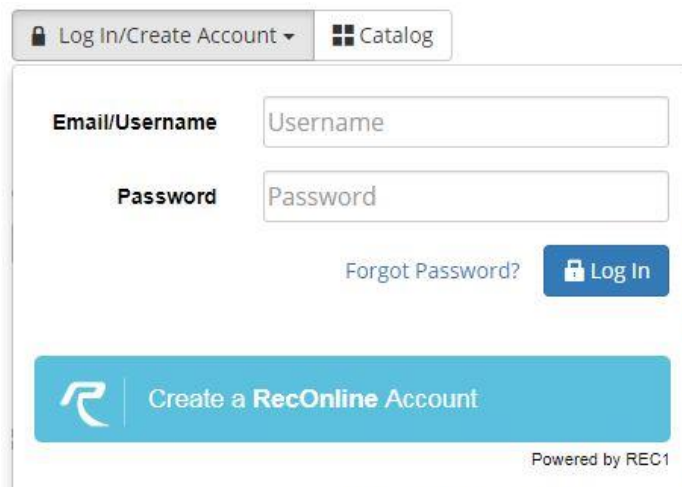
How to create a RecOnline account for online registration

- Navigate to the City of Burlington Parks & Recreation online registration portal
 - secure.rec1.com/WA/burlington-wa/catalog
You can also access Online Registration by navigating the main menu options on the City of Burlington website www.burlingtonwa.gov

- Click “Log In/Create Account” in the upper left.



- The following menu will appear:



The screenshot shows the login and account creation form. It features a 'Log In/Create Account' button and a 'Catalog' button. The form has two input fields: 'Email/Username' with the placeholder 'Username' and 'Password' with the placeholder 'Password'. Below the password field is a 'Forgot Password?' link and a 'Log In' button. At the bottom, there is a large blue button with the RecOnline logo and the text 'Create a RecOnline Account'. The footer of the form says 'Powered by REC1'.

3. Choose "Create a BPR Account" if you don't already have an account.



4. Enter all required fields (Marked with "*")

BPR Sign-Up

Step 1: Account Holder Step 2: Other Account Members

Account holder must be an Adult.

BASICS

Account Type: Individual Organization

Name*: First Name Midd Last Name N/A

Date of Birth*: mm/dd/YYYY

Gender*: Male Female

What school district do ... What school district do yo

CONTACT INFO

Phone 1*: Phone 1 Label
No Mobile Carrier

Phone 2: Phone 2 Label
No Mobile Carrier

Phone 3: Phone 3 Label

ADDRESS

Address Line 1 * ? Address Line 1

Address Line 2 Address Line 2

Zip/Postal Code* Zip/Postal Code

City/Municipality* City/Municipality

State/Providence* AL

Country* United States

ACCOUNT SETTINGS

Email* Email

Password* Password

Confirm Password* Confirm Password

Passwords must be at least 8 characters long and contain characters from at least 3 of the

Cancel Next Step: Other Account Members

5. If you have additional family members to add, click to enter their information as well.
 - **NOTE: Family members must be in your account first in order to register them for a specific program.**



6. Click "Next" then "Save & Close" You will then be logged in to the system automatically.

Your username = your email address