

Online Registration Available!

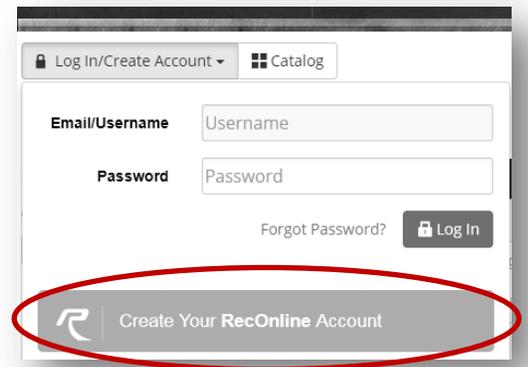
Create a RecOnline account using your PC or Laptop



1. Navigate to the Burlington Parks & Recreation online registration portal at: www.burlingtonwa.gov/parksandrec. Select **“Online Registration”** from the left menu.
2. Click **“Log In/Create Account”** in the upper left.



3. The following menu will appear. Click on the blue bar to **“Create Your RecOnline Account”**.



4. Enter all required fields (marked with **“*”**) then click on **“Next Step: Other Account Members”**
Please Note: Family members must be in your account first in order to register them for a specific program.

A screenshot of the 'RecOnline Sign-Up' form. The form is divided into sections: 'BASICS', 'CONTACT INFO', 'ADDRESS', and 'ACCOUNT SETTINGS'. The 'BASICS' section includes fields for 'Account Type', 'Name', 'Date of Birth', and 'Gender'. 'CONTACT INFO' includes phone numbers and carrier options. 'ADDRESS' includes address lines, zip code, city, state, and country. 'ACCOUNT SETTINGS' includes 'Primary Email', 'Password', and 'Confirm Password'. A note at the bottom right states: 'Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters'. At the bottom right of the form, there are 'Cancel' and 'Next Step: Other Account Members' buttons, with the latter circled in red.

- Click on “**Add Account Member**” then enter the First & Last Name, Gender and Birthdate of each family member you would like included on your Account Profile.

- Click “**Save & Close**” on the lower right corner of the screen.
- You will then be logged into the RecOnline registration website automatically. Please note that you can access your Account Profile, RecOnline Help and our program Policies from the header menu-bar.

- Click on the **Activity title** to learn more about the individual programs offered within it. (i.e. click on “**Photography**” to view the variety of photography classes offered and their scheduled dates and times).
- You should be able to easily register from the program descriptions page by following the screen prompts.