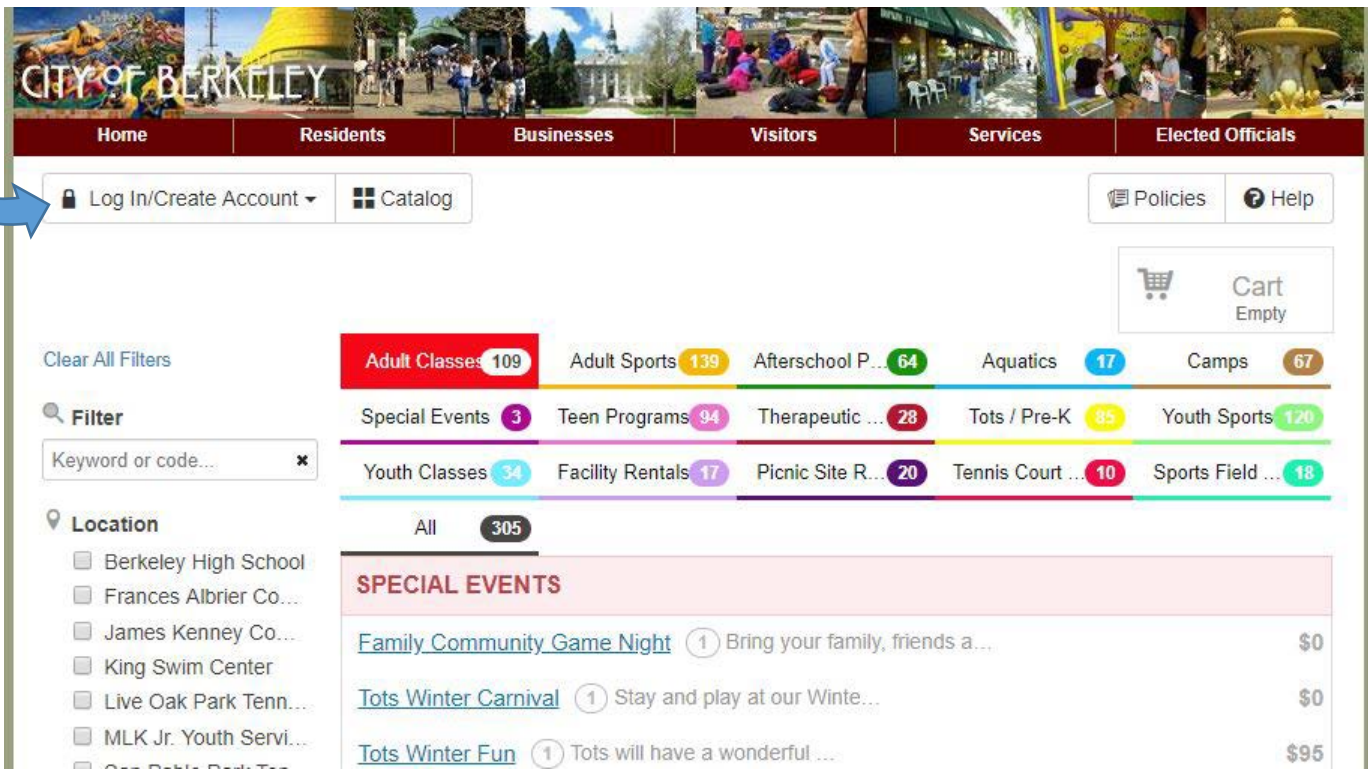


## Creating an Account in CivicRec:

Welcome to CivicRec, the City of Berkeley Recreation Division's new online registration system. Please follow the directions below to login or setup an account in this new system.

1. Visit the City of Berkeley [City of Berkeley Aquatic Webpage](https://www.cityofberkeley.info/Parks_Rec_Waterfront/Recreation/Aquatics_Programs.aspx) ([https://www.cityofberkeley.info/Parks\\_Rec\\_Waterfront/Recreation/Aquatics\\_Programs.aspx](https://www.cityofberkeley.info/Parks_Rec_Waterfront/Recreation/Aquatics_Programs.aspx)).
2. Click the Green 'Register Now' Button. You will be navigated to the CivicRec registration page.
  - i. In the upper left corner, select 'Log In/Create Account'



The screenshot shows the CivicRec website interface. A blue arrow points to the 'Log In/Create Account' button in the top navigation bar. The website features a header with the City of Berkeley logo and navigation tabs: Home, Residents, Businesses, Visitors, Services, and Elected Officials. Below the header is a navigation bar with 'Log In/Create Account' and 'Catalog' buttons. On the right, there are links for 'Policies' and 'Help', and a 'Cart Empty' indicator. The main content area displays a grid of activity categories with counts: Adult Classes (109), Adult Sports (139), Afterschool P... (64), Aquatics (17), Camps (67), Special Events (3), Teen Programs (94), Therapeutic ... (28), Tots / Pre-K (85), Youth Sports (120), Youth Classes (34), Facility Rentals (17), Picnic Site R... (20), Tennis Court ... (10), and Sports Field ... (18). Below this is a 'Location' filter section with a list of locations: Berkeley High School, Frances Albrier Co..., James Kenney Co..., King Swim Center, Live Oak Park Tenn..., MLK Jr. Youth Servi..., and Oak Park. The 'SPECIAL EVENTS' section is highlighted in pink and lists three events: 'Family Community Game Night' (1) for \$0, 'Tots Winter Carnival' (1) for \$0, and 'Tots Winter Fun' (1) for \$95.

## Creating an Account in CivicRec:

### 3. Create your account:

- a. To create a new City of Berkeley (COB) account:

The screenshot shows the City of Berkeley CivicRec website interface. At the top, there is a navigation bar with links for Home, Residents, Businesses, Visitors, and Services. Below the navigation bar, there is a dropdown menu for "Log In/Create Account" and a "Catalog" button. The main content area features a message from the City of Berkeley Recreation Division stating that they use Rec1 for online registration and that users can log in or create an account using their Facebook or Google accounts. Below this message, there are four buttons: "Log In with Facebook", "Log In with Google", "Log In with Email", and "Create Your COB Account". A blue arrow points from the "Create Your COB Account" button to the "i." label in the bottom left corner. To the right of the main content area, there is a sidebar with a list of activities and their respective counts: Afterschool P... (64), Therapeutic ... (28), and Picnic Site R... (20). Below the sidebar, there are several promotional banners for various programs, including "Pre-K Winter Fun", "Leadership For Life Academy", and "Pre-K Power Play".

City of Berkeley Recreation Division uses Rec1 for online registration. Use your Facebook or Google account to login or create your account. We only access your name and email for login purposes.

If you have an existing username & password, use "Log In with Email" below.

[Log In with Facebook](#)

[Log In with Google](#)

[Log In with Email](#)

Powered by REC1

[Create Your COB Account](#)

Powered by REC1

Special Interest

Boxing

Martial Arts

[Pre-K Winter Fun](#) (1) Children will have a great ...

[Leadership For Life Academy](#) (1) This program is designed t...

[Pre-K Power Play](#) (2) This early childhood educa...

Afterschool P... 64 Ac

Therapeutic ... 28 Tots

Picnic Site R... 20 Tenni

Bring your family, friends a...

lay at our Winte...

wonderful ...

Bring your family, friends a...

Join us for a fun and intera...

## Creating an Account in CivicRec:

- ii. **Follow the prompts**, adding your **contact information** to setup your family account.
- iii. **Click Next Step: Other Account Members** when finish

**CITY OF BERKLEY**

Home Residents Businesses Visitors Services Elected Officials

### COB Sign-Up

**Account Type** Individual Organization

**Name\*** First Name Middle Na Last Name N/A

**Date of Birth\*** mm/dd/YYYY

**Gender** ▾

**Emergency Contact #1: ...** Emergency Contact #1: Na

**Emergency Contact #1: ...** Emergency Contact #1: Ph

**Emergency Contact #2: ...** Emergency Contact #2: Na

**Emergency Contact #2: ...** Emergency Contact #2: Ph

**CONTACT INFO**

**Phone 1\*** Phone 1 Label No Mobile Carrier ▾

**Phone 2** Phone 2 Label No Mobile Carrier ▾

**Phone 3** Phone 3 Label No Mobile Carrier ▾

**Email Preferences** Add Email

**Address Line 1\* ?** Address Line 1

**Address Line 2** Address Line 2

**Zip Code, City, State\*** Zip Code City AL ▾

**County/Parish** Other ▾

**ACCOUNT SETTINGS**

**Primary Email\*** Primary Email

**Password\*** Password

**Confirm Password\*** Confirm Password

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

Cancel Next Step: Other Account Members

## Creating an Account in CivicRec:

- iv. **Add additional account members** as needed:

CITY OF BERKELEY

COB Sign-Up

Home Residents Businesses Visitors Services Elected Officials

Step 1: Account Holder Step 2: Other Account Members

First, Last, DOB, Grade Add Account Member

Cancel Save & Close

- v. That's it! **Click 'Save & Close'** and **you're ready to start using our new system.**

Please call our Recreation Customer Service hub at 510.981.5150 if you have any question.