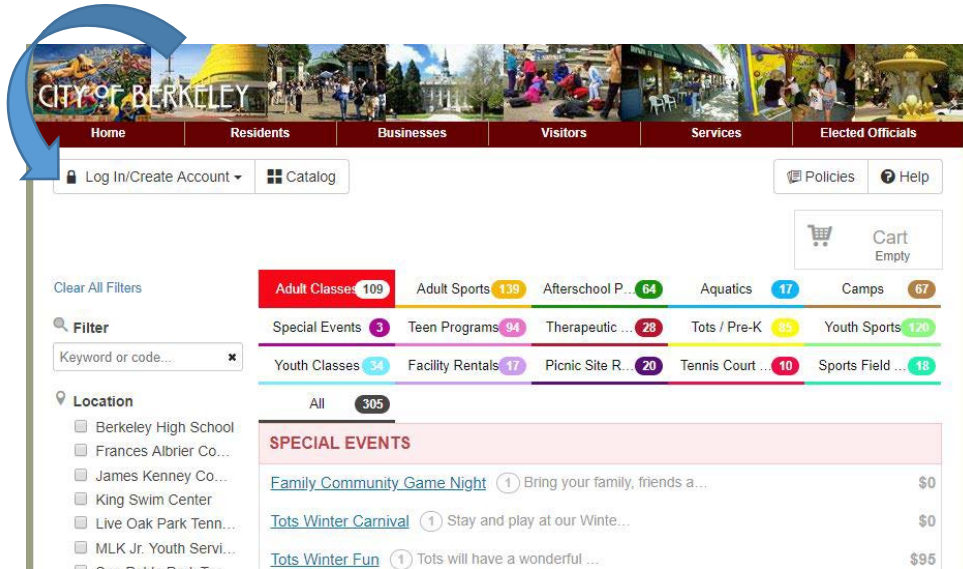
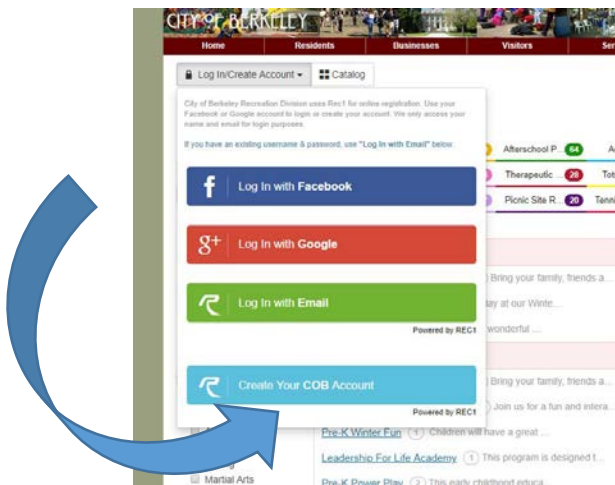


Creating an Account in CivicRec:

1. Visit the City of Berkeley Recreation Division Home Page (<http://CityofBerkeley.info/Recreation>).
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'**



3. **Choose how you would like to log in to your account:**



4. Follow the prompts, adding your contact information to setup your family account.
5. Click Next Step: Other Account Members when finish

COB 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 | Middle Na | Last Name | N/A

Date of Birth: mm/dd/YYYY

Gender: |

T-shirt Size: |

ADDRESS

Address Line 1: | Address Line 1

Address Line 2: | Address Line 2

Zip Code, City, State: | Zip Code | City | AL

County/Parish: Other

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

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

6. Add additional account members as needed:

COB Sign-Up

Step 1: Account Holder | Step 2: Other Account Members

First, Last, DOB, Grade | Add Account Member

Cancel | Save & Close

7. That's It! Hit 'Save & Close', and you're ready to start using our new system.