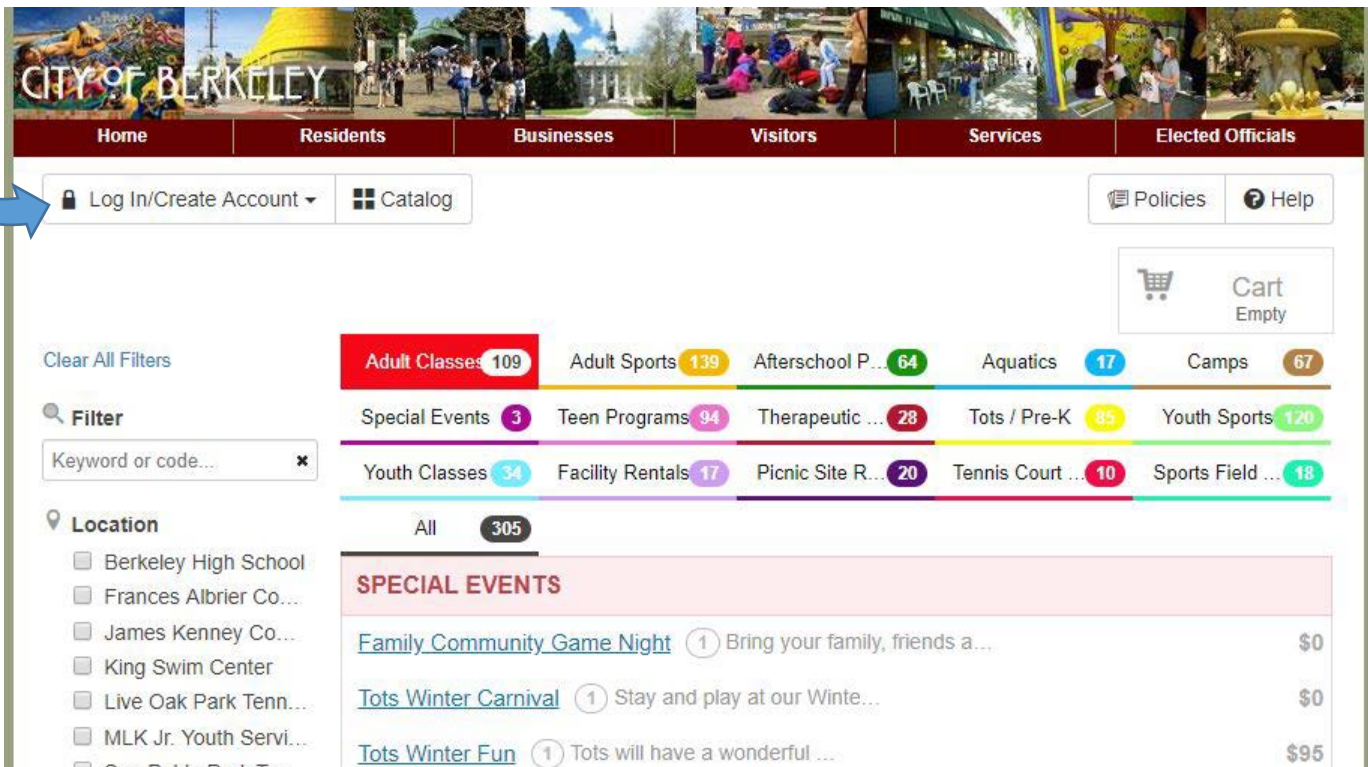


## How to Access CivicRec

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 [Recreation Division Home Page \(https://CityofBerkeley.info/Recreation\)](https://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**



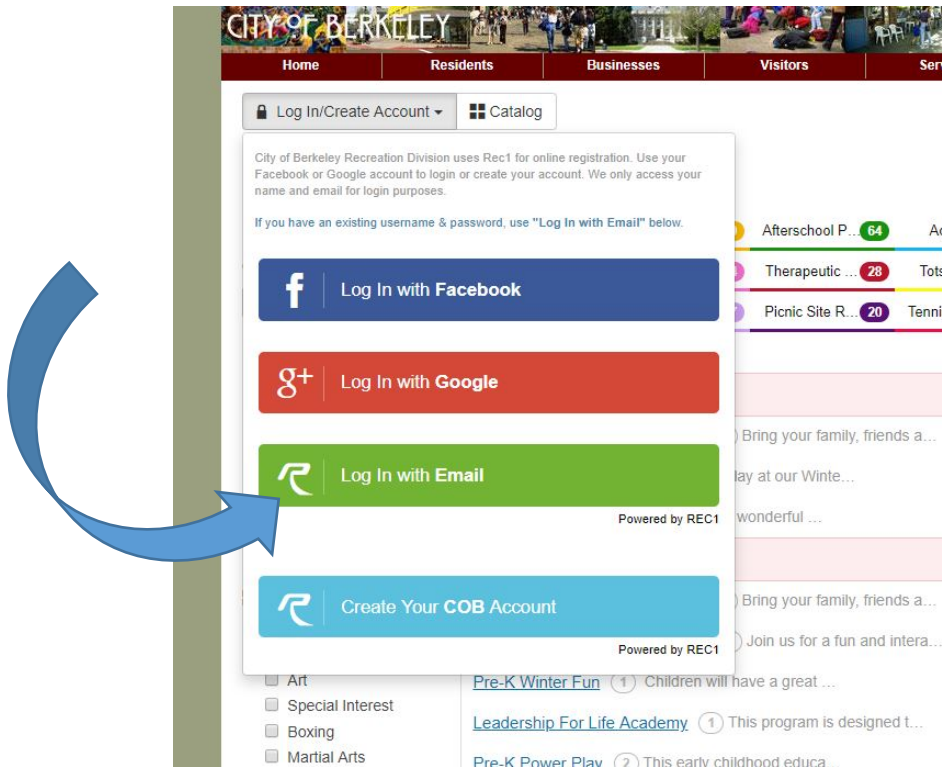
The screenshot displays the CivicRec website interface. At the top, there is a navigation bar with links for Home, Residents, Businesses, Visitors, Services, and Elected Officials. Below this, a secondary navigation bar includes a 'Log In/Create Account' button (highlighted with a blue arrow), a 'Catalog' button, 'Policies', and 'Help'. A shopping cart icon indicates an empty cart. The main content area features 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). A 'Location' filter is visible on the left, listing various facilities. The 'SPECIAL EVENTS' section lists three events: 'Family Community Game Night' for \$0, 'Tots Winter Carnival' for \$0, and 'Tots Winter Fun' for \$95.

Category	Count
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
Sports Field ...	18

Event Name	Count	Price
Family Community Game Night	1	\$0
Tots Winter Carnival	1	\$0
Tots Winter Fun	1	\$95

## How to Access CivicRec

3. **Choose** how you would like to log in to **your account**:
  - a. For customers who have received an email about **an account having already been created for you**, you would want to:
    - i. Click **Log in with Email**



The screenshot shows the CivicRec login interface for the City of Berkeley. At the top, there is a navigation bar with links for Home, Residents, Businesses, Visitors, and Services. Below this is a 'Log In/Create Account' dropdown menu and a 'Catalog' button. A white modal window is open, displaying the following options:

- Log In with Facebook
- Log In with Google
- Log In with Email (highlighted with a blue arrow)
- Create Your COB Account

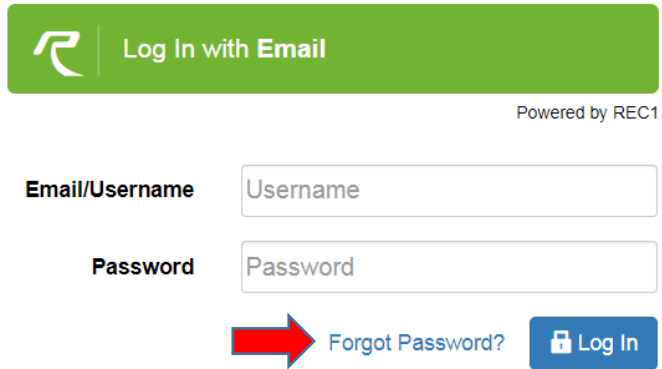
Each option is powered by REC1. Below the modal, there are checkboxes for 'Art', 'Special Interest', 'Boxing', and 'Marital Arts'. To the right, a sidebar shows a list of activities with counts: Afterschool P... (64), Therapeutic ... (28), and Picnic Site R... (20). At the bottom, there are links for 'Pre-K Winter Fun', 'Leadership For Life Academy', and 'Pre-K Power Play'.

## How to Access CivicRec

### ii. Click **Forgot Password**

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.



Powered by REC1

### iii. Enter your email address and then click Submit Forgot Password

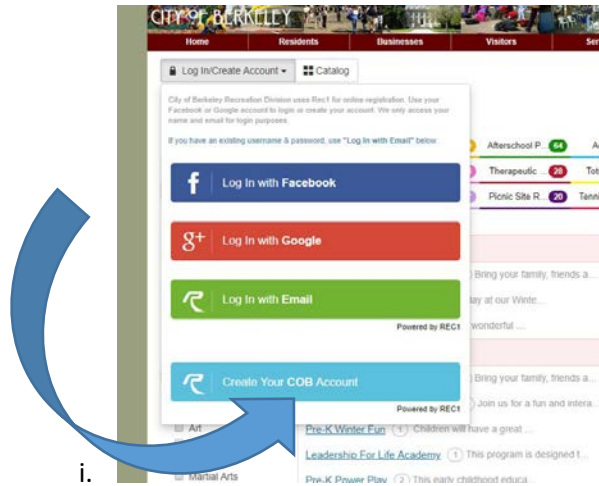
Please enter your email address, a new password will be emailed to you.



### iv. The system will send you an email to reset your password

## How to Access CivicRec

- b. For customer who did not receive an email about an account having been created for you, then you can choose to login with your Facebook or Google account. Alternatively, you can **create a new City of Berkeley (COB) account**:



## How to Access 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

**ACCOUNT SETTINGS**

Address Line 1\*  Address Line 1

Address Line 2  Address Line 2

Zip Code, City, State\*:  Zip Code  City

County/Parish:

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

## How to Access 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.