

# Online Registration Available!

## Create a RecOnline account using your Smart Phone



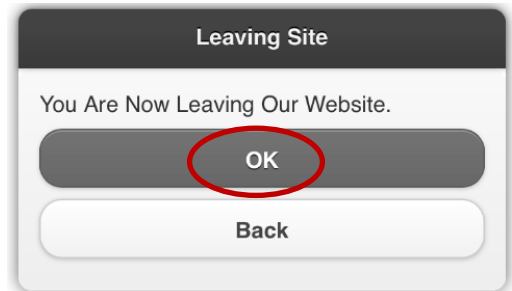
1. Navigate to the Burlington Parks & Recreation online registration portal at: [www.burlingtonwa.gov/parksandrec](http://www.burlingtonwa.gov/parksandrec).

Click on the “Recreation Program Catalog” link (“[here](#)”).

### Parks & Recreation

Online Registration Now Available!  
Register online or browse the **Recreation Program Catalog** [here](#).

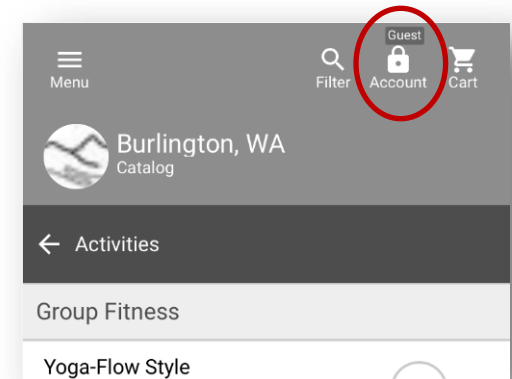
2. Click “**OK**” to enter passed the “You Are Now Leaving Our Website” Notice.



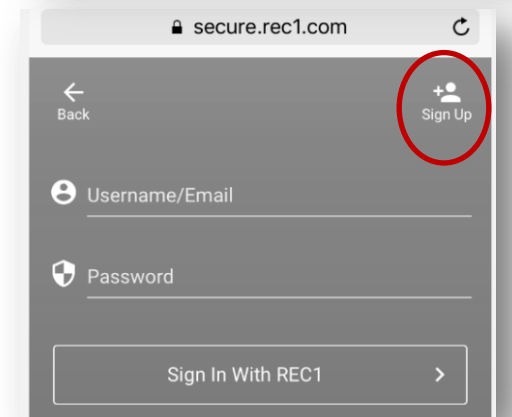
3. The Recreation Program Catalog will appear on screen.

From there, you can browse the catalog or create an account if you would like to use the website for online registration.

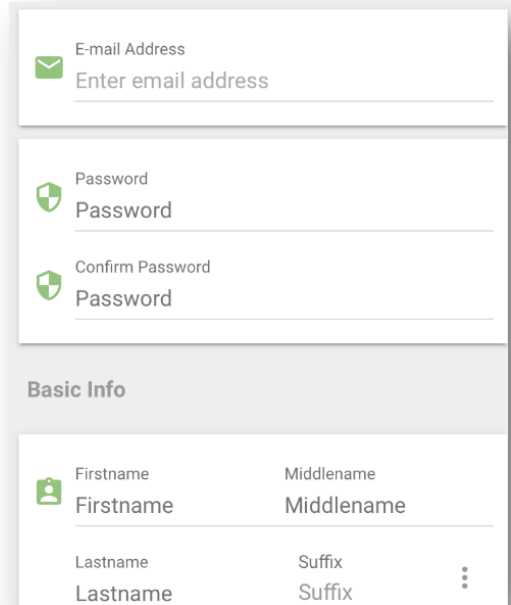
Click on “**Account**” in the upper right portion of your screen to create your account profile.



4. Click on “**Sign Up**” in the upper right portion of your screen. On the next screen you will fill in your contact information



5. • Enter your email address
  - Create a password which is at least 8 characters long and contains characters from 3 of the following 4 categories:
    - lower case letters
    - upper case letters
    - numbers
    - special characters
  - Build your profile which must include:
    - your first & last name
    - gender
    - birthdate
    - phone number
    - mailing address
  - Once you are finished building your profile, click on **“Create Account”** at the very bottom of your screen.



The screenshot shows a registration form with the following sections:

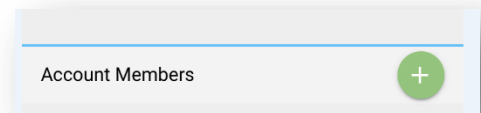
- Email Address:** A field with a green envelope icon and the placeholder text "Enter email address".
- Password:** A field with a green shield icon and the placeholder text "Password".
- Confirm Password:** A field with a green shield icon and the placeholder text "Password".
- Basic Info:** A section with a green person icon and four input fields:
 

Firstname	Middlename
Firstname	Middlename
Lastname	Suffix
Lastname	Suffix

 A vertical ellipsis icon is located to the right of the Suffix field.

6. Do you have other family members that you will manage program registrations for?

- If yes, click on **“Account”** at the top right of your screen, then scroll to the very bottom of your screen and click on the green **“+”** sign



- If no, feel free to browse the catalog!

7. When browsing the catalog, click on **Activity titles** to view program descriptions and the program schedules offered within the Activity.
8. If you wish to learn more about a specific program within an Activity, simply click on the program’s **“box”** to open a detailed description.
9. If you wish to sign up for a program, select the **Account Members** from the top of your screen that you would like to register, then follow the prompts.