

Parks & Recreation Handbook: Creating Your MyRec Account for park reservations and program registration.



Programs



Log In



New Account



Facebook



Tutorials



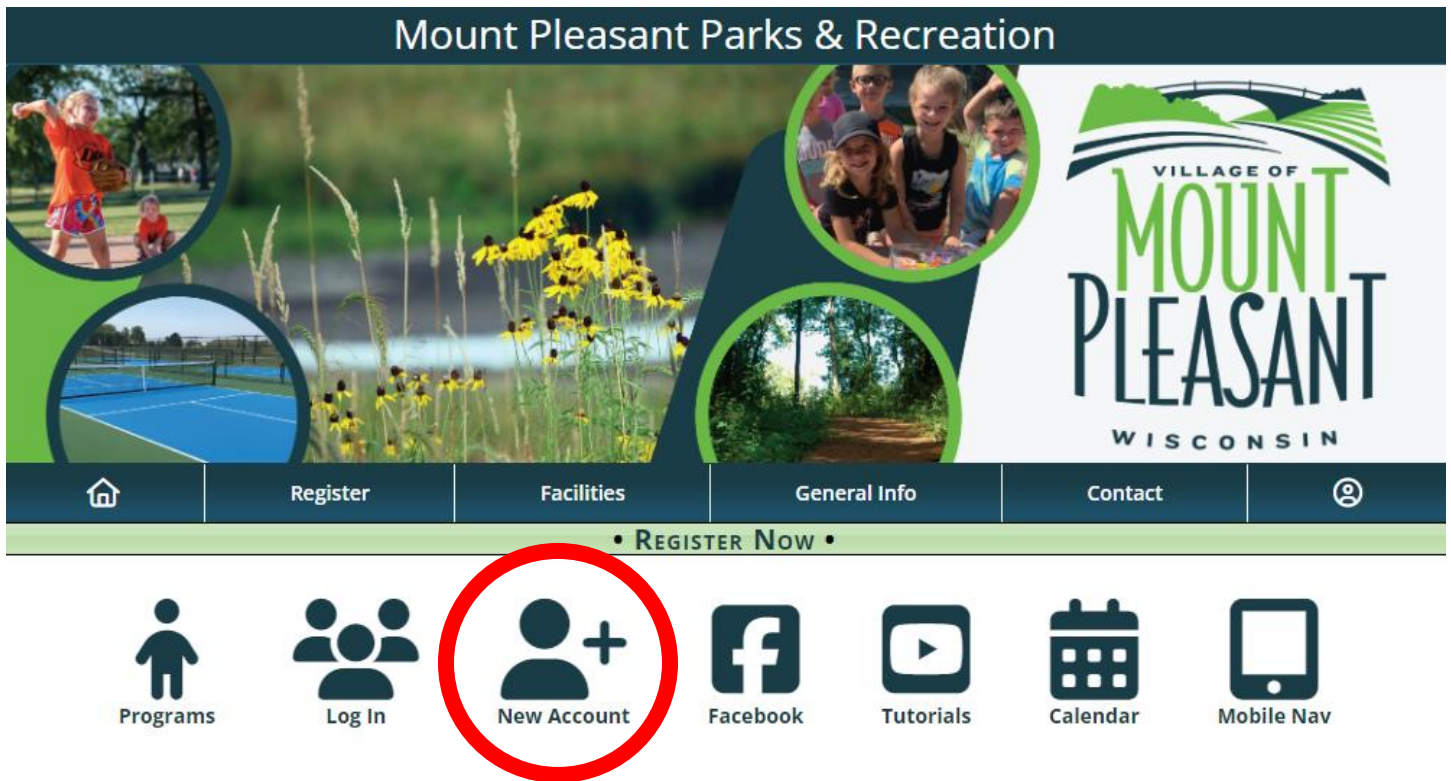
Calendar



Mobile Nav

Creating Your MyRec Account

Step 1: Click “New Account” Icon



Step 2: Fill out account form

Create Account

Creating an account is a one-time event that allows you to utilize this system. It is not a registration by itself.

1. Enter the primary adult first.
2. Add other members of your household from the Account Members portion of your account.
3. You can now make registrations and other purchases using the site navigation.

If you have previously made an account and cannot log in, please reset your password or contact us instead of creating a new account.

Account Type

- Household
 Organization

Primary Account Member

Must be 18 to make an account.

First Name

Last Name

Gender

Birth Date: (mm/dd/yyyy)

Billing Address

Address

Apt/Unit

City

State/Province

Zip Code

Country

Contact Information

Billing Email Address

Receive Emails For

- Registrations / General Cancellations

Primary Phone

Ext

Type (select cell for texts)

Subscribe to Text Notifications

Residency Information

Residency Area:

Account Login Information

Password must have 12+ characters, an uppercase & lowercase letter, a number, & a symbol.
Accepted symbols: ~!@#%&'^&1*?

Be sure password meets requirements.

Username

Password

Confirm Password

Please provide an answer below to let us know you're not a robot.

1 + 5 =

All fields required for households except Apt and Ext.

Submit

Submit & Add Account Member

Cancel

Step 3: Confirm Your Address (if necessary)

Confirm Address

The following address could not be confirmed:

Address Line 1:

123 Parks Road

City:

Mount Pleasant

Address Line 2:

State:

WI

Zip Code:

53403

Country:

US

Which address should be used?

Select Address

- My address is: 123 PARKSIDE LN, MOUNT PLEASANT, WI, 53406, US
- My address is: 123 PARKSIDE LN, MOUNT PLEASANT, WI, 53406, US
- My address is in the range: 123 PARKSIDE LN, UNIT 101-202, MOUNT PLEASANT, WI, 53406, US
- My address is: 123 PARKSIDE LN, MOUNT PLEASANT, WI, 53406, US
- My address is in the range: 123 PARKSIDE LN, UNIT 111-114, MOUNT PLEASANT, WI, 53406, US
- My address is in the range: 123 PARKSIDE LN, UNIT 121-124, MOUNT PLEASANT, WI, 53406, US
- My address is: 123 PARKSIDE LN, MOUNT PLEASANT, WI, 53406, US
- My address is: 123 PARKSIDE LN, MOUNT PLEASANT, WI, 53406, US
- My address is in the range: 123 PARKSIDE LN, UNIT 131-134, MOUNT PLEASANT, WI, 53406, US
- My address is: 123 PARKSIDE LN, MOUNT PLEASANT, WI, 53406, US
- My address is in the range: 123 PARKSIDE LN, UNIT 141-144, MOUNT PLEASANT, WI, 53406, US
- My address is: 123 PARKSTONE TER, MOUNT PLEASANT, WI, 53406, US
- My address is: 123 PARKSTONE TER, MOUNT PLEASANT, WI, 53406, US
- My address is in the range: 123 PARKSTONE TER, UNIT 101-104, MOUNT PLEASANT, WI, 53406, US
- My address is in the range: 123 PARKSTONE TER, UNIT 81-84, MOUNT PLEASANT, WI, 53406, US
- Use the address I entered. I understand that this may result in being entered as a non-resident.

Back

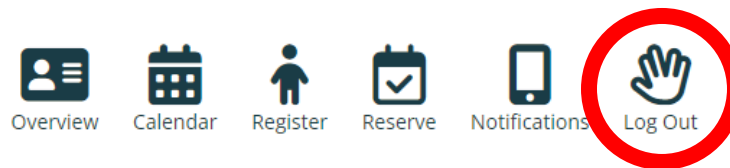
Next

Cancel

Step 4: Logout of your Account or remain logged in if you are submitting a reservation request.



Recreation Household



Next:

Use the park reservation request handbook to submit your request.