Park & Recreation Civic Rec

Aquatic Center Activities/Passes	Facility Rentals
Program Registration	Gladiolus Days Events

Registration Catalog

secure.rec1.com/MN/st-charles-mn/catalog

City of St. Charles Facebook

www.facebook.com/stcharlesmn

Aquatic Center Facebook

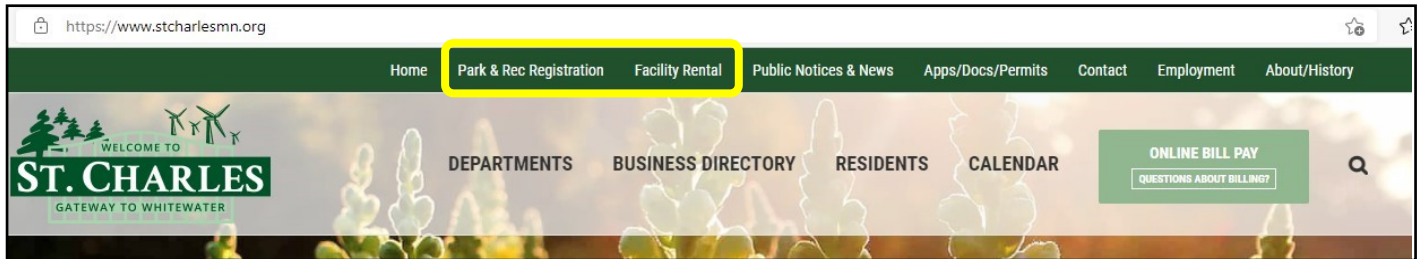www.facebook.com/groups/544262769076624/

Gladiolus Days Facebook
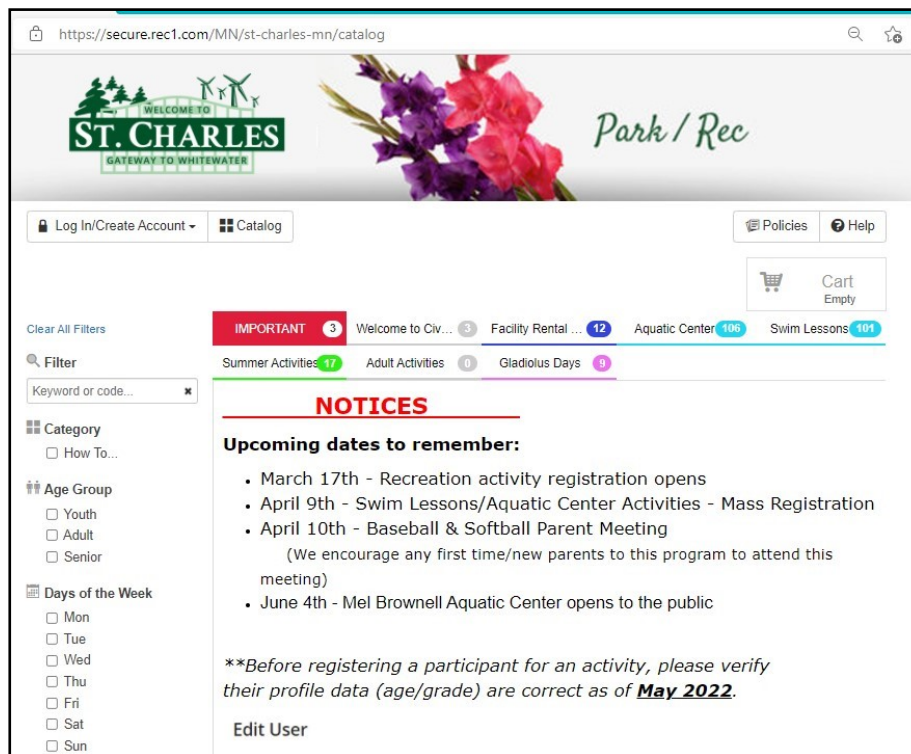
www.facebook.com/SCGladDays/

How To....

Access Civic Rec Website

- From City of St. Charles website: www.stcharlesmn.org

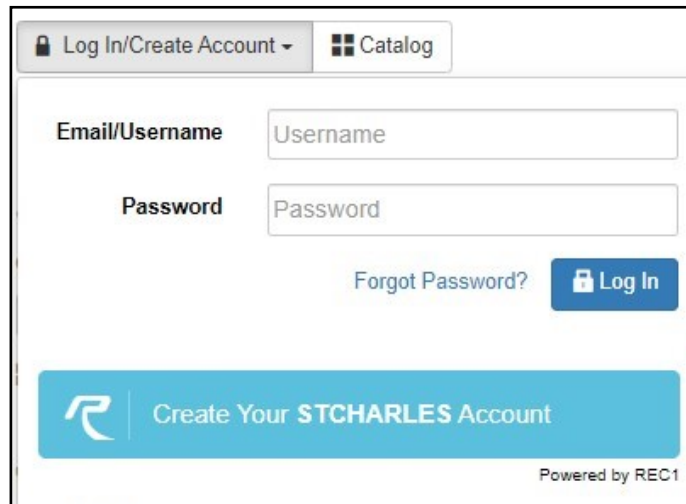 1. Click the **Park & Recreation** or **Facility Rental** button

- Direct Link to Catalog - https://secure.rec1.com/MN/st-charles-mn/catalog

How To….

- **Log In / Access your Civic Rec Account, Catalog & Dashboard**

1. Click the Log In/Create Account button to enter your credentials.

2. If you have forgotten your password, please click "Forgot Password?" next to the "Log In" button
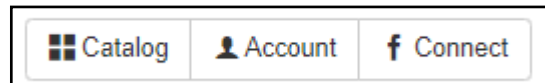

3. After logging in, you will land on the Catalog screen.

   - Please review the information on the "**Important**" tab, as this will be used for Notices, Closures and Cancellations.
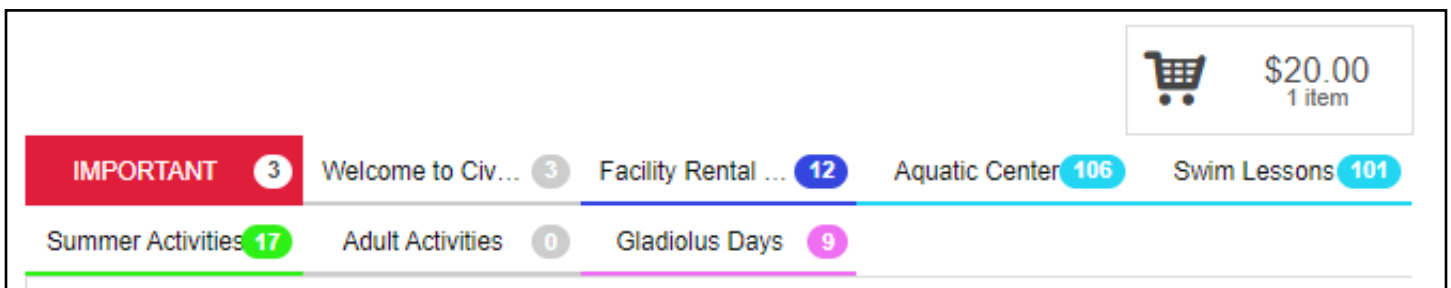
4. From this screen you can do the following:

   a. View/Update Account on the Dashboard

   b. Register for Activities or Reserve a Facility

   c. Pay Outstanding Balances for Reservations/Activities in your Cart
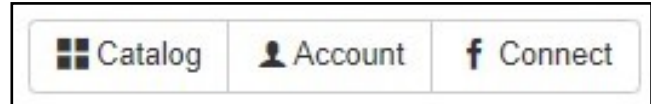
How To....
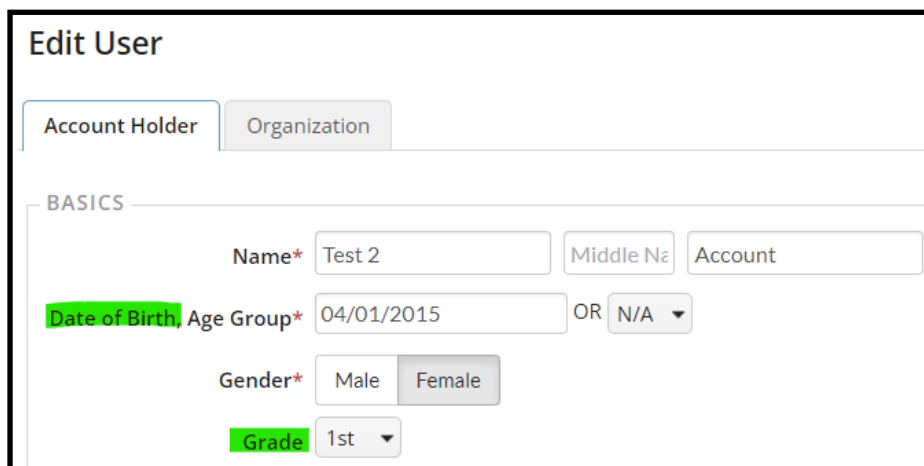
- **View your Dashboard / Update your Account**

  1. Click the Account button—this will bring you to "My Dashboard"

Catalog	Account	Connect

  2. From "My Dashboard" you can do the following:

     - Edit Account Info

     - Edit User Profiles
       *** Note - before registering a participant for an activity, verify their profile data (Age/Grade) are correct. Please select the Grade as of May of the current year.*

     - Browse/Register for Activities/Events or Reserve a City owned Facility

     - View Account Statements and Transaction History for purchases

     - Manage Memberships
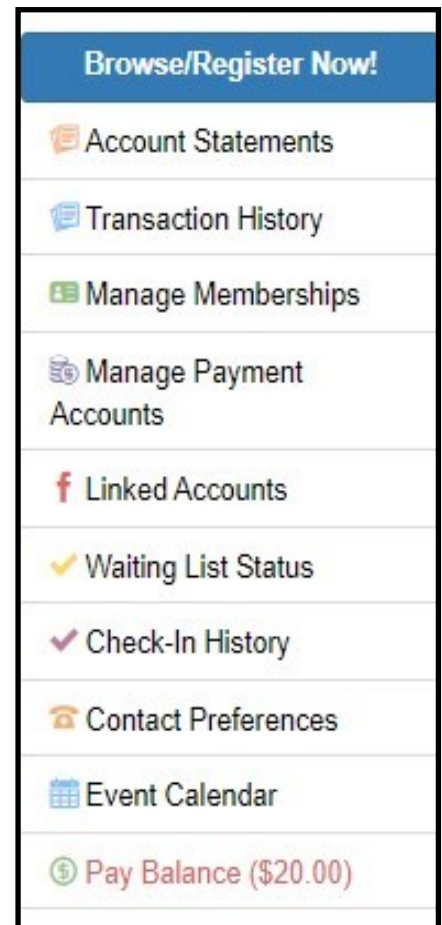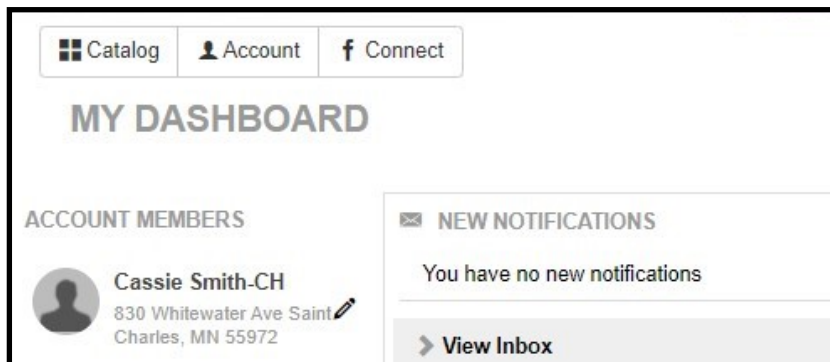
Catalog | Account | Connect

MY DASHBOARD

ACCOUNT MEMBERS

Cassie Smith-CH
830 Whitewater Ave Saint
Charles, MN 55972

✉ NEW NOTIFICATIONS

You have no new notifications

> View Inbox

Browse/Register Now!

- Account Statements
- Transaction History
- Manage Memberships
- Manage Payment Accounts
- f Linked Accounts
- ✔ Waiting List Status
- ✔ Check-In History
- ☎ Contact Preferences
- Event Calendar
- $ Pay Balance ($20.00)

Edit User

Account Holder | Organization

BASICS

Name* | Test 2 | Middle Na | Account

Date of Birth, Age Group* | 04/01/2015 | OR | N/A ▾

Gender* | Male | Female

Grade | 1st ▾

How To....

- **Setup and verify you are receiving the updates you need/want**

**The Account Member listed at the top of the list is the "Parent Account Holder". This user's information (phone #, email and address) will be used to populate the additional member's profiles, unless otherwise updated individually, when the "Apply Contact Changes To…" box is checked.

1. From "My Dashboard", click the pencil icon (Edit User) next to the member's name to open the "Edit User" screen

2. This is where all User data can be updated, including: Name, Date of Birth, Gender, Grade, Emergency Contact Info, Email and Notification Preferences, Phone #, and address.

   - If you would like to receive text and/or email notifications, please update the "Mobile Carrier" next to "Phone 1" and "Communication Type" for "Email Preferences"