



Park / Rec

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/

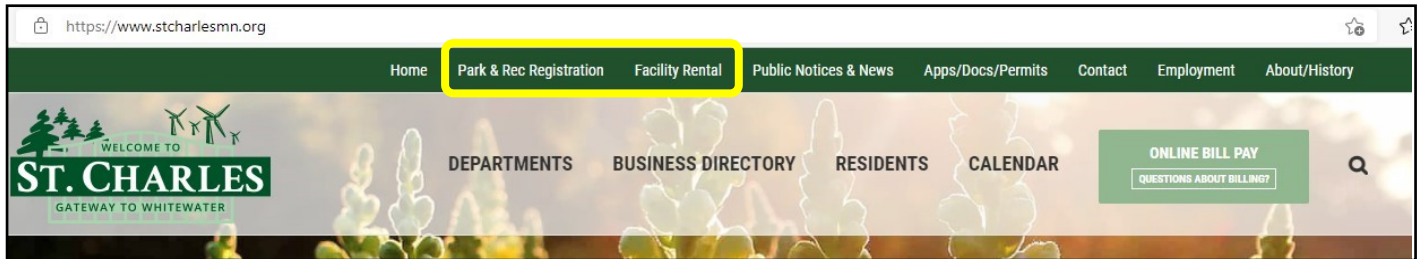
Gladiolus Days Facebook

www.facebook.com/SCGladDays/

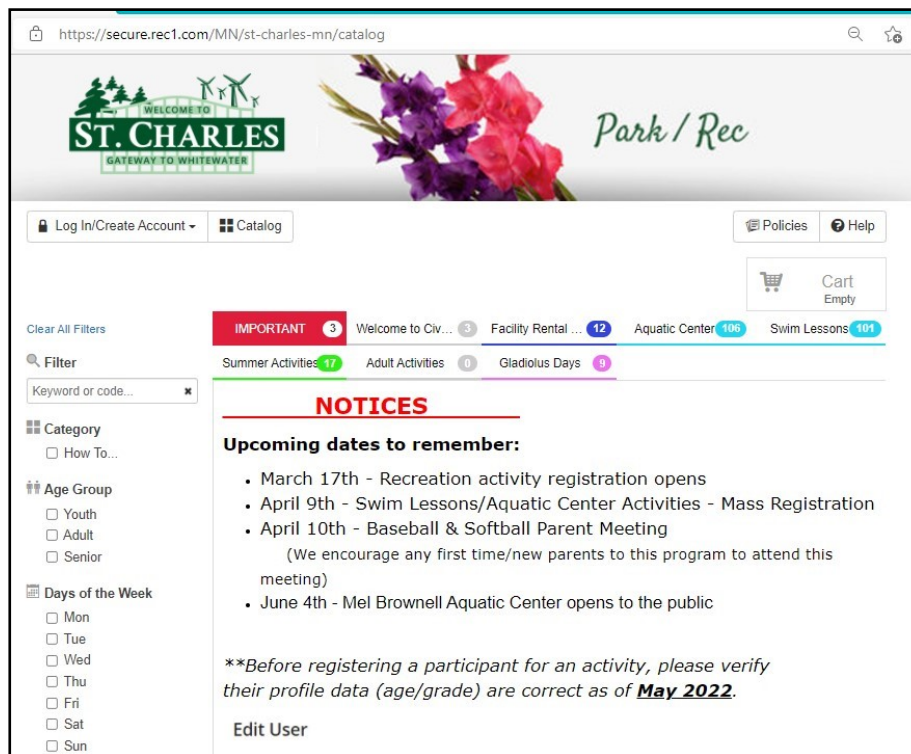
How To....

Access Civic Rec Website

- From City of St. Charles website: www.stcharlesmn.org
 1. Click the **Park & Recreation** or **Facility Rental** button



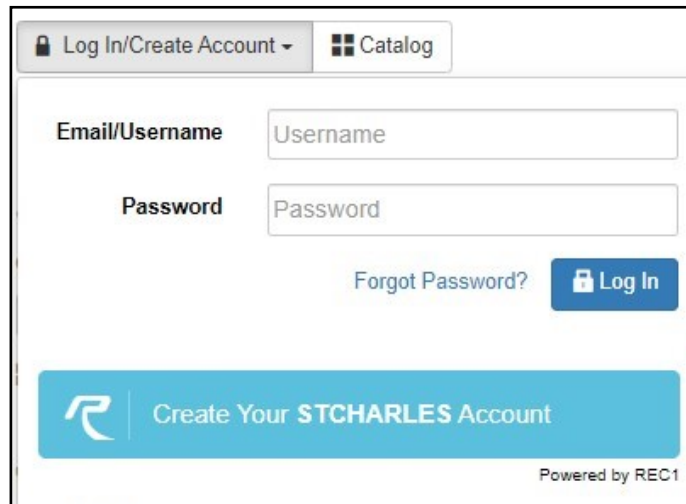
- Direct Link to Catalog - <https://secure.rec1.com/MN/st-charles-mn/catalog>



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



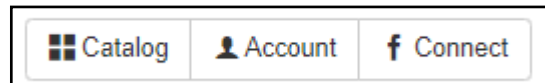
The screenshot shows a login form with the following elements:

- Buttons for "Log In/Create Account" and "Catalog" at the top.
- Input fields for "Email/Username" (containing "Username") and "Password" (containing "Password").
- A "Forgot Password?" link and a blue "Log In" button.
- A large blue button at the bottom that says "Create Your STCHARLES Account" with a logo on the left.
- Text at the bottom right: "Powered by REC1".

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.

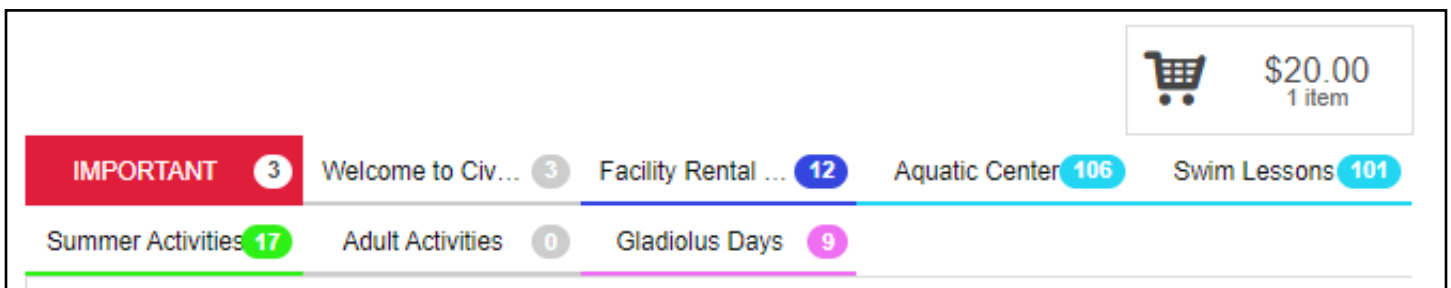
4. From this screen you can do the following:

- 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



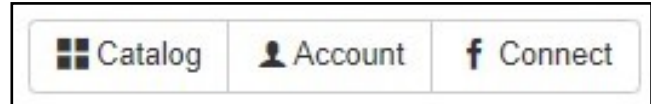
The screenshot shows a dashboard navigation bar with the following elements:

- A shopping cart icon in the top right corner with a total of "\$20.00" and "1 item".
- A red "IMPORTANT" tab with a white circle containing the number "3".
- Navigation items with counts in colored circles: "Welcome to Civ..." (3), "Facility Rental ..." (12), "Aquatic Center" (106), "Swim Lessons" (101), "Summer Activities" (17), "Adult Activities" (0), and "Gladiolus Days" (9).

How To....

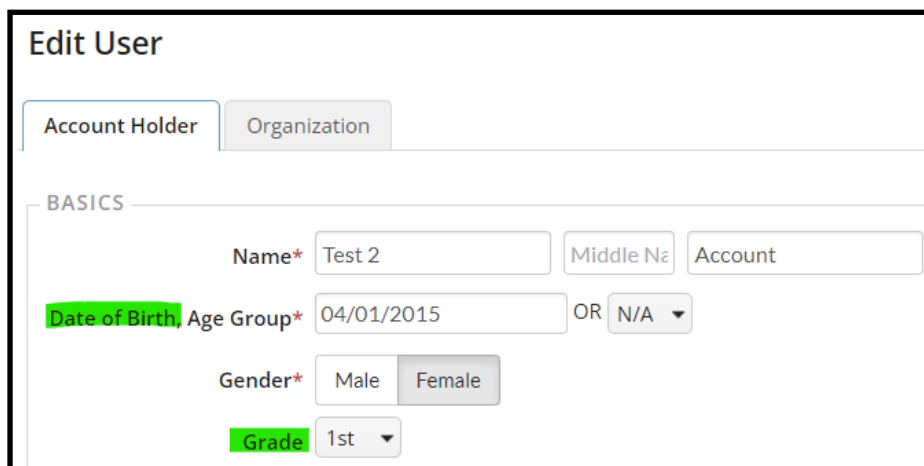
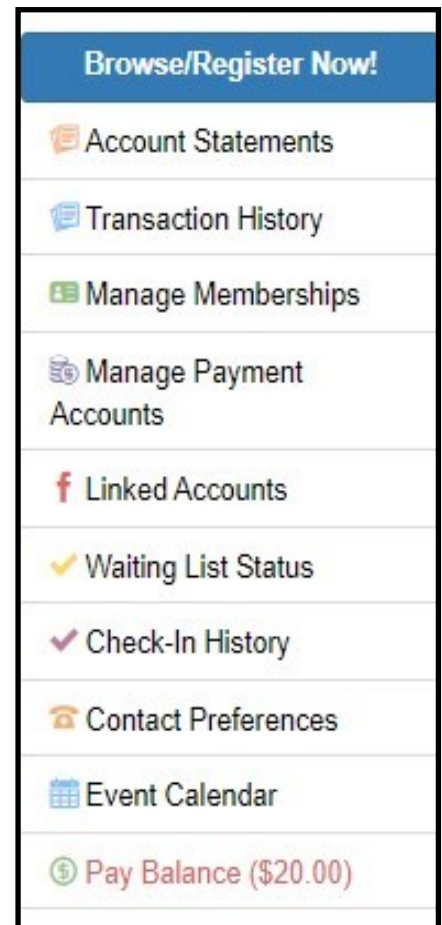
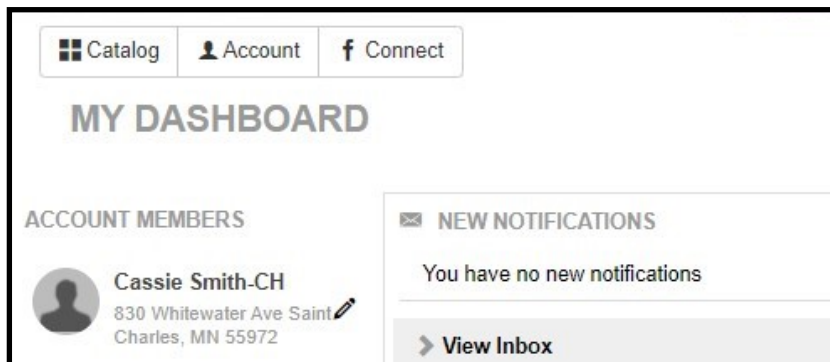
• View your Dashboard / Update your Account

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



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

A screenshot of the 'Edit User' form. It has two tabs: 'Account Holder' (selected) and 'Organization'. Under the 'BASICS' section, there are input fields for 'Name*' (Test 2), 'Middle Name', and 'Account'. Below that is 'Date of Birth' (04/01/2015) and 'Age Group*' (04/01/2015) with an 'OR' option and 'N/A' dropdown. There are radio buttons for 'Gender*' (Male, Female) and a 'Grade' dropdown (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”

The screenshot shows the 'Edit User' form with the following sections:

- Account Holder:** Individual (selected), Organization
- BASICS:** Account Type (Individual), Name (Test), Middle Name (Account), Date of Birth (08/27/1961), Gender (Female), Pronouns (Pronouns e.g. they/them), Emergency Contact (Emergency Contact), Emergency Phone Number (Emergency Phone Num)
- CONTACT INFO:** Phone 1 ((123) 456-7890, Verizon Wireless), Phone 2 (Phone 2, No Mobile Carrier), Phone 3 (Phone 3, No Mobile Carrier), Email Preferences (testaccount@gmail.com, (3) Courtesy Notices, Cri...), Add Email button, Apply Contact Changes To... (checked), Emergency Contacts (Manage Emergency Contacts (0 of 5 selected))
- ADDRESS:** Address Line 1 (200 NE Moe Street), Address Line 2 (Physical: 19540 Front Street NE), Zip Code, City, State (98370, Poulsbo, WA), Residency Override (User's Address Determines Residency (Default)), Apply Address Changes ... (unchecked)
- ACCOUNT SETTINGS:** Username (testaccount@gmail.com), Primary Email (testaccount@gmail.com), Generate Password (unchecked), 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, User Type (Public User)

This close-up shows the phone number fields and the mobile carrier dropdown menu. The dropdown menu is open, showing options: No Mobile Carrier (highlighted), AT&T, Boost Mobile, Cricket, MetroPCS, Sprint, Straight Talk, T-Mobile, US Cellular, and Verizon Wireless.

This close-up shows the email preferences and communication type fields. The communication type dropdown menu is open, showing options: Courtesy Notices, Critical Announcements, and Upcoming Events. The 'Apply Contact Changes To...' checkbox is checked.