Creating your Account & Adding Family Members

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

Website: https://glastonburyct.myrec.com/

- ❖ Click
- ❖ Choose an "Account Type"
- ❖ Enter the Primary Account Member
- ❖ Enter the Primary Account Member Contact Information
- ❖ Choose if you want to Receive Emails for:
- • General Notices (program promotion, special event information)
- • Cancellations
    - ❖ Create a User Name and Password (Password must have 8+ characters, an uppercase & lowercase letter, a number, & a symbol; Accepted symbols: ~!@#\$%\^&*<>?)
    - ❖ Answer the challenge question
    - ❖ If you need to add additional members to your household (children, spouse, additional guardians), click `Submit & Add Account Member`

        If you do not need to add additional members, click `Submit`

        You may be asked to confirm your address upon submission.
    - ❖ Continue to add members to your household (if applicable).

You can now make registrations and other purchases using the site navigation.

Overview   Calendar   Register   Reserve   Notifications   Log Out

👤 Account   💷 Finance   👥 Members   🚋 Balances   ⊕ Registrations   📄 Memberships   📅 Reservations   🔖 Products   🛒 Cart

You will receive an e-mail verification of the account you have set up. Please record your User Name and Password. You will need them each time you visit https://glastonburyct.myrec.com/ and want to log into your account.

Registering for Programs

| Overview | Calendar | Register | Reserve | Notifications | Log Out |

👤 Account 🖥 Finance 👥 Members ▬ Balances 🕐 Registrations 📋 Memberships 📅 Reservations 🏷 Products 🛒 Cart

❖ Once you are logged in, navigate to the "Register" icon as pictured above
❖ Select the Program Category from either the drop down menu or the buttons
❖ Add an Activity to your cart by clicking on the shopping cart icon to the left of the Activity. The person you are registering is named in the cart. In order to register someone else, select 👥 **Change Member** under the cart
❖ You will see the following message:

Item successfully added to cart. ✕

Check out from your cart

(in the top navigation).

Return to Program | **Continue Shopping** | **Check Out**

Close

❖ Once you have added all your programs and are ready to check out, check the box to acknowledge the disclaimer statement.
❖ Click the Check Out button
❖ Select your Payment Method:

💳 **Check Out Online**
(includes no fee items)

> Check out Online: Prompts you for your credit card information and directs you to a credit card form where payment is submitted online.

Check Out Online

When available, choose Pay Online to be placed in an activity or on a wait list immediately. Choosing Print Registration Form will not place you into an activity or on a wait list until the form is processed by the office.