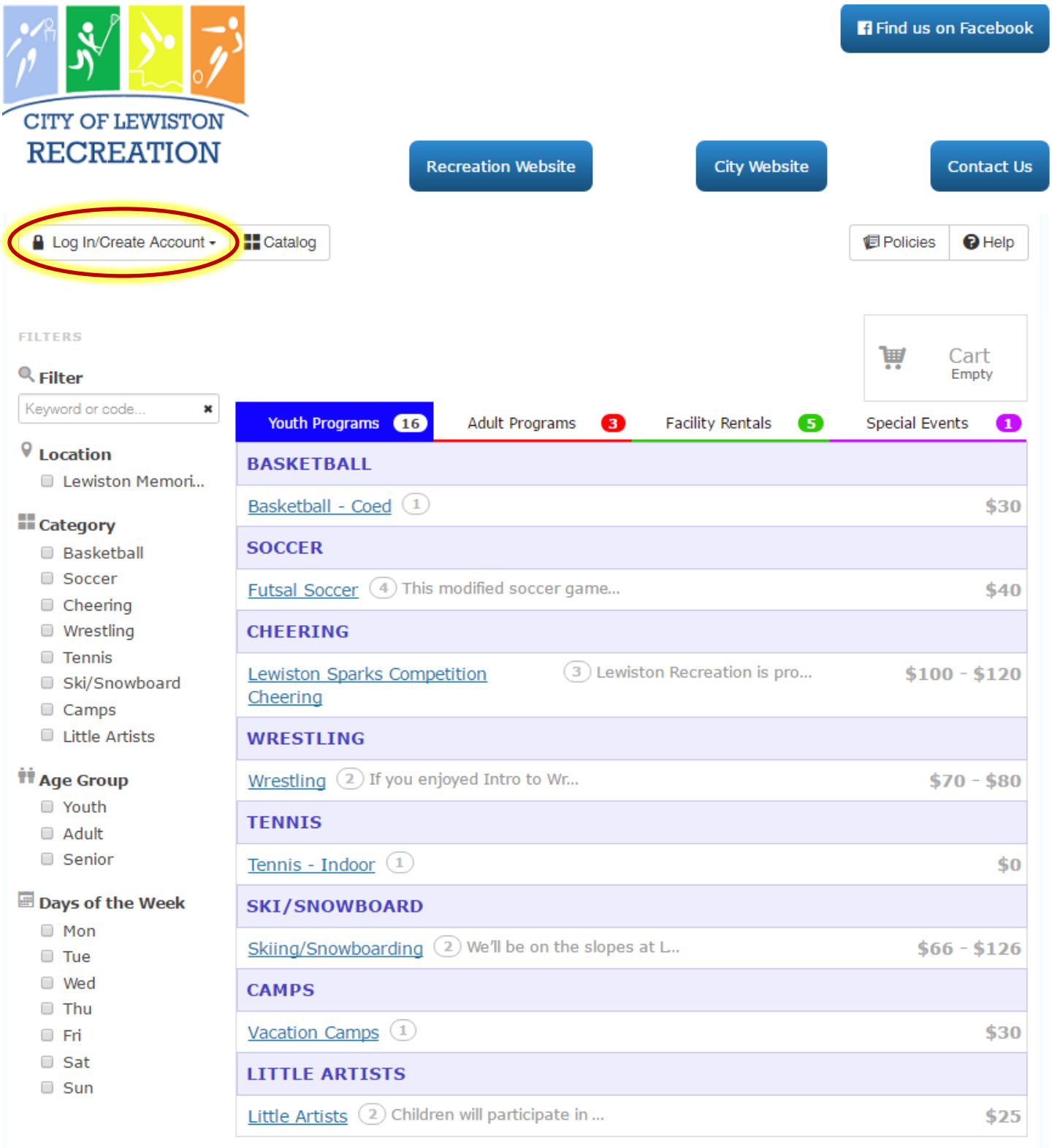
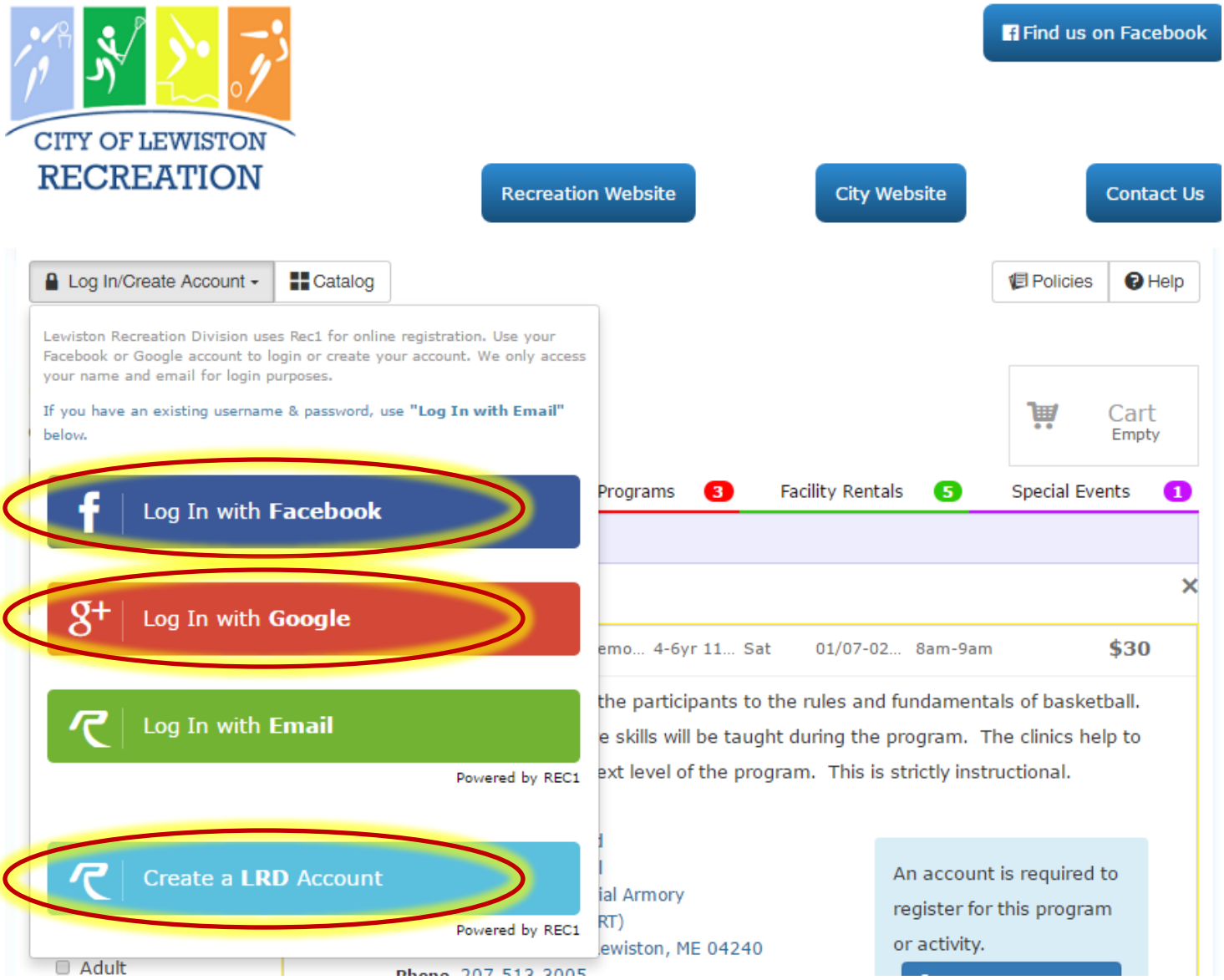
The first page you will come to is our online **CATALOG**. This is where you will see all of the programs that are available for online registration. They are organized by **Tabs** – *Youth Program, Adult Program, Facility Rentals and Special Events*! When you click on each of those individual **Tabs** it will show what programs are offered for each group.



Now let's say that you want to get registered for a program (and we hope that's why you're here ☺) You can click on **Log In/Create Account**

Here's where it gets pretty cool! Say you already have a million different user names and account and don't really want another. Rec1 has you covered… You can simply choose to log in with your existing Facebook or Google account! Select one of those options and the system will send you to Facebook or Google to confirm you identity and log in. Once that has been confirmed you can log in with either of those websites.

If you want to create a whole new log in you can do that as well by selecting **Create a LRD Account**

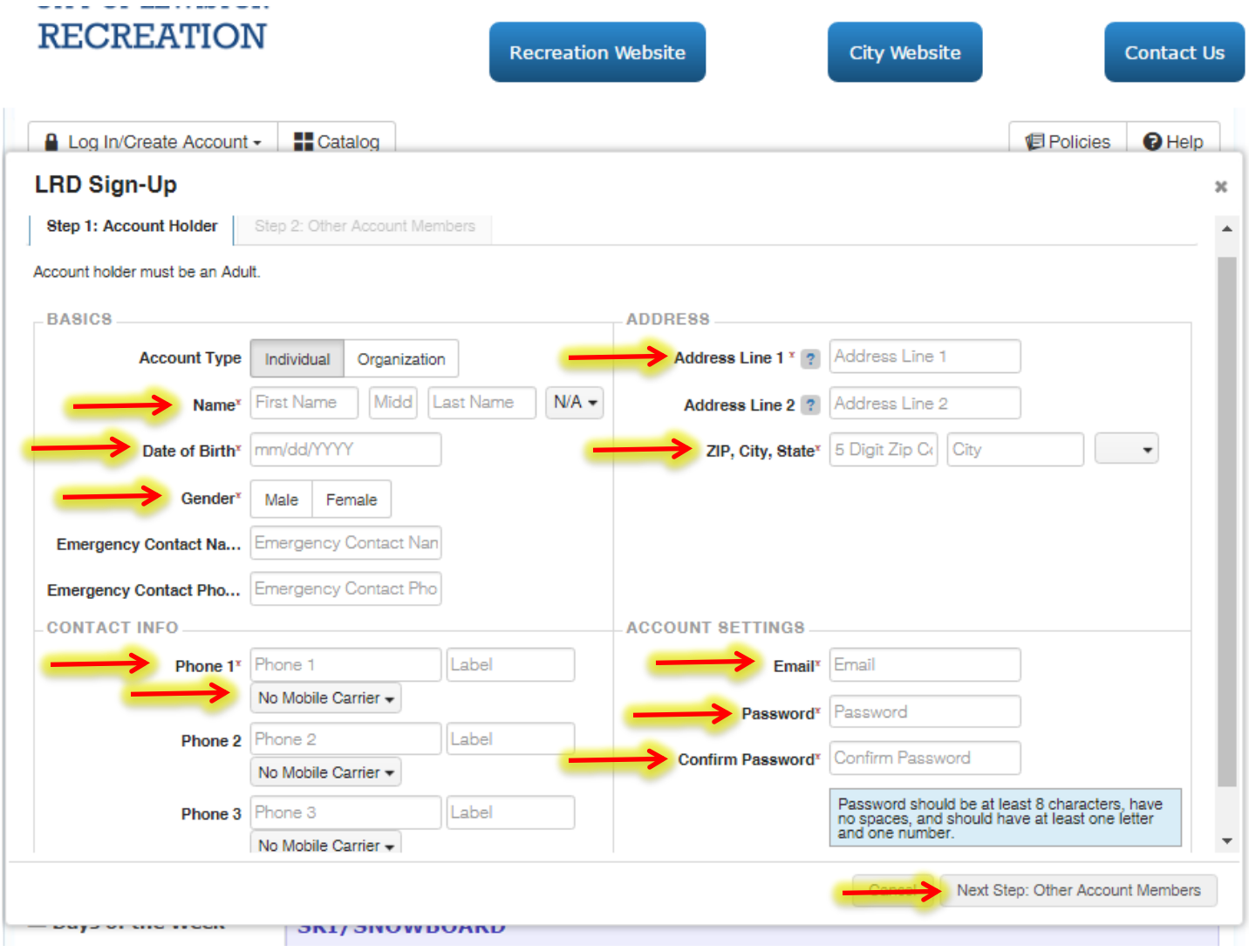


After you choose you log in method we will need some more information to get your household ready to participate with Lewiston Recreation

Please fill in all of the areas that are pointed out. You might notice we are asking for your Mobile Carrier – That is so we can send out text messages to update about programs or send out cancellation notices. Do not select a Mobile Carrier if you do not want us to send you text alerts!

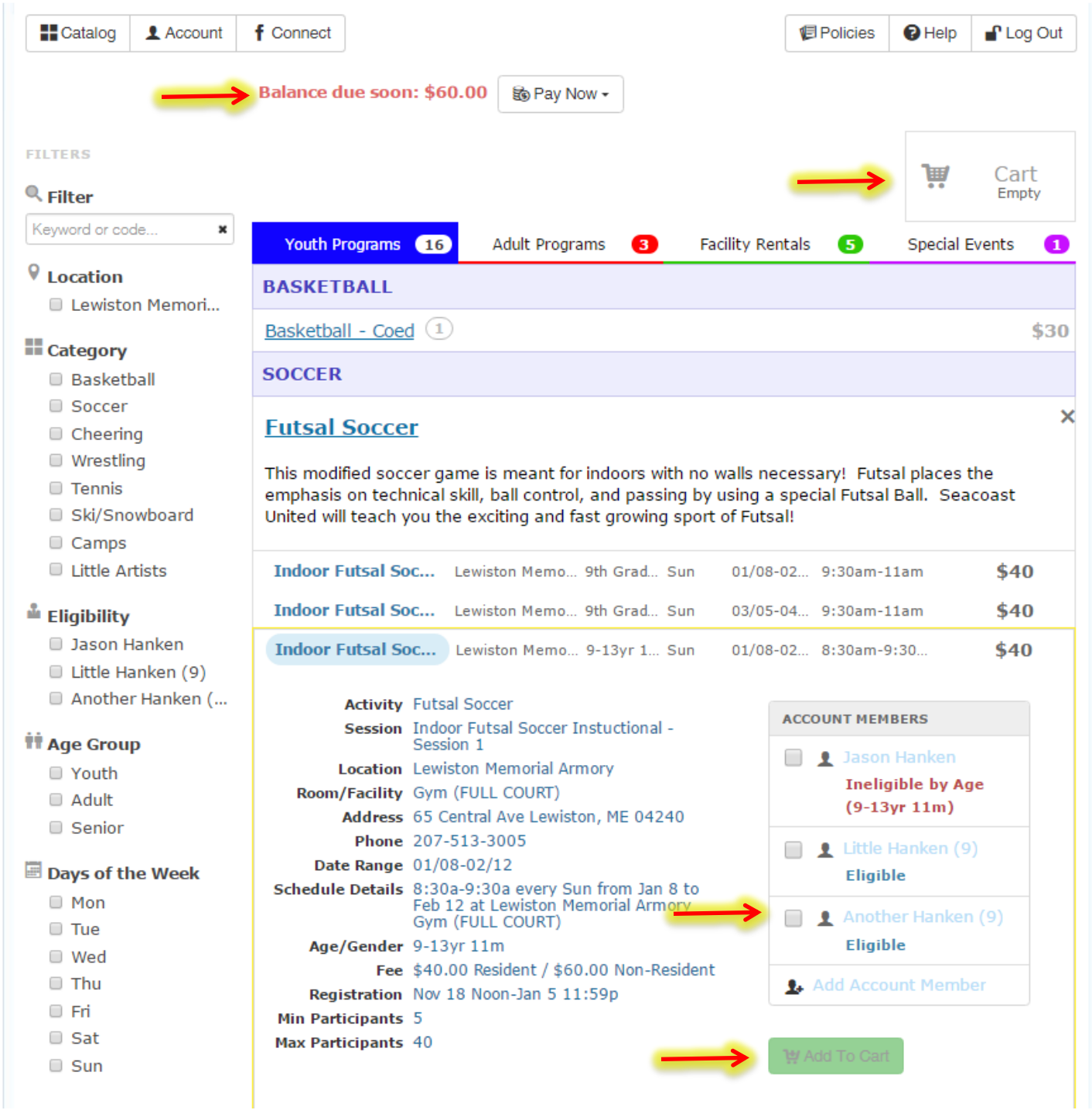
Once you have filled in all necessary information on this page click the button at the bottom – **Next Step: Other Account Members**. Here you will have the opportunity to add all members of your household who will be participating with us now or in the future.

After that… **Save & Close** and you are ready to get signed up!

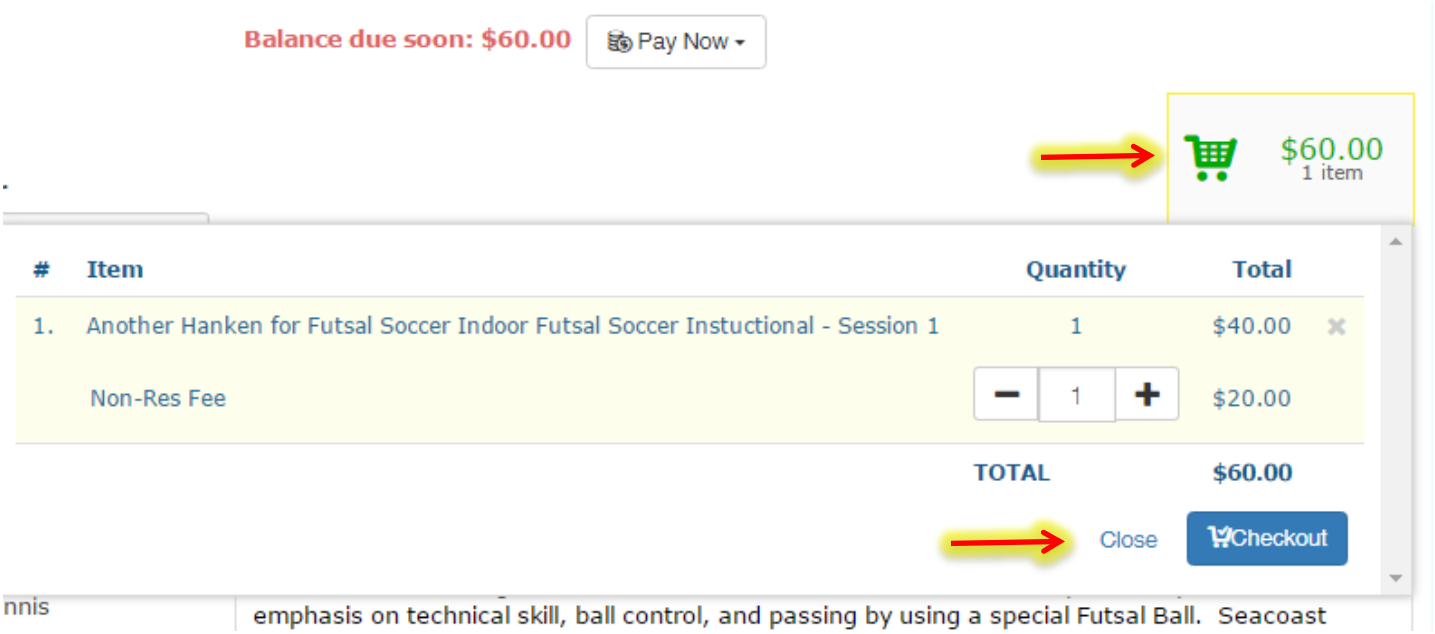
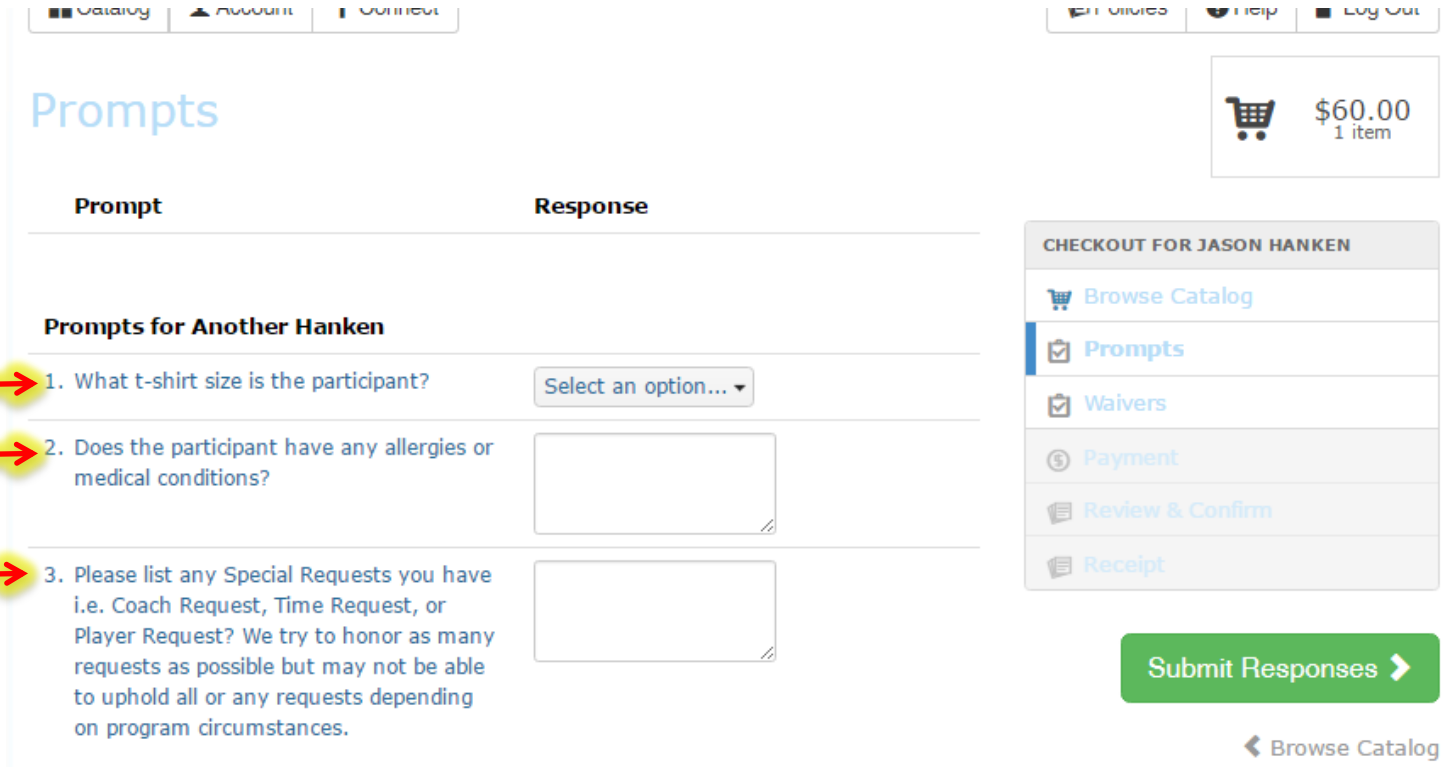


Once you are logged in the **Catalog** will change and you will be able to get signed up for programs. It will also show if you have a balance due on your account.

You can click on any program to see more details and who in your household is eligible to participate. Once you select an account member you can **Add to Cart** and the item will move up to the shopping **Cart**.



You then have the option to **Checkout** or **Close** and keep shopping for other programs.



Once in the Checkout you will need to answer a few questions. These will vary by activity but will mostly be about any special concerns, medical conditions and shirt size. There will also be an online version of our waiver to sign. Once those are complete you can proceed to payment and enter your credit or debit card information. As with all card transactions there will be a 2.5% transaction fee on top of the registration fees. We did not increase this with the new online registration service!