



BALTIMORE CITY RECREATION & PARKS

How To Create Your CivicRec Account

- 1.) In a web browser go to... <https://secure.rec1.com/MD/baltimore-md>
- 2.) Click the **Log In/Create Account** button in the upper left.

The screenshot shows the website interface with a blue arrow pointing to the 'Log In/Create Account' button in the top left corner. The browser address bar shows the URL <https://secure.rec1.com/MD/baltimore-md/catalog>. The navigation menu includes News, Online Payments, How Do I?, 311 Services, Government, Events, Office of the Mayor, and Connect. The main content area features a 'Log In/Create Account' button, a 'Catalog' button, and a 'Policies' button. Below these are two news items: 'Summer Camp Registration' and 'Baltimore City Recreation and Parks'. A 'Cart Empty' button is visible in the top right. A filter sidebar on the left includes 'Clear All Filters', 'Filter', 'Category', and 'Age Group'. The main content area displays a grid of program categories with counts.

Category	Count
Info Page	1
Rec Center Activitie	270
Pavilions & Picnics	29
Sports Field Permit	144
Dog Parks	1
Fitness Center	14
Sports Facilities	12
Summer Camp	61
Outdoor Activities	226
Aquatics Programs	57
Sports	60
Health & Wellness	1
After School Progr...	43
Nature / Environm.	217
Memberships/Pass...	5
Senior Programs	37
Therapeutic Recre..	110
Admin Services	4
Events	0
Arts	44
City Farms	20
Virtual Rec Center	6
Ticketed Admission	166
STEM	78
Plants Sales	0
Parking Passes	0

Here are some helpful guides for using BCRP's online registration and

3.) Choose one of the options to login, you may link your **Facebook** or **Google** account or create a standard **CivicRec** account.

The image shows four buttons stacked vertically. The first is blue with a white Facebook 'f' icon and the text 'Log In with Facebook'. The second is red with a white Google 'g+' icon and the text 'Log In with Google'. The third is green with a white 'r' icon and the text 'Log In with Email'. The fourth is light blue with a white 'r' icon and the text 'Create Your Account'. Below the green and light blue buttons, the text 'Powered by REC1' is visible.

Do not choose the **GREEN** “Login with Email” link at this time. (That’s to log in **after** you create your account!)

4.) Fill in your information...

The registration form is titled 'BASICS' and is divided into three sections: 'BASICS', 'ADDRESS', and 'ACCOUNT SETTINGS'.
- **BASICS**: Includes an 'Account Type' section with two tabs: 'Individual' (selected) and 'Organization'.
- **ADDRESS**: Includes 'Address Line 1 * ?' (text input), 'Address Line 2' (text input), 'Zip/Postal Code, City/Mu...' (split into 'Zip/Postal Code' and 'City/Municipality' text inputs with an 'AL' dropdown), and 'Country*' (dropdown menu set to 'United States').
- **ACCOUNT SETTINGS**: Includes 'Primary Email*' (text input), 'Password*' (text input), and 'Confirm Password*' (text input).
A blue box at the bottom contains the password requirements: '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'.

5.) If there are multiple family members on your account, click the **Add Account Member** button

First, Last, Gender, DOB...

6.) Fill out the information. Click **Add Account Member** for additional family members.

First, Last, Gender, DOB...

7.) When you're finished filling out your information, click the **Save & Close** button in the lower right-hand corner.