



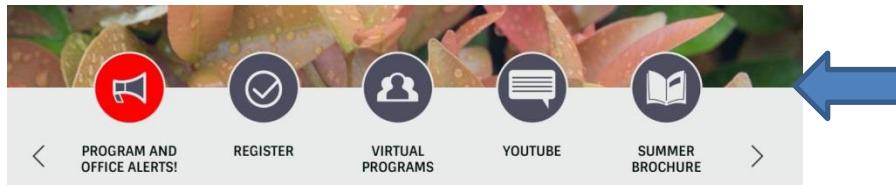
How to Create a Household Account with Us

You will need to create a household account in order to register for any of our programs. Your household account will include a head of household, as well as anyone else living with you. **If you have already registered for programs with us, but do not know your login information, follow steps one and two to retrieve your information.**

You can find YouTube tutorials on the information below by visiting Burlington Parks and Recreation's YouTube channel. The links to the videos can be found on our website: www.burlingtonrecreation.org

1. Visit our Website: [Www.burlingtonrecreation.org](http://www.burlingtonrecreation.org)

- Click on the 'Register' icon. This icon can be found in the circles in the center of your screen. (Please note that if you are on a tablet or phone, you may only see one circle. You may have to scroll to the 'Register' icon)



These are the icons you will see. If you do not see the 'Register' icon, use the arrows to scroll through the icons.

2. Once you click 'Register' you are brought to a new screen. On this new screen, click on 'Need an Account' if you have never registered with us or created an account. Click on 'Forgot your Password' if you have already registered with us but do not know your information to login.



3. After clicking 'Need an Account' you will be brought to a new screen. Here you will enter your new login information and all of your household information. Please enter as much detail as possible about your household. Any information in red is required.

- a. At the end of the page you have the option to 'add new member' or save. If you have other members in your household, continue clicking 'add new member' until everyone has been added.
 - b. Once all members are added, click save.
4. You should see the following message: 'Thank you for registering, please wait for your household to be approved.'



5. At this point, you cannot proceed until you receive an email from us. You will receive that email within 48 business hours.
 - a. Burlington Residents will receive a different email than non-residents.
 - i. If you are a non-Burlington resident, the email you receive will have your log-in information. You now have an account with us.
 - ii. If you are a Burlington Resident, you will receive an email prompting for proof of residency. The email will contain instructions on how to proceed.
 1. Once you supply proof of residency, you will get a new email with your log in information (again this new email will come within 48 business hours). You now have an account with us.