



HOW TO CREATE AN ONLINE ACCOUNT

Go to the Recreation Center's website: WWW.RochesterMN.Gov/RecCenter

- On the Home Page, select "Create A New Account"
- Enter a LOGIN(username) & PASSWORD that you would like to use for your account
- Fill out required personal information highlighted in RED
- To add all members of your household to your account, select "ADD NEW MEMBER" – Enter name and birthdate..
- If you would like to add another person, click ADD NEW MEMBER again and add the same information for each person.
- Click on SAVE

HOW TO MAKE ONLINE RESERVATIONS

- Sign into your account, then select "Registration Home"
- Scroll down and select "Rec Center Activities"
- Select "Search" (*Be sure that "Rec Center" is selected in the "TYPE" box*)
- You will see all activity sessions listed. When you locate the session you want to reserve, select the calendar icon  located to the left of the session.
- You will now see a calendar specifically for the session you chose. Each Session will appear as Available or Unavailable. Reservations can only be made 7days (one week) in advance, and all reservations have a cut-off time (please read each session for specific cut-off times).
- Select the date you want to reserve, and Select "Add to Cart"
- Next, select the names of the people on your account that will be part of this reservation. Select "Continue" until for each person until you are in the shopping cart. Be sure to REVIEW YOUR CART before you pay.
- Select "PROCEED TO CHECKOUT"
- A confirmation email will be sent after you pay.