



## How to create an account on Rec1

- Navigate to the City's Parks and Recreation registration portal: <https://secure.rec1.com/WI/monona-wi/catalog>
- On the left, Click Log In/Create Account

The screenshot displays the website interface for the City of Monona, Wisconsin. The header includes the city name and a search bar. A navigation menu contains links for 'Your Government', 'Your Services', 'Our Community', 'Open for Business', and 'I Want To...'. The 'Log In/Create Account' link is highlighted with a red circle. Below the navigation, there are filters for 'Activities' (127), 'Aquatics' (151), 'Facility Rentals' (17), 'Park Services' (4), and 'Special Events' (10). The main content area lists various activities for 'SPRING' and 'SUMMER', such as 'Dance Sampler', 'Dungeons & Dragons', 'Tennis Lessons', and 'Family Foragers', each with a brief description and a price.

- you can use “Create a City of Monona Account” button as follows:
- The system will then prompt you to complete the rest of the required information.

- Enter all the required fields marked with \* for all account members.
- If you have additional family members access Step 2 & 3. Do this step for all of those in your family who will be registering for programs/memberships.
- Click Next, then Save & Close. You will then be logged into the system automatically