

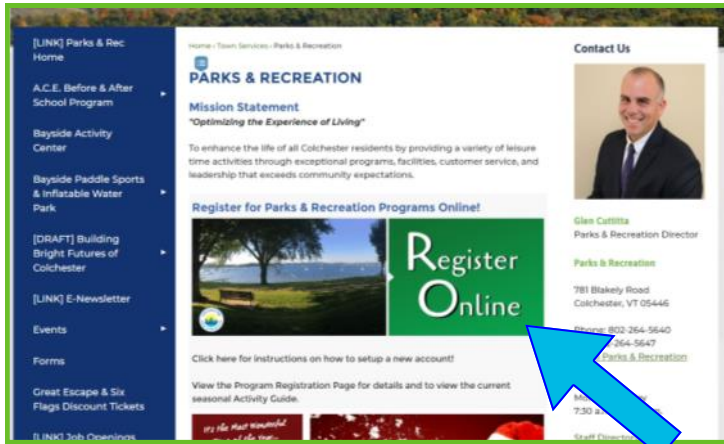


Creating Your New Online Account

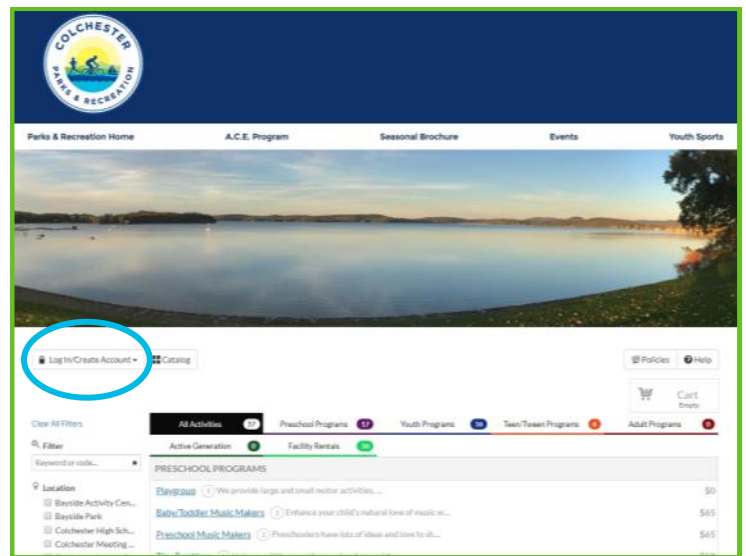
Online Registration website: <https://secure.rec1.com/VT/colchester-vt/catalog>

Colchester Parks & Recreation allows online program registrations and pavilion rental requests. To be able to register for programs or request use of a park pavilion, you will need to create an account and ensure your household data is up to date; there is not an option to “checkout as a guest.” You will need an email for all online transactions. Payment must be made in full by credit card. **It is strongly encouraged that you set up your account prior to registration day, and ensure contact info is up to date each time you log in.**

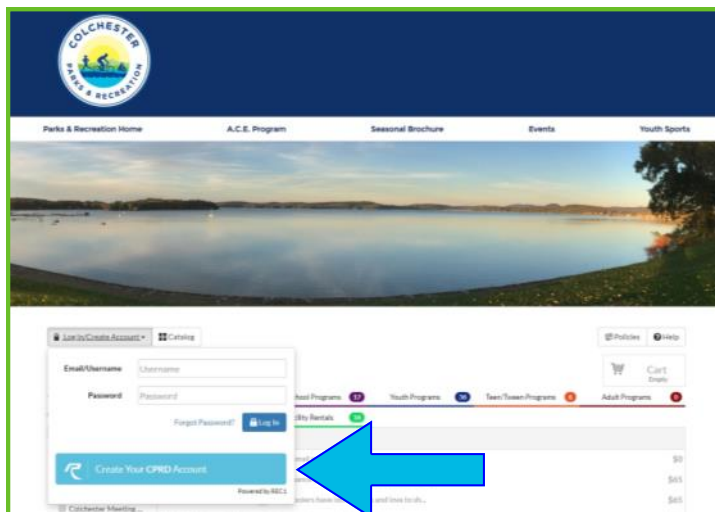
1) Go to <http://colchestervt.gov/333/Parks-Recreation> and click the “Register Online” banner



2) Click on “Log In/Create Account” on the left hand side of the screen.

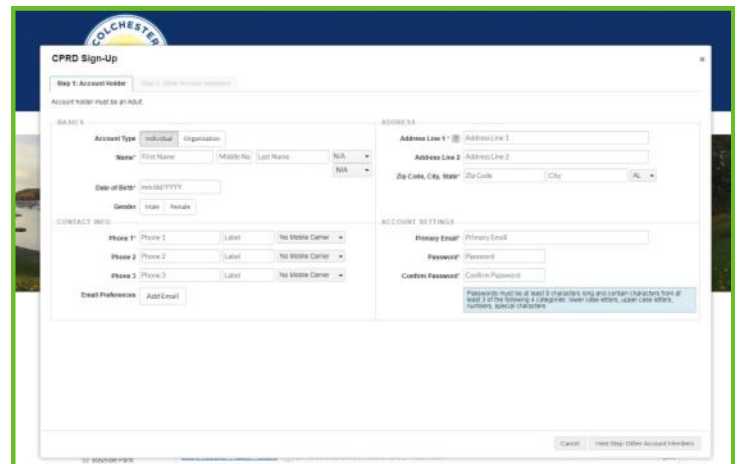


3) Click on the light blue box that says “Create your CPRD Account.” This is the same box where you will log back in later, or request a password reset if you forget your password.



4) Fill in your household info. In the **BASICS** box, list primary guardian info (must be adult over the age of 18). Name, Date of Birth, Phone Number, Address, Email, and Password are required fields.

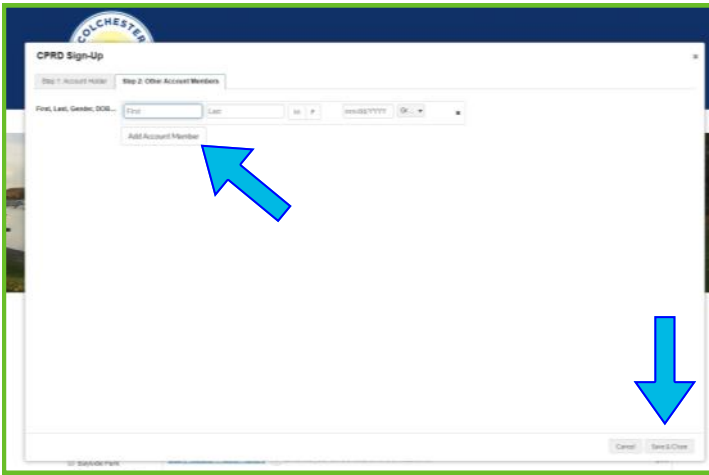
If your phone number is for a cell phone, you can list your mobile carrier and start receiving text message updates.



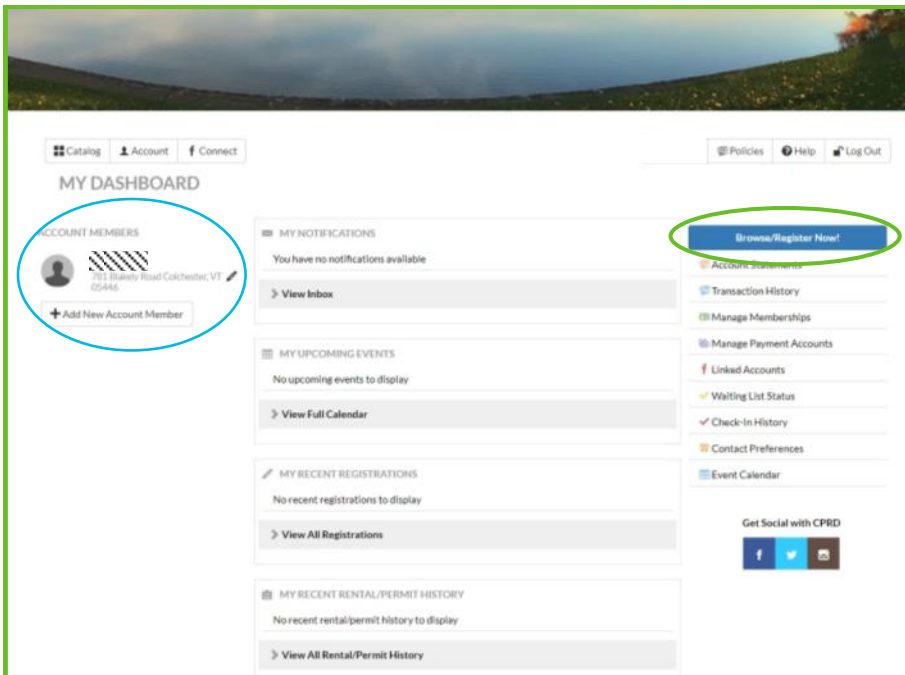
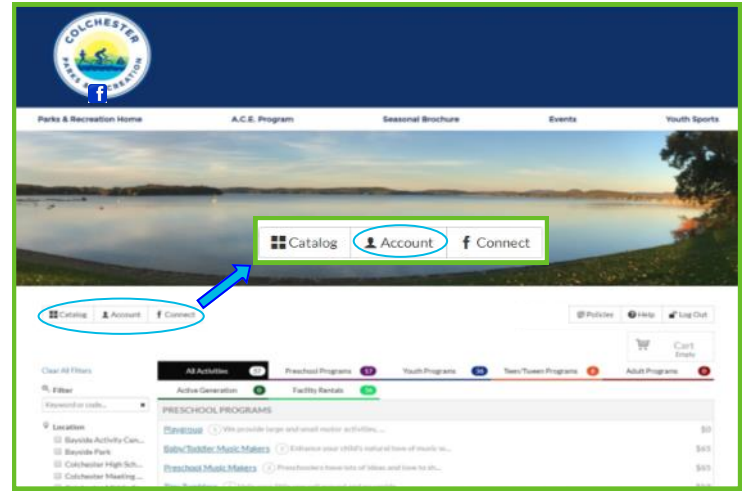


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5) Once primary guardian info has been entered, click **"Next Step: Other Account Members"** to add other family members to your household. Name and date of birth are required fields. Gender and grade level are optional. Click **"Add Account Member"** to add more people. Then click **"Save & Close."**



6) You can review your account information by clicking on **"Account"** on the left hand side of the screen. This is also the screen where you can browse for programs and view your Cart.



7) Clicking on "Account" brings you to **"My Dashboard."** Here, you can update information about yourself or your family members, review your registration history, print a household calendar, or view facility rental history.

Click the small pencil  near your address to edit household info.

Click **"Browse/Register Now!"** to return to the catalog to browse for programs.

Need help? Call us at (802) 264-5640 or email recreation@colchestervt.gov.

Regular office hours are 7:30am - 4:30pm, Monday through Friday.

Follow Us on Social Media @ColchesterRec

