

To Create your Household Profile on RecDesk:

Important Information:

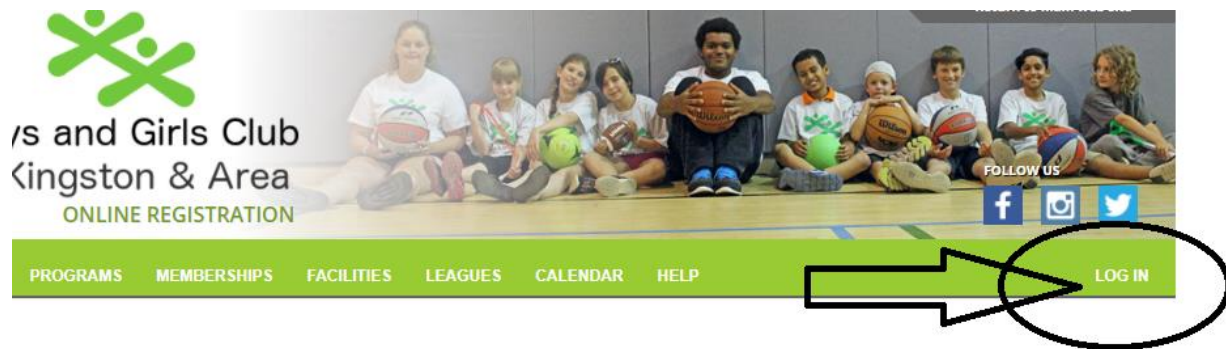
When you create a Household account for the first time, it is important that you, (the Parent/Guardian) start by creating yourself a profile as the head of household. Here you will need to input your name and contact information. (You will add your child(rens) information in a later step)

It is important that you include the Main parent/guardian on the household account as invoices, billing and receipts will be generated in your name. If you do not add your information, payments will be made in your child's name and are ineligible for income tax/receipt purposes.

Step 1: Create a Household Profile

1. To get started, visit the RecDesk home page, found here, and click "Log In"

(<https://bgcka.recdesk.com/Community/Home>)



2. If you do not already have an account, click "Create New Account" . *Please note that if you already have an account, and you have forgotten your user name or password, please DO NOT create another account. Please reach out to the site contact and request they resend you your password/user name details**

3. Enter your name and primary contact information and hit "Continue"

4. On the next screen, you will enter your information (Address, email, phone number, and someone you would like as your family's emergency contact that is NOT one of the primary parents/guardians).

5. Under the "Member Notes" section, you can enter "N/A" for the items listed below. However, these items will be relevant when you create the profile for your child(ren).

Member Note (General Notes, Disabilities, Food Allergies, etc)

Note

Child's School Name *
This field is required.

Child's Grade *
This field is required.

Physician Name *
This field is required.

6. Create a user name and log in for your account, and hit "submit"

How to Add Household Members [your child(ren)] to your RecDesk Account:

Each child in your household requires his/her own "profile" on RecDesk. To add your child(ren) to your account, Log into your RecDesk account;

1. Click "Add Household Member" (green button on the left hand side of your profile page)

2. Enter your child's first and last name

3. Indicate the Authorized Pick Up #1 Name for your child. Complete additional Authorized Pick Up Names if there are additional people that will be picking up your child

(note we will not release your child to someone who is not on this list without your permission/consent)**

4. The next/remaining sections is information required for our After School and school break/camp programs. If there are any fields that are not relevant or applicable, please enter "N/A" for not applicable

gervai (613)

Household
3 members

See Household Calendar
View Invoices
Forms

Add Household Member

General Information

Name

Date of Birth

Gender

For information that is relevant to the safety and needs of your child, please provide the details as required related to Physical or Special Needs, Learning Issues, Behavioural Issues, a List of Medications & Diagnosis (when applicable), any Allergies, EpiPen

Location, and Food Restrictions. In the space provided, please write any notes/special instructions unique to your child if not covered above

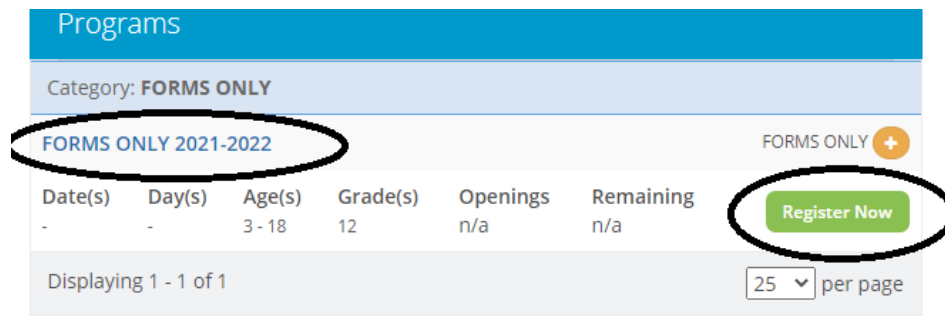
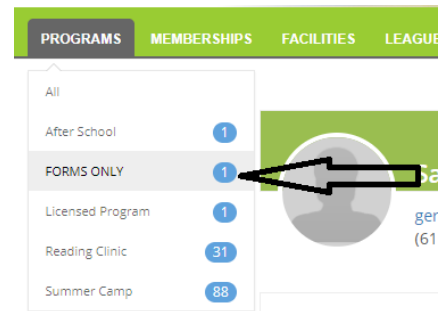
5. Save profile, and repeat process for any additional children in the household.

How To Complete The "FORMS ONLY" Program

You may be requested to complete the "FORMS ONLY" program by a BGC Staff to fast track a program registration. This program is a \$0.00 fee program, but contains all the required forms and waivers needed for your child to attend a program.

To complete the forms only program, follow the steps below:

1. Visit bgcka.recdesk.com and sign into your recdesk account.
2. Click "Programs" at the top of the page, and select "Forms Only"
3. Choose the "FORMS ONLY" Program (that pertains to the current year) under the programs category and hit the "Register Now" button.



4. It will then prompt you to select the child which you are completing the forms for in a drop down menu. Select your desired child from the list
Select the Fee Type "No Fee \$0.00", Save.

5. If you have more than one child that you will be completing the FORMS ONLY programs, you can then select any additional children by choosing "Register another HOUSEHOLD MEMBER for this program". Follow the same steps above (select the child from the drop down, chose the fee type, click save)

Item	Fee + Deposit
1. FORMS ONLY 2021-2022	\$0.00
Registration [Redacted]	
Register another HOUSEHOLD MEMBER for this program >	
Total:	\$0.00

When you have added all required children that you want to complete the FORMS ONLY program for, click "Go to Checkout" and Accept Waiver.

6. All forms that are required for your child will appear on screen. Under the name of each form, there will be a child's name under, so you know which form pertains to which child.

Click on each form displayed and complete in full.

Once all forms are complete, click "I Have Completed All Forms"

Fill out the following forms to complete the checkout process

- Non Prescription Skin Product Waiver 2021/2022
FORMS ONLY 2021-2022 [Complete Form](#)
- Member Information and Consent Form 2021/2022
FORMS ONLY 2021-2022 [Complete Form](#)
- ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AGREEMENT
FORMS ONLY 2021-2022 [Complete Form](#)

You have not completed all the required forms
You need to complete all the required forms to finish the checkout process. **0 / 3**

[I Have Completed All Forms >](#)

****Note:** Once you have completed the forms once for that current school year, you will not be required to complete the forms again until the next year. These forms will be shared across all of our locations, so if you attend a program at another one of our locations you will not need to complete these forms a second time. However, as always we urge Parents/ Guardians/Caregivers to ensure that contact and medical information is always up-to-date and contact us with any changes throughout the course of the year

Registering your Child(ren) for Programs (Camps, PA Days etc.)

- When logged into your RecDesk Account, click "Programs" at the top of the page, and choose the correct category (Summer Camps, PA Day, March Break Camp)
- Filter your options along the left side by Location if desired
- Information will populate on the main screen- based on weeks and age groups etc. Choose which one you want to register for and click "Register Now"
- Choose which child (member) you are wanting to register in that camp and select the Fee Type
- Click "Save"
- If you would like to register another child, you can click "Register another HOUSEHOLD MEMBER for this program". You can then select the child's name and the camp week from the drop down menus. Click Save
- When you have all the desired weeks in your cart, click "**Go to Checkout**" and accept the waiver
- If you have already completed the FORMS ONLY program. all your forms on the next screen should be highlighted green, and it should say "You have completed all the required forms" in a green box at the bottom of the screen. If you HAVE NOT completed the new forms for 2022-2023, these forms will be highlighted orange, and you will be required to complete the forms for each child before you can check out
- Click the blue "I have Completed All forms" button
- The final screen is your checkout cart. You will be required to pay any deposits or fees for each child that you are registering in order to complete your registration process.
- When your check out process has been complete, you will receive a confirmation email/receipt from RecDesk to the email address you have provided in your profile.