



CivicRec Registration Help

Navigate to CivicRec Website:

1. Go to **bcorecreation.info** in any web browser; click on **ABOUT US** tab
2. Click on **CivicRec – Registration Help** at the bottom of the page
3. Click on the **Botetourt Parks & Recreation – CivicRec** link to reach the CivicRec website
4. Alternatively: enter <https://secure.rec1.com/VA/botetourt-county-va> into your web browser

Create a New Account:

1. Select **Login/Create Account** in the upper left corner, then select **Create your Botetourt County Parks & Recreation account** .
2. Fill in required information for primary account holder, except the emergency contact.
3. Click **Next Step: Other Account Members** at the bottom right to add additional family members (Note: your entire family can utilize one account)
4. Click **Save & Close** at the bottom right. This may generate an error stating emergency contacts are required and direct you to complete emergency contacts - this is normal. The system will not allow you to add an emergency contact until all other information is input
5. **To receive text alerts** (i.e., class cancellations, facility closings), indicate your mobile carrier next to your cell number.
6. **To receive important notifications, opt-in to receive all communication types** (courtesy notifications, critical announcements, upcoming events)
7. Additional household members (spouse, children, etc.) may be added at any time in your **Account Settings** . Keep your entire household on one account!

Add Member to Existing Account:

1. Log in to your existing CivicRec account; click **Account** button at top left of webpage
2. Click on **Add New Account Member**
3. Complete information for new account member and click **Save & Close** when finished

Register for an Activity (Includes Coaching):

1. **Browse the catalog tab for desired ACTIVITES** (a basketball coach would click on basketball and find a basketball coaching listed as an activity)
2. Browse the program/activity you are interested in and select it.
3. Make sure to select the correct account member before adding it to your cart. This can be found on the right-hand side of the screen, where it says, **ACCOUNT MEMBERS** .
4. Once the program/activity has been added to your cart, click **checkout** to finish your transaction.
5. A series of **prompts/waivers** will follow that need to be answered and agreed to.