

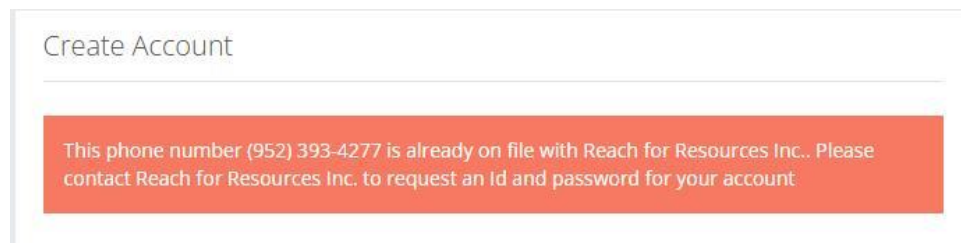
How to Register for Programs Online in RecDesk

Step 1: Visit the RecDesk Website

- Go to: www.reach.recdesk.com/community/home

Step 2: Log In or Create an Account

- If you already have a RecDesk account:
 - Click **Log In** (top right corner)
 - Enter your username and password
- If you are new:
 - Click **Sign Up**
 - Fill in your information to create a household account
 - **“If I receive this error message, what do I do?”**
 1. Email bmax@reachforresources
 2. We will send you your username and password so you can register online



Step 3: Browse Available Programs

- On the homepage, click **Programs** or **Program Registration**
- Use filters to search different types of programs

Step 4: Select a Program

- Click the name of the program to view details
- Review the **description, dates, times, and fees**

Step 5: Add to Cart & Register

- Click **Register Now**
- Select the **participant(s)** you want to register
- Click **Add to Cart**
- **You can add or remove any additional programs**

Location Filter

☒ All
☐ SLP Rec Center
☐ Reach Office
☐ Science Museum
☐ Eidem Farm
☐ New Hope Bowl
☐ Brooklyn Center Community C...
☐ LA Oaks Park

Show more

Date Range

- All -

Days

☒ All
☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday

Category Filter

☒ All
☐ Adult ▶ 33
☐ All Ages 5
☐ Teens & Adults Together ▶ 23
☐ Therapeutic Program 6
☐ Youth ▶ 1

Step 6: Checkout

- Review your cart to make sure only the programs you wish to register for are in the cart and are correct
- Click **Proceed to Checkout**
- Enter payment details and confirm your registration
 - If the address for the credit card being used differs from what is attached to the account, you will need to change the address during checkout

*Please fill out *all* consent forms

Confirmation

- You will receive a confirmation email
- You can view upcoming programs under **My Account > My Activities**
- **You will still receive program reminders via email**

CONTACT

BRIENNA MAX: bmax@reachforresources.org

SALLY KRULL: skrull@reachforresources.org

RAE WILDE: rwilde@reachforresources.org

FAQ

1. Why register online?
 - You can register through your smart phone or computer at any time from the comfort of your home. No waiting for the mail or paperwork. Visit reach.recdesk.com/community and follow the same steps
2. What do I do if it says my email already has an account?
 - Email Brienna Max and we will set you up an online account

Create Account


This phone number (952) 393-4277 is already on file with Reach for Resources Inc.. Please contact Reach for Resources Inc. to request an Id and password for your account

- [Programs](#)
3. What if I need assistance registering online?
 - Contact Brienna Max or Rae Wilde
 - Can I register multiple participants at the same time?
 - Yes, if they are linked to your account or in the same household as you
 4. How do I make sure my household account is linked to mine? [How to register for a RecDesk account](#) and "see household calendar"



Max
Household
2 members

 [See Household Calendar](#)

 [View Invoices](#)

 [Forms](#)

 [Waitlist](#)

[Add Household Member](#)



Creating an Account on RecDesk