



Recreation Department

New Online Registration Information – Getting to know RecDesk

We are excited to now offer online registration via our new RecDesk Software. Below are a few tips on where to find the important things you will need to set up your profiles and register.

The RecDesk website is <https://foleyrecreation.recdesk.com/Community/Home> and the link can be found on the Foley Recreation website under each sport's **general information** and **registration** pages. Please see Step-by-step instructions under the **Help** tab on RecDesk.

The RecDesk website will be open on August 1st for you to begin setting up family profiles only. You will not be able to register for soccer until Wednesday, August 4th.

Step-By-Step Account Setup and Registration Instructions

- To create a family profile, click **Create an Account**. Complete required* information and submit. Please keep track of your Username and Password so that you will be able to register for additional sports in the future and/or to update your personal information/profiles.
- To add a child, click **Household Member**. Complete required* information for each child and submit.
- To make changes to profiles, click on the person's name at the bottom of the left column and edit. Click submit once finished.
- To register your child/children, click **Programs** at the top of the screen. Choose the sport and age group and click **Register Now**. Complete the required* information and submit for each child.
- After all children have been registered, click **Go To Checkout** to complete registration. Click **I Accept Waiver** and complete all required* forms. Once completed, click **I Have Completed All Forms**.
- To make a payment, choose **Pay Now Via Credit Card** or **Invoice Me (Pay Later)**.
 - If you choose to **Pay Now**, a receipt will be emailed to you after making payment to confirm your registration and payment.
 - If you choose to **Pay Later**, a note will be placed on your account that lets us know you have an amount due. You will receive an email notifying you of your open invoice that will include a quick link to the invoice to make an online payment.
- Your balance must be paid before the last day of registration for your child to be officially registered. Your child will not receive a uniform or be drafted to a team until fees are paid or some kind of arrangement is made. We do accept postdated checks as an option.

If you do not have computer access to complete online registration, the **Foley Public Library has a computer lab and staff available to assist you. If you have any questions, please contact us at the Foley Recreation Department (251) 970-5020 or by email at kellis@cityoffoley.org. Our office is open Monday – Friday from 8:00am – 5:00pm. **