



Recreation Department

New Online Registration Information – Getting to know RecDesk

We are excited to be able to offer you the convenience of 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 on RecDesk.

The RecDesk website is <https://foleyrecreation.recdesk.com/Community/Home>

You can also find a link to the RecDesk website on our Foley Recreation website under the Soccer tab on the Soccer Information page and the Soccer Registration page. This will also be the case when you are registering for baseball, softball and basketball – the link will be on the individual sport pages.

The RecDesk website will be open for you to start working on setting up your profiles on August 1st. You will not be able to start registering your children for soccer until Wednesday, August 4th.

Set up your Parent and Child/Children's Profiles

Parent Profile:

- Click "Create an Account"
- Type in all of the required information (everything with a * is required) – click continue – continue typing in the required information for your parent profile and click submit.
- You will be taken to your newly created profile page and you are done.
- The next step is to create your child/children's profile.
- In the left column on your profile page you will see a green button "Add Household Member" button.
- Type in all of the required information for your child – continue until you reach the end and submit.
- You will be taken to your child's newly created profile page. If you only have one child then you are done with the profile process. If you have another child or other children to set up you will click the "Add Household Member" button and go through the same process to add the other child/children.
- You will see the profiles you have set up at the bottom of the left hand column. Should you need to make changes simply click on the person's name and it will open their profile.

****Please remember to write down your Username and Password so you will have it when it's time to login again to register for a different sport or update your personal information. ****

Register for Programs

Registering Your Child:

- Click the “Programs” tab at the top of the screen and choose the sport you want to register your child for.
- Find your child’s age group and click the green “Register Now” button
- Complete all of the required information for that particular sport and click save
- Your Shopping Cart will open showing the amount due. If you are only registering one child you are done so you can click the blue “Go To Checkout” button to pay now using your credit/debit card.
- If you will need to register other children click the “Add New Registration” button to register the next child.
- When you have registered all of your children click the “Go To Checkout” button to pay.

Checkout and Pay

Checkout And Pay:

- After you have registered your child and clicked the “Go To Checkout” button your shopping cart screen will open.
- The next step will be to sign the required waivers, and parental/guardian release agreement.
- Once those forms are completed click the blue “I Have Completed All Forms” button in the bottom right hand corner of the screen. This will take you to the Checkout screen.
- You will have the option to “Pay Now via Credit Card” or “Invoice Me (Pay Later)”
- If you choose to Pay Now you will be directed to the screen to enter your credit card information. Once you have completed that you will click submit and you will be done. A receipt will be emailed to you to confirm your registration and payment.
- If you choose to Pay Later there will be a note placed on your account that lets us know you have an amount due on our roster. You will receive an email notifying you of your open invoice that will include a quick link to the invoice that you can use when you are ready to make an online payment. When you are ready to make your online payment simply go back to the email and click the invoice link and it will take you to the screen where you will be able to make your payment.
- Your balance will have to be paid before the last day of registration for your child to be officially registered. We will not order a uniform or include them in the draft until the fees are paid or some kind of arrangement is made. We do accept postdated checks as an option.

Should you need step by step instructions please click here: [Help](#) or click the Help tab at the top of the RecDesk Page and there you will find detailed step by step instructions. If you do not have a computer or you are not computer savvy the Foley Public Library computer lab staff will be available to help you with the online registration process. If you have any questions feel free to 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.