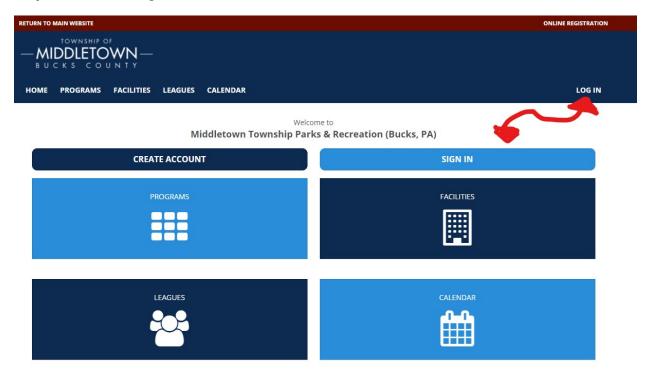


How To Fill Out Online Forms for Summer Rec

We have moved our Summer Rec forms to a digital platform within our new registration system! See below for instructions on how to access them through your family portal.

Step 1- Go to https://middletownbucks.recdesk.com/

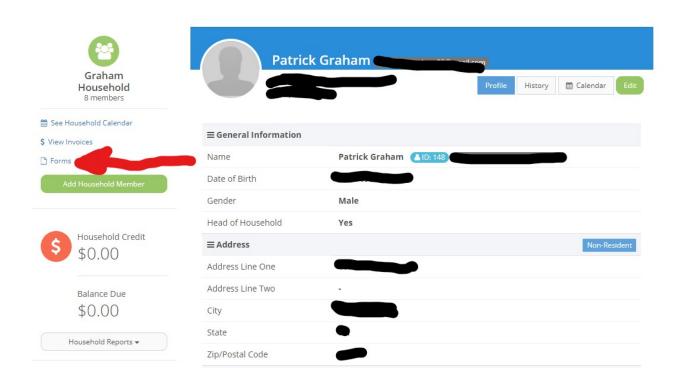
Step 2- Click on "Log In"



Step 3- Log in to your account with the credentials you created to sign up your child for Summer Rec. Your username will be your email address unless you changed it to something more specific. If you signed up with us over the phone and never logged in, click on "Forgot Password". Use your email address to retrieve a password and you will be able to log into your account.

	Sign In to your Community Account
4	Username
*	Password
	SIGN IN
	- Oľ -
	Create New Account
	Forgot password?
	Log in as Instructor/Coach/Volunteer
	Node: RD-PROD-N16-3

Step 4- Once you are logged into your account you will see the screen below with all of your family information. Click on the button that says "Forms".



Step 5- The forms you need to fill out will be listed here. Click on each one and make sure you fill out the required fields. Your account will list them as completed once you have filled each out entirely. An example of the Health Form is below:

	n for your child	
Child's First & Last Name *		
Home Address *		
Name of Parent/Guardian *		
Phone Number of Parent/Guardian *		
Emergency Contact Name *		
Emergency Contact Phone Number *		
onic or Recurring Illness (Check all that apply)	 Asthma Epilepsy Kidney Disease 	
	Ear Infections Diabetes Other	

We will be notified on our end when you complete the forms. If you have any questions or run into any technical difficulties please contact Middletown Parks & Recreation at 215-750-3890.