

How to rent a register for a program with Rec Desk and DeWitt Parks & Recreation

1. Visit <https://dewittiowa.recdesk.com/>

2. Click **login**.

Enter your username and password. Press the green **sign-in** button.

3. Your personal information page will show here.

4. Click on **Home** on the blue tool bar (far left button).

5. Click on the blue **programs** button.

6. The programs available are listed.

On the left, select the type of program you are looking for.

Group swimming lessons, private swimming lessons, youth and youth sports are options.

Select **Register Now** (green button) for the program you want to register for.

7. On the program registration page, you will be asked some questions depending on the program. Click **Save**.

8. On the shopping cart page, click **go to checkout**.

9. Read & then click the **I accept waiver** button.

10. On the required forms page, review & complete with signature the required forms and click **submit form**.

11. Click **I have completed all forms**.

12. At the check out page, complete the credit / debit card information and click **Submit**.

13. Your registration is complete. A confirmation email will be sent to you.



You did it! Great job.