

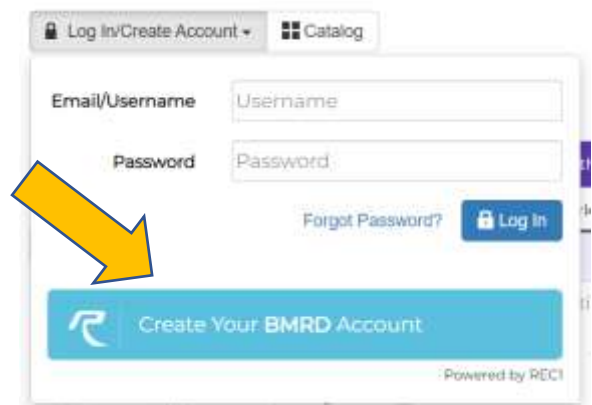
# Am I ready to register for Recreation Department programs? (Desktop/laptop version)

Here is a quick step-by-step guide to make sure your family is set up in Civic Rec properly and ready to register for Camp and all other programs offered by the Village of Briarcliff Manor Recreation Department.

## 1 Does your family have an account with Civic Rec?

Be sure to double-check with your spouse or other adult in your household to make sure they have not set up an account. If you have an account – move on to Step #2

- ✓ If no account exists within the family – go to [Civic Rec](#) and click Log In/Create Account. On the next screen Click “Create your BMRD Account”



- ✓ Type the information in for the Adult Head of Household (Account Holder) – Be sure to use proper capitalization when typing the information in. The primary email will be the email used to log into the account. Be sure to make note of your password as you will need this to log in each time. Once done click – “Next Step: Other Account Member”.

A screenshot of the BMRD Sign-Up form, Step 1: Account Holder. The form is divided into several sections: 'BASICS' (Account Type, Name, Date of Birth, Gender), 'ADDRESS' (Address Line 1, Address Line 2, Zip Code, City, State), 'CONTACT INFO' (Phone 1, Phone 2, Phone 3, Email Preferences, Emergency Contacts), and 'ACCOUNT SETTINGS' (Primary Email, Password, Confirm Password). A yellow arrow points to the 'Next Step: Other Account Member' button at the bottom right.

- ✓ This screen is where you will enter the information of your spouse/partner and all children living in the household. Please add only those in your immediate family. Click on Add Account Member to add each person. When finished click Save & Close. CONGRATS your household account has been set up! You can skip to #3



#### Helpful Hints:

- When entering grade – this is the grade your child is currently in as of today.
  - For Preschool – scroll all the way to the bottom of the grade options. Choose this option only if your child is currently in preschool AND is going to Kindergarten in September. If your child is not going to Kindergarten in September please choose N/A or leave blank.
  - We know the definition of family can vary between households. For our purposes, the definition of family (for permits, etc) is 2 parents/guardians and all children under the age of 22. For example – for multigenerational families that are under the same roof, Grandparents and children over 22 will create their own household account.
2. Sign in to your Family's account to check to make sure all your family's information is accurate. Specifically, your address, DOB's for all members of the household, all the children, under 22 years old living in the household are listed, and the grade of each child. When confirming the grade, make sure it is the grade they are CURRENTLY in. If the address or the grade is incorrect, you will need to contact the office at 914-941-6560, and any of the staff will be happy to help you with that change.
3. Now that your account is updated and all correct, Here are some additional tips to make CAMP registration smooth.
- You will need to have your child's immunization records (not their physical, just the list of the dates they had immunizations) to upload during the camp registration process. Pediatricians' offices get very busy, request this information now, so they have time to process your request.
  - Know your residency status - **Resident** (pay Village taxes to the Village of Briarcliff) or a **School District Resident** (your child attends Briarcliff Schools but you do not pay Village of Briarcliff Taxes). This knowledge will expedite registration ensuring you are choosing the correct option. If you do not fall in either category – Unfortunately, you are not eligible to register for our Day Camp. One way to determine if you're a Village resident is to visit <https://briarcliffmanor.munisselfservice.com/citizens/RealEstate/Default.aspx> and type in your address. If your address does not show, you are either a school district resident or a non-resident (ineligible). If not a Resident - you can visit <https://mountpleasant.municipaltaxpayments.com/index.cfm?muniid=21&CFID=65719865&CFTOKEN=8b353a909df04448-E529C841-C7D9-C2C2-4715165D38843556&jsessionid=DE9F495B6360E97F960E4735F974647A.cfusion&janowCentral=status.search> to confirm that you are a Briarcliff School District resident.

- Take a peek at our [Camp Central](#) page on the webpage. This will allow you to determine the camp weeks you wish to register for. Make sure you check your vacation calendar and other summer activities calendar to steer clear of conflicts. While we try to accommodate week swaps, if the week you want to move into is filled, we may not be able to make the switch.

As always, if you have any questions, or need assistance, please give us a call at the office 914-941-6560 and we will be happy to help you.