

Am I ready to register for 2026 Day Camp? Updated 1/15/26

Here is a quick checklist 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. Be sure to do this in advance of the Registration day.

Step 1: Confirm Your Family Has **ONE** Civic Rec Account

Does your family already have a Civic Rec account?

Please double-check with your spouse or another adult in your household to ensure an account has not already been created. **Duplicate accounts can cause registration issues.**

- If an account exists → skip to **Step 2**
- If no account exists → follow the steps below

Creating a New Account

- Go to [Civic Rec](#) and click “**Log In with Email**”
- On the next screen, click “**Create New Account**”



Important Notes:

- You may be asked to set your password twice before gaining access
- Check your email immediately—verification links expire quickly

Account Holder Setup

- Enter information for the **Adult Head of Household (Account Holder)**
- Use proper capitalization when entering names and addresses
- The primary email will be used to:
 - Log into Civic Rec
 - Receive all Recreation Department communications
- Be sure email preferences are checked
- Click “**Save User**”

Edit User

BASICS

Account Type: Individual Organization

Name: Karen Middle Name: N/A

Date of Birth: 11/11/1980

Gender: Male Female Non-Binary

CONTACT INFO

Phone 1: (518) 941-6560 Label: Cannot receive te...
 Phone 2: (Phone 2) Label: Cannot receive te...
 Phone 3: (Phone 3) Label: Cannot receive te...

Email Preferences: karen@briarclifffinance.gov
 Courtesy Notices, Critic...
 Courtesy Notifications
 Critical Announcements
 Upcoming Events

ADDRESS

Address Line 1: 3 Library Road
 Address Line 2: Address Line 2
 Zip Code*, City*, State*: 10510 Briarcliff Manor NY

Residency Override Force User as Resident

Apply Address Changes

ACCOUNT SETTINGS

Primary Email: karen@briarclifffinance.gov
 User Type: Internal User / Staff Member
 Deactivated User
 User Access: Administrators
 Override Code: Override Code

Buttons: Reset ClickPlus Password,  Commit, Delete User, Save User

Adding Family Members

Once your account is created:

- Under the Account Holder's name, click **“Add New Account Member”**
- Create a profile for each **immediate family member**
- Be sure to add email to ensure delivery of targeted program information



Immediate family is defined as:

Spouse/partner and children **under age 22** living in the household full-time.

You do **not** need to create usernames or passwords for each family member.

When finished, click **“Save New Account Member.”**

 **Congrats! Your household account is now set up.**

You may skip ahead to **Step 3** if everything looks correct.

Helpful Hints

- Grade:** Enter the grade your child is **currently in today**
- Preschool:**
 - Choose Preschool 3's or Preschool 4's
 - If your child is entering Kindergarten in September, select **Preschool 4's**
- For multigenerational households:
 - Grandparents and children over 22 must create **separate household accounts**

Step 2: Review Your Account Information

Sign in using **email only**

⚠ Do NOT use Apple, Facebook, or Google login options — this creates duplicate accounts.



Confirm that the following information is accurate:

- Home address
- Date of birth for all household members
- All children under 22 are listed
- Each child's **current grade**

If an address or grade is incorrect, please contact the Recreation Office at **914-941-6560** and our staff will be happy to assist.

Step 3: You're Ready to Register!

🎉 Congrats! You are officially set for registration.

Please review the updates below outlining changes we've made to improve the registration experience in 2026.

What's New for 2026 Registration

We continue working to make registration easier and less stressful. While we've made improvements, please remember that technology can sometimes result in temporary holds or waitlists.

If you land on a waitlist on registration day — don't panic.

Think of it as a *hold list*. Please allow **five (5) business days** for staff to review registrations. By the **sixth business day**, you will be notified of your status.

Actions We've Taken to Improve Registration

- Each camp has its **own registration day**
- Each grade has a **designated registration time**
- **Online-only registration** (successful last year, so we kept it!)
 - Staff will be available by phone or email if assistance is needed
- Simplified enrollment options for those not attending all five weeks
- The **5-week bundle option** remains available
 - Please only select this option if attending all five weeks
 - Refunds will not be issued for weeks not attended
- Immunization records and lengthy questions are **no longer required at checkout**

- *These documents will still be required shortly after registration*
- We recommend contacting your pediatrician early, as offices become busy during the season of camp registration.

Before Registration Day

- Visit the [**Camp Central**](#) page on the Recreation tab of the Village website
- Review enrollment options carefully
- Check vacation plans and other summer activities for conflicts
- Review the updated [**Camp Refund Policy**](#)
 - *(Policy will be posted following approval at the 1/20/26 BOT meeting)*

As always, if you have questions or need assistance, please contact the Recreation Office at **914-941-6560**. We are happy to help!