

Online Registration Instructions for the City of Wildwood Recreation Department

PLEASE FOLLOW THESE INSTRUCTION STEP-BY-STEP

1. Go to <https://cityofwildwood.recdesk.com>
2. The page should have a header that looks like this...



3. If you don't see a header like this on the home screen you are not in the right place.
4. Go to **Create Account**
5. Here, you will enter **YOUR INFO** (not your child's info). You are creating an account for ***yourself***.
6. Once you enter your name, phone number and email address it will take you to the screen to create your account. It will ask you a series of questions. Please make sure everything is filled in on every box. **VERY IMPORTANT**.....make sure on this screen you check the box saying **HEAD OF HOUSEHOLD**
 - a. PLEASE enter a mobile number and enter your cell phone carrier and **OPT IN** for **TEXT ALERTS**
 - i. Opting in for text messages will allow us to text you about cancellations, time changes, etc. Also, please store our ONE CALL number in your phone as Wildwood Recreation One Call so you get those alerts as well. Our one call number is **1 (877) 698 - 3261**
7. Now your account should be created. On the left hand side you will see a **GREEN BOX** that says **ADD HOUSEHOLD MEMBER**. Click this box and enter as many other family member as you can who will be playing in our leagues at any point during the year. (**ADD ALL YOUR KIDS, ONE-BY-ONE!**)
8. Once all your kids are added under your name and your account, you will then click **PROGRAMS** located at the top of the page on the white line right under the header (*See Above*). **Click on ALL**
9. After clicking on ALL you will see a list of programs we are offering during this time. Click on the **GREEN BOX** that says **REGISTER NOW** to the right of the program.
10. Once you hit register now it will take you to your child's registration form. You will need to fill a registration form out for each child for each league they want to participate in.
11. PLEASE ANSWER **ALL** QUESTIONS!
12. If the registration form asks for attachments please attach all necessary documents to the registration.
13. Payment **must** be made at the time of registration. If for some reason you have to click "PAY LATER" we will not add your child to a roster until his/her registration fee is paid or a partial payment is made and a payment plan is arranged. If you have any questions about our registration process, please call our staff at (609)522-5837.

THANK YOU!