Setting Up Your MyRec Household / Organization
https://swanzeynh.myrec.com/info/default.aspx

Household Accounts - community members, residents and non residents of Swanzey
Organization Accounts - local businesses or organization

How To Create Our Household / Organization Account

1. Go to https://swanzeynh.myrec.com/info/household/add_step_01.aspx
2. Select Household for Account Type (unless a local business or organization)
3. Primary Account Member (First Name, Last Name, Gender, Date of Birth)
   - Must be 18 years or older and the guardian of the minors in their household
4. Billing Address (Address, Apt/Unit, City, State, Zip Code, Country)
   - Address for Primary Account Member and Household
5. Contact Information (Email Address, Phone)
   - Email address for Primary Account Member
   - Keep both blue checks on “Receive Emails for Registration / General & Cancellations”
   - Phone number for Primary Account Member
   - Select a Type of Phone (e.g. work, cell, home)
   - Click the box to add a blue check to “Subscribe to Text Notifications”
6. Residency Status (choose resident or non resident)
   - Must live in North Swanzey, Swanzey or West Swanzey to be considered a Resident
7. Account Login Information
   - Username: Can be a name you choose or your email address
   - Password: Must have 12 or more characters; including uppercase letters, lowercase letters, a number and a symbol (e.g. ~ ! @ # ?)
8. Complete the math problem
9. **Click Submit & Add Account Member**
   - Here is where you will add additional adults and children that reside in your household
10. Add Account Member
    - Add additional adults first, so they can be included in the children’s accounts
    - Complete member information and emergency contact information
    - Select the Primary Parent or Guardian and Second Parent or Guardian
    - Enter in all medical information
    - Enter an email address to receive general notices and cancellations
11. **Click Complete or Add Another**
    - Click complete if anyone has been added to your household
    - Click add another if you have more people to add to your household
12. Add Payer Member
    - Complete all fields and confirm password
13. **Click Submit**

You are now able to register yourself and others in your household for age/grade appropriate programs under Register / Programs.

Register for Programs
https://swanzeynh.myrec.com/info/activities/default.aspx?type=activities

How To Register for a Program

1. Log into your MyRec Account
   - https://swanzeynh.myrec.com/info/household/login.aspx
2. Click on the Person (Register)
3. Select the program / activity
4. Select Member to register
5. Click Register (Member Name)
6. Complete options and click Check Out or Return to Program to add another member
7. Read and acknowledge the Disclaimer statement
8. **Click Continue**
9. Complete the questions in Additional Registration Information
10. Read and agree with Disclaimers
11. Choose to payment method
    - Check out online with a credit / debit card
        - Follow instructions to process your card payment
    - Print a Pre-Registration Form to pay at the Town Hall with cash or check

    You registration is not completed till pre-registration form and payment is received