

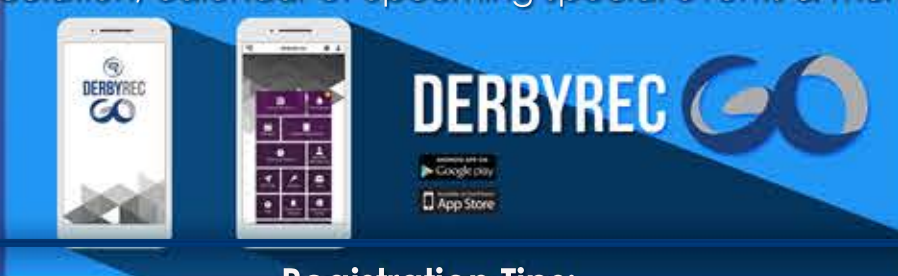


# DRC ONLINE REGISTRATION RESOURCE GUIDE

**Be prepared for online summer registration beginning Monday, August 28 at 5am!**

New users can create an account quickly & easily by visiting us ONLINE, clicking "Sign Up" & follow the prompts. If you have never had an account before, use any email you wish. Your account can include yourself, spouse/partner, and dependent children age 23 & under. Take extra care to enter your address correctly.

Download the DerbyRecGo app FREE for iPhone & Android to register on the go, view the program guide, fitness class schedules, league schedules, weather related delay/cancellation, calendar of upcoming special events & more!



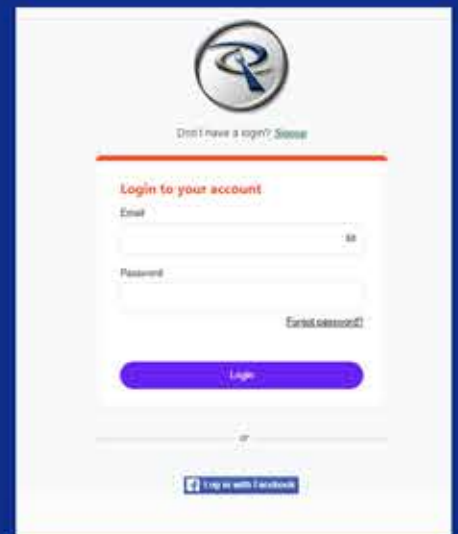
## Registration Tips:

Review these helpful tips to prepare for a successful summer program registration

- Create an online account IN ADVANCE of registration so you're ready to go when registration begins at 5am
- Add your credit card information to the Financial Information section of your account to allow for a quicker checkout process
- When completing registration, please do not refresh the page while your payment is being processed. This could result in losing your position for the course as multiple clients trying to complete their registrations simultaneously
- **Note: calling the DRC to register does not ensure you will get enrolled before a customer who is enrolling online or an in-house registration**

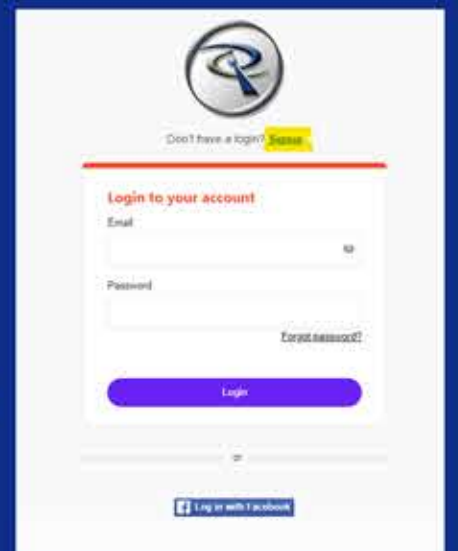
## STEP ONE

Log into Derby Recreation Commission registration at:  
<https://derbyrec.perfectmind.com>



## STEP TWO

If you don't already have an account, select the green hyperlink "Sign Up"  
If you have created an account but forgot your password, select "Forgot Password" & you will receive an email with a temporary password to log in.



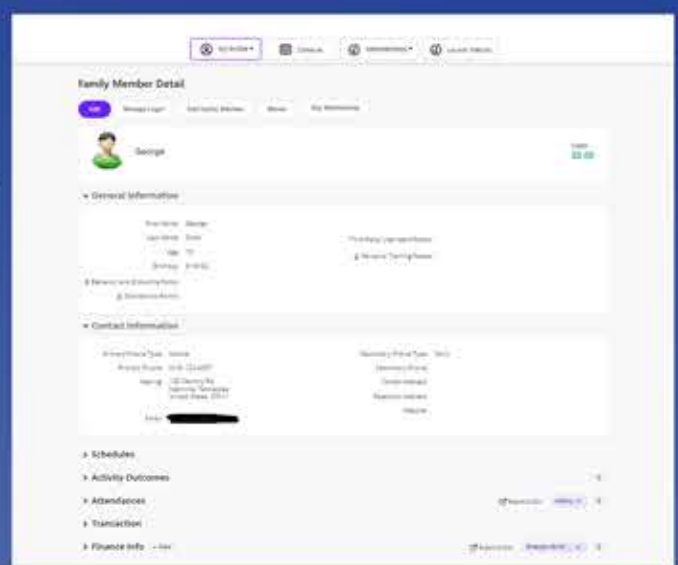
## STEP THREE

Fill out the required information. Ensure you have reviewed and accepted the "Terms & Conditions". When you are done, click "Submit".



## STEP FOUR

You will automatically be logged into your new account. You will also be emailed a temporary password to your email from our software [communication@perfectmind.com](mailto:communication@perfectmind.com)  
Be sure to check your junk mail if you do not receive it.



## STEP FIVE

After creating your account, you can then register yourself and/or family members for programs & memberships.

