

A brief document to help with using the Rec1 Program...

First of all, you should be sure you have a Rec1 account! If you're not sure, you can call the TTCC and we can check for you. If you know you have one but forgot your password, you can enter your email address and the program will email you a new password. It is not recommended to create a new account unless you're certain you do not already have one. Many people end up with multiple accounts which can lead to future issues with the program.

When you get logged in you will be viewing what's called the "dashboard". This is where you will see what programs are currently available to register for. You will also see at the top how much is currently due on your account highlighted in a red bar. There is a pay now option or it will be added to your cart at checkout. You can't register for programs online if you have a balance due without paying the balance due. If you want to register and can't pay the balance at this time you can contact the TTCC to make arrangements.

If you click the account button on the top left of the screen you can look at all of your account details such as Account Members, Activities and Transaction History. This is where you can update your account as needed – with current contact info, medical info, etc.

To register for a program, scroll to the program you want and click on the register button. Select the account member you wish to register. (If it doesn't let you or says something like "grade too low" – you may need to go back to your account and update it. If you're still having issues please contact the TTCC office and we will assist you as best we can!). When you select the account member, click continue and you will be directed to your shopping cart. At this time you have the option to close & continue browsing (if you want to register for other programs) or you can begin checkout. Upon checkout you will need to answer some questions – agreeing to TTCC Waiver, Emergency Contact Info, Physician Info, Medical Info, etc. If you've used Rec1 before some of these answers will be pre-filled in, but be sure to check them for accuracy. Save your responses and you will be directed to the payment screen. If you're doing this online, you will need to pay with credit / debit card. If you're doing this at the TTCC you can pay by cash or check or make other arrangements as needed. Complete the transaction and you can print a receipt or have it emailed.

Again, if you have any issues with the program at all or questions, please feel free to call or stop by the TTCC and we'll be glad to help.

Thanks,

TTCC Staff