How-To Create Your CivicRec Account

1.) In a web browser go to… https://secure.rec1.com/SD/watertown-sd
2.) Click the **Log In/Create Account** button

3.) Choose one of the options to login, you may link your **Facebook** or **Google** account or create a standard **CivicRec** account.

a. Do not choose the **GREEN** "Login with Email" link at this time.

4.) Fill in your information…

BASICS

Account Type	Individual Organization
Name*	First Name Middle Na Last Name N/A ▼
Date of Birth*	mm/dd/YYYY
Gender*	Male Female
Emergency Contact	Emergency Contact
Emergency Contact Pho…	Emergency Contact Phone
Current PLWC Member …	Current PLWC Member

CONTACT INFO

Phone 1*	Phone 1 Label No Mobile Carrier ▼
Phone 2	Phone 2 Label No Mobile Carrier ▼
Phone 3	Phone 3 Label No Mobile Carrier ▼
Email Preferences	Add Email

ADDRESS

Address Line 1 * ?	Address Line 1
Address Line 2	Address Line 2
Zip Code, City, State*	Zip Code City AL ▼
County/Parish*	Other ▼

ACCOUNT SETTINGS

Primary Email*	Primary Email
Password*	Password
Confirm Password*	Confirm Password

Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters

5.) If there are multiple family members on your account, click the **Add Account Member** button

First, Last, Gender, DOB...   [Add Account Member]

6.) Fill out the information. Click **Add Account Member** for additional family members.

First, Last, Gender, DOB...   [First]   [Last]   [M | F]   [mm/dd/YYYY]   [Gr... ▾]   ✖

[Add Account Member]

7.) When you're finished filling out your information, click the **Save & Close** button in the lower right-hand corner.

[Save & Close]