



VAN BUREN CHARTER TOWNSHIP

HOW TO CREATE A REC DESK ACCOUNT

1. Visit vanburen-mi.org/signup and click Create A New Account.
2. Fill in your name, phone number and email, then click Continue.
3. Fill out the required information and create a user name and password.
Congratulations, you just created a Van Buren Township Rec Desk account where you can sign up for other classes, programs and events!

HOW TO REGISTER FOR EVENTS/PROGRAMS

1. To register, click PROGRAMS in the top corner.
2. Click the program you wish to register for and scroll down to the green REGISTER button, click Register.
3. Then click on your name in the Member Dropdown. You can add other members of your household at this time.
4. Select the Fee Type and click Save.
5. Next, click Go To Check Out. Read and review the waiver and then click "I Accept". Click Continue.
Your registration is complete when you see the "Checkout has been successfully completed!" message. If you have an email on file, you will get a confirmation email.

**Thank you for registering with Rec Desk.
For questions, please call the Township Parks
Department at 734-699-8921.**