

How to Use RecDesk to Reserve a Facility

- Go to <https://alamance.recdesk.com>
- Create an account - (button on left of page "Create Account")
 - Input all of your information (asterisks denote a required field)
 - Save
 - Add family members – include everyone who might participate in a county-sponsored activity (be sure to include name and DOB)
 - *If you already have an account just input your user name and password to log in (button upper right "log in" or on page "sign in")*
- Click on "Facilities" on the upper left side of the page in the main menu
- Select "All" or the facility category you wish to view
- Click on an individual facility's name to view information including description, map, photo, hours, and calendar of availability
- To reserve the facility either click the "Reserve" button on the facility's page or the "Reserve" button next to that facility on the list of facilities
 - Locate the date on the calendar that you would like to reserve the facility...it will appear in green if available
 - Input the description of use, the size of your group, and select the desired time block if applicable
 - Select the fee that applies
 - Click "Add to Cart"
- If you would like to make additional reservations before checking out, click the "Add New Registration" button on the bottom right of the page
- Check to make sure your information is correct (you can look at your cart by clicking the cart icon in the upper right of the page)
- Click on "Go to Checkout" (blue button on the bottom right of the page)
- Read and accept the wavier
- Input Credit Card Information and Address
 - Click on "Submit"
- You should receive email verification of payment shortly!

If you have questions or need assistance using RecDesk please contact us at (336) 229-2410 or email recinfo@alamance-nc.com. You may also make reservations by phone or in person (office at 3916 R. Dean Coleman Rd., Burlington, NC 27215).