

How To Fill Out Online Forms for Summer Rec

We have moved our Summer Rec forms to a digital platform within our new registration system! See below for instructions on how to access them through your family portal.

Step 1- Go to <https://middletownbucks.recdesk.com/>

Step 2- Click on “Log In”

RETURN TO MAIN WEBSITE ONLINE REGISTRATION

TOWNSHIP OF
— MIDDLETOWN —
BUCKS COUNTY

HOME PROGRAMS FACILITIES LEAGUES CALENDAR LOG IN

Welcome to
Middletown Township Parks & Recreation (Bucks, PA)


CREATE ACCOUNT SIGN IN


PROGRAMS FACILITIES

LEAGUES CALENDAR

Step 3- Log in to your account with the credentials you created to sign up your child for Summer Rec. Your username will be your email address unless you changed it to something more specific. If you signed up with us over the phone and never logged in, click on "Forgot Password". Use your email address to retrieve a password and you will be able to log into your account.

Sign In to your Community Account

	Username
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	Password
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SIGN IN

- or -

Create New Account

Forgot password?

Log in as Instructor/Coach/Volunteer

Node: RD-PROD-N16-3

Step 4- Once you are logged into your account you will see the screen below with all of your family information. Click on the button that says "Forms".

The screenshot shows a user interface for a household management system. On the left, there is a sidebar with a household icon and the name "Graham Household" with "8 members". Below this are links for "See Household Calendar", "View Invoices", and "Forms", with a red arrow pointing to the "Forms" link. A green button "Add Household Member" is also present. The main area features a profile header for "Patrick Graham" with a "Profile" button and "History", "Calendar", and "Edit" options. Below the header are two sections: "General Information" and "Address". The "General Information" section lists fields like Name, Date of Birth, Gender, and Head of Household. The "Address" section lists fields like Address Line One, Address Line Two, City, State, and Zip/Postal Code. A "Non-Resident" button is visible in the top right of the address section. Financial information on the left shows "Household Credit" and "Balance Due" both at "\$0.00".

Graham Household
8 members

See Household Calendar
View Invoices
Forms
Add Household Member

Household Credit
\$0.00

Balance Due
\$0.00

Household Reports ▾

Patrick Graham [Redacted Email]

Profile History Calendar Edit

General Information

Name	Patrick Graham	ID: 148
Date of Birth	[Redacted]	
Gender	Male	
Head of Household	Yes	

Address Non-Resident

Address Line One	[Redacted]
Address Line Two	-
City	[Redacted]
State	[Redacted]
Zip/Postal Code	[Redacted]

Step 5- The forms you need to fill out will be listed here. Click on each one and make sure you fill out the required fields. Your account will list them as completed once you have filled each out entirely. An example of the Health Form is below:

Summer Rec Health Form

Please fill out the following health information for your child

Child's First & Last Name *

Home Address *

Name of Parent/Guardian *

Phone Number of Parent/Guardian *

Emergency Contact Name *

Emergency Contact Phone Number *

Chronic or Recurring Illness (Check all that apply)

- Asthma
- Epilepsy
- Kidney Disease
- Ear Infections
- Diabetes
- Other

We will be notified on our end when you complete the forms. If you have any questions or run into any technical difficulties please contact Middletown Parks & Recreation at 215-750-3890.