



CIVICREC

FACILITY RESERVATIONS SYSTEM *for*

DOUGLAS COUNTY

MAINTENANCE

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Create and Manage a  
CivicRec Account

The CivicRec reservations system allows the general public to reserve Douglas County Fairgrounds and Lone Star Lake facilities and pay reservation fees and deposits online via a standard web browser using a secure logged on account. Limited information may be accessed without an account.

Access the CivicRec reservations system at <https://secure.rec1.com/KS/douglas-county-ks/catalog>.

The screenshot shows the website for Douglas County, Kansas, with a navigation bar and a main content area. The navigation bar includes links for Catalog, Account, Connect, Internal, Policies, Help, Log Out, and a Cart. The main content area features a search bar, a filter section, and a list of facilities under the heading 'Douglas County KS Fairgrounds'. The facilities listed are:

Facility Name	Rental Rate
Building 21	Multiple Rates
Building 21- North	Multiple Rates
Building 21- South	Multiple Rates
Community Indoor Arena	Multiple Rates
Culinary Commons Comme...	Multiple Rates
Entire Fairgrounds	Multiple Rates
Flory Meeting Hall	Multiple Rates
Flory Meeting Hall East	Multiple Rates
Flory Meeting Hall West	Multiple Rates
Grassy Area	Multiple Rates
Open Pavilion	Multiple Rates
Outdoor Event Arena	Multiple Rates

Below the list, there is a link for 'Terms & Conditions'.

Without a CivicRec account, users can check facility availability and rental rates. With a CivicRec account users can log into CivicRec to create and pay for facility reservations for the Douglas County Fairgrounds and Lone Star Lake.

### Get Started

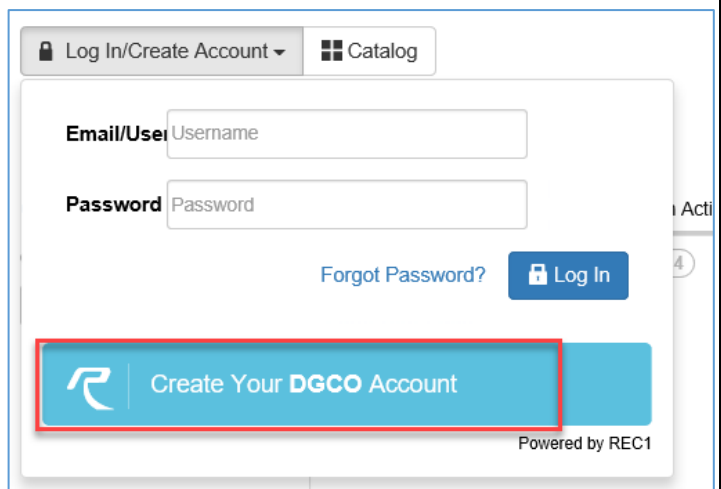
- Open an Internet browser and navigate to the CivicRec Catalog at <https://secure.rec1.com/KS/douglas-county-ks/catalog>.
- Click the *Log In/Create Account* button.



### Create Your DGCO Account

You will create an account for the main Account Holder. This can be the head of a household or a main contact for an organization. Additional Account Members will be added to this account later in the process.

- Click the *Create Your DGCO Account* button.



## Account Basics

### Account Type:

- Select *Individual* if you are creating an account for one person or for a family.
- Select *Organization* to create an account for a company, club, non-profit, or other organization.

**DGCO Sign-Up**

Step 1: Account Holder | Step 2: Other Account Members

Account holder must be an Adult.

**BASICS**

Account Type:  Individual  Organization

Name\* First Name Middle Last Name N/A

Date of Birth\* mm/dd/YYYY

**CONTACT INFO**

Phone 1\* Phone 1 Label No Mobile Carrier

Email Preferences Add Email

### Individual Account Type–

- Enter your First Name, Middle Name (if desired), Last Name, and a Suffix if needed.
- Enter your Date of Birth.

### Organization Account Type–

- Enter the Organization Name
- Enter your First Name, Middle Name (if desired), Last Name, and a Suffix if needed.
- Enter the Organization Email address.

**BASIC**

Account Type:  Individual  Organization

Name\* First Name Middle Na Last Name N/A

Date of Birth\* mm/dd/YYYY

**BASIC**

Account Type:  Individual  Organization

Organization Name Organization Name

Point of Contact First Name Middle Na Last Name N/A

Organization Email Organization Email

## Contact Info

You must enter at least one phone number.

- Enter Phone numbers for the main contact(s) for this account.
- Label the phone number. For example, Home, Work, Cell.
- If entering a cell phone number please select a Mobile Carrier from the list.

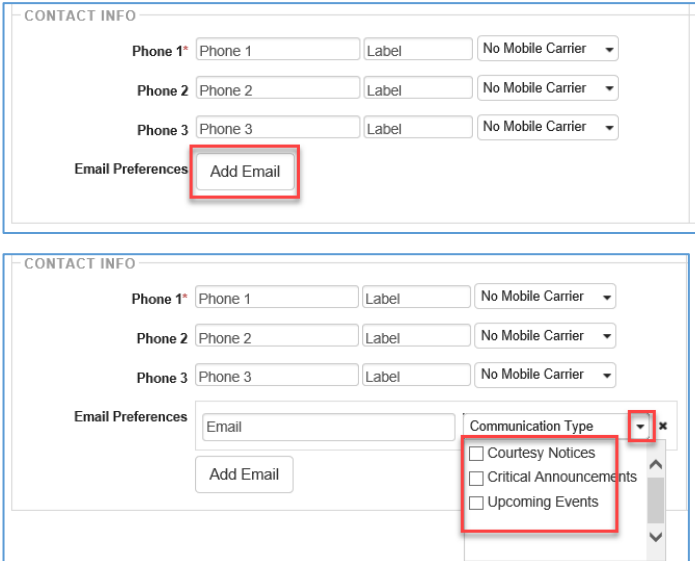
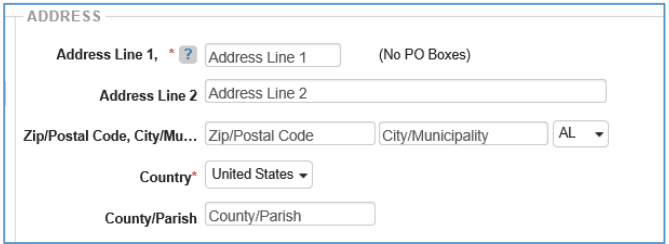
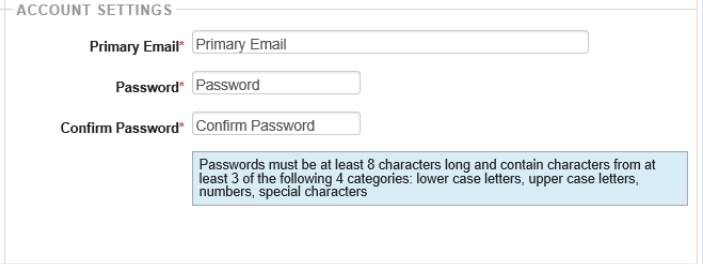
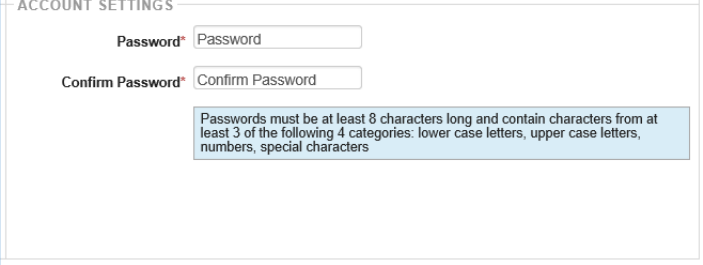
**CONTACT INFO**

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

<ul style="list-style-type: none"> <li>• Click the <i>Add Email</i> button and enter an email address where you wish to receive communications from Douglas County.</li> <li>• Click the down-arrow next to Communication Type and select one or more communication type you would like to receive from Douglas County.</li> </ul>	
<p><b>Address</b></p> <ul style="list-style-type: none"> <li>• Enter the address for the account in the Address Line 1 and Address Line 2 fields. Do NOT enter a PO Box.</li> <li>• Enter the ZIP Code. The City and State will automatically populate.</li> </ul>	
<p><b>Account Settings</b></p> <p>Individual Account Type—</p> <ul style="list-style-type: none"> <li>• Enter your email address. This will be the Username you will use to log in to CivicRec. (This can be the same as the email you entered in the Contact Info section.)</li> <li>• Enter a password for the account.</li> <li>• Enter the password again.</li> </ul>	
<p>Organization Account Type—</p> <ul style="list-style-type: none"> <li>• Enter a password for the account. Enter the password again.</li> </ul>	

## Other Account Members

- Click the *Next Step: Other Account Members* button in the bottom right corner of the screen.

DGCO Sign-Up

Step 1: Account Holder Step 2: Other Account Members

Account holder must be an Adult.

BASICS

Account Type Individual Organization

Name First Name Middle Last N/A

Date of Birth mm/dd/yyyy

ADDRESS

Address Line 1 \* Address Line 1 (No PO Boxes)

Address Line 2 Address Line 2

Zip/Postal Code, City/Municipality Zip/Postal Code City/Municipality AL

Country United States

County/Parish County/Parish

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

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.

Cancel Next Step: Other Account Members

- Click the *Add Account Member* button.

DOUGLAS

Departments | FAQ | Maps | Contact Us

DGCO Sign-Up

Step 1: Account Holder Step 2: Other Account Members

First, Last, DOB Add Account Member

Cancel Save & Close

- Enter the new account member's First Name, Last Name, and Date of Birth. (To add more account members click the *Add Account Member* button enter First Name, Last Name, and Date of Birth.)

DOUGLAS

Departments | FAQ | Maps | Contact Us

DGCO Sign-Up

Step 1: Account Holder Step 2: Other Account Members

First, Last, DOB Last mm/dd/yyyy

Add Account Member

Cancel Save & Close

- Click the *Save & Close* button.

DOUGLAS

Departments | FAQ | Maps | Contact Us

DGCO Sign-Up

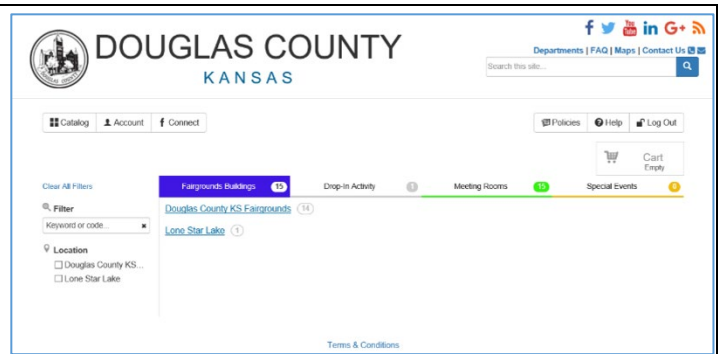
Step 1: Account Holder Step 2: Other Account Members

First, Last, DOB Berry Test 02/02/1997

Add Account Member

Cancel Save & Close

Your account has been created and you're ready to reserve facilities at the Douglas County Fairgrounds and Lone Star Lake.

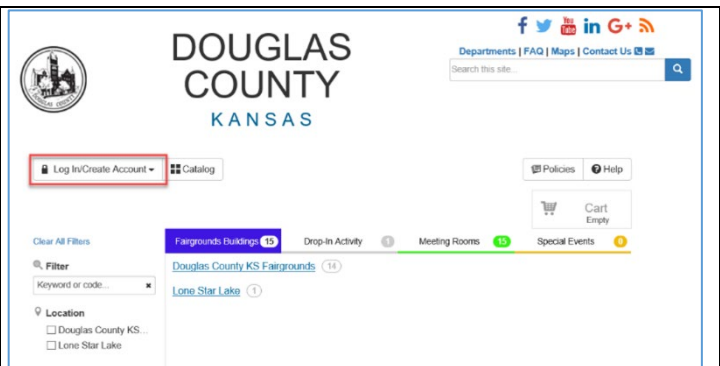


## RESET PASSWORD

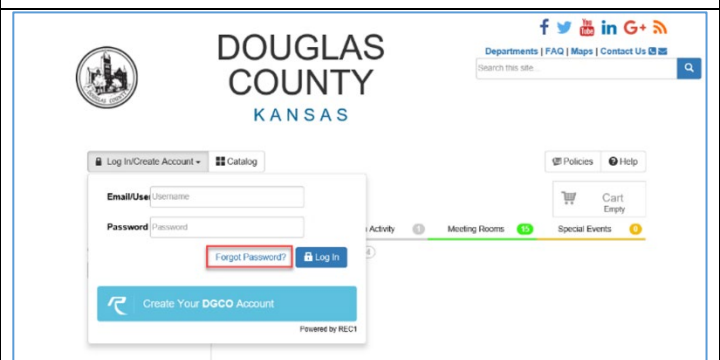
Once the account has been created the user can login with the email address and password used to create the account. If the user forgets their password, they may reset it by following these steps:

### Reset Password

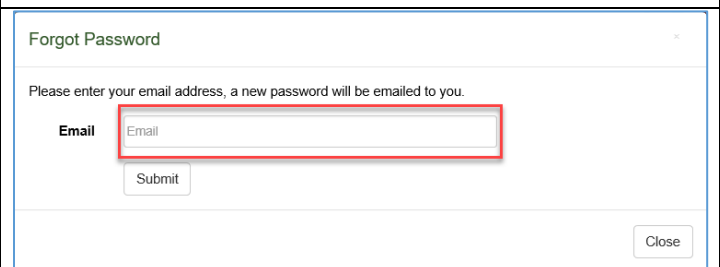
- Click *Log In/Create Account*.



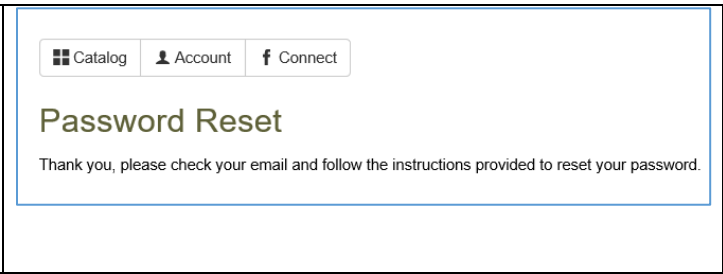
- Click *Forgot Password?*



- Enter the email address.
- Click *Submit*.
- A note appears at the top of the screen stating an email notification has been sent.



- An email will be sent to the address you provided if it is found in the system. Follow the instructions in the email to reset your password.



## MANAGE ACCOUNT

Once the account has been set up and the user is logged in, account information can be maintained via the “Account” link near the top left corner of the CivicRec screen.

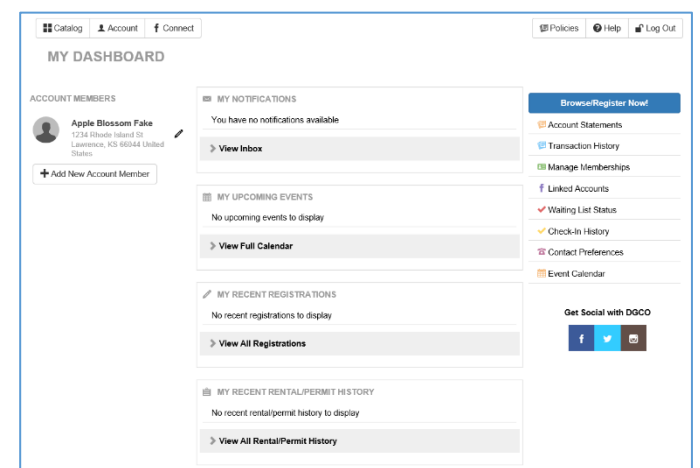
### Manage Your Account

- Log into your CivicRec account.
- Click the *Account* link and your Dashboard will open.



On the My Dashboard screen you can do the following:

- Add a new account member
- View notifications from Douglas County.
- View your upcoming events.
- View your recent registrations
- View your recent rental history
- View your Account statements
- View your Transaction history
- Change your contact preferences



For information on how to use the Douglas County Fairgrounds reservation system, please see the booklet “Create Reservations”.