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.


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.

**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.

**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.
• Click the *Add Email* button and enter an email address where you wish to receive communications from Douglas County.
• Click the down-arrow next to Communication Type and select one or more communication type you would like to receive from Douglas County.

**Address**
• Enter the address for the account in the Address Line 1 and Address Line 2 fields. Do NOT enter a PO Box.
• Enter the ZIP Code. The City and State will automatically populate.

**Account Settings**

**Individual Account Type**—
• 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.)
• Enter a password for the account.
• Enter the password again.

**Organization Account Type**—
• Enter a password for the account. Enter the password again.
Other Account Members

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

- Click the *Add Account Member* button.

- 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.)

- Click the *Save & Close* button.
Your account has been created and you’re ready to reserve facilities at the Douglas County Fairgrounds and Lone Star Lake.

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”.