

Glenwood Springs Parks and Rec. Online Account Setup Instructions

1. Go to www.glenwoodrec.com and click the blue "Online Registration" button
2. If you are an existing/active customer at the Community Center then you may try logging in and/or click the "Retrieve Password/Log In" button. An existing/active customer means that you or another household member has purchased a pass, program registration or facility rental at any time since January of 2012.
3. **Existing customers** have a default username and password already assigned within our system.
 - The username will be your email address on record and password is the last name of the primary guardian. If this does not work then you may try to by clicking the Retrieve Log-In button and check your email for further instructions.
 - If it says we do not have an email address on file for you please call 384-6301 as this means we will need to manually update your account information.
4. **New Customers** that would not have an existing/active account in our system will need to create a new household account. This option is ONLY for those households or organizations that do not have an existing account in our registration system.
 - Please click on the "New Customer Sign-up" and fill out the requested information. If upon filling out this information the system says that a potential duplicate has been found please click "Recover Info." and complete step 2 above for existing customers.
 - Once completed you have set up a new household and your account details should be confirmed in an immediate follow up email. The system will ask you to update and complete your household information if you have any questions please call 970-384-6301 during our weekday business hours.