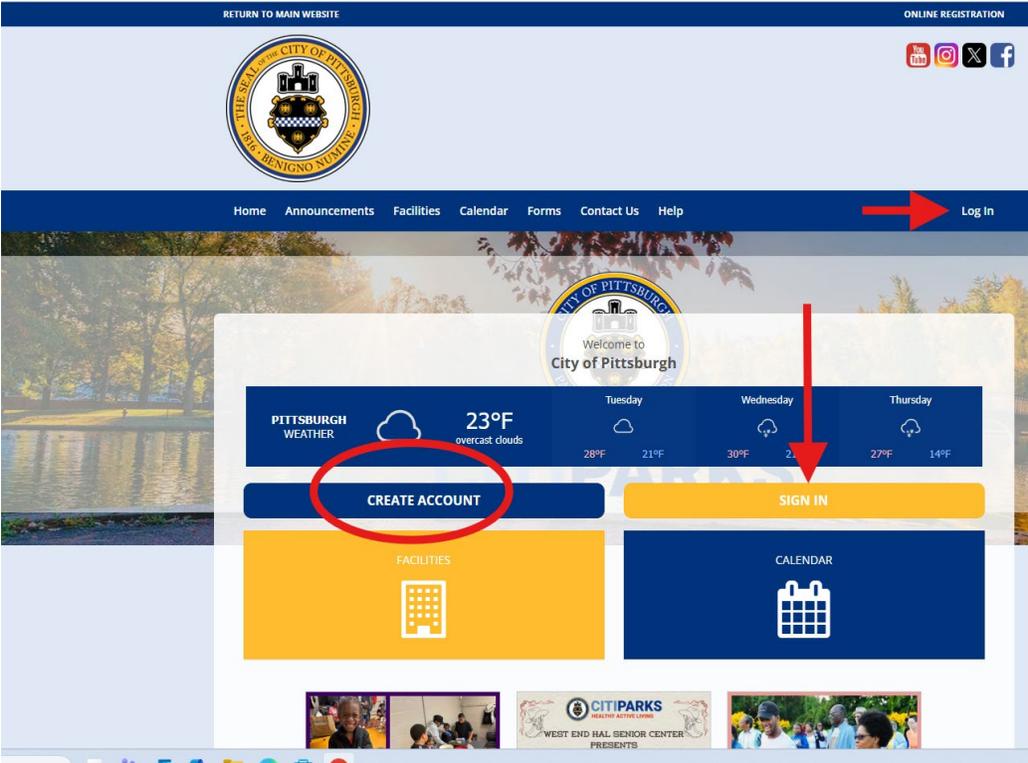

CREATING A CUSTOMER ACCOUNT FROM COMMUNITY SITE

STEP 1

Go to <https://pittsburgh.recdesk.com/Community/Home> and click “Create Account.” You can also access by clicking “Log In” then “Create New Account” OR by clicking “Sign In” then “Create New Account.”



STEP 2

Enter in Name, Primary Phone, Primary Email Address, and click “Continue.”

RETURN TO MAIN WEBSITE ONLINE REGISTRATION

Home Announcements Facilities Calendar Forms Contact Us Help Log In

Create Account

Name *

First Name Here MI Last Name Here

Primary Phone *

(888) 888-8888

Primary Email Address *

example@example.com

Continue >

Already have an account? [Log In](#)

STEP 3

Enter in all General Information labeled with a red asterisk * in this section. Click “Submit” at bottom of screen.

RETURN TO MAIN WEBSITE ONLINE REGISTRATION

Home Announcements Facilities Calendar Forms Contact Us Help Log In

Create Account

General Information

Name *

First Name Here MI Last Name Here

Head of Household (** This Member is included on email notifications to other Family Members)

Date of Birth *

12/30/2025

Gender *

Male

≡ Address

Address Line One *

Address Line Two

City *

State/Province *

Zip/Postal Code *

≡ Email Address

Email Address *

Confirm Email Address *

Alt Email Address #1

Alt Email Address #2

≡ Phone Numbers and Mobile Notifications

Primary Phone *

Work Phone

Mobile Phone

Opt-in Text Alerts

Carrier

≡ Emergency Contact

Name #1

Mobile Phone

Name #2

Mobile Phone

≡ Member Note (General Notes, Disabilities, Food Allergies, etc)

Note

≡ Login ID & Password

User Name *

Password *

Repeat Password *

Password strength: **Strong**

STEP 4

You have finished creating a new account! A screen similar to the below will display. It is recommended to navigate to the “Announcements” page, which provides information on facility permit, reservation, and rental types. You can also access the page directly at

<https://pittsburgh.recdesk.com/Community/Page?pageId=41311>.

RETURN TO MAIN WEBSITE ONLINE REGISTRATION

Home Announcements Facilities Calendar Forms Contact Us Help

Last Name Here Household
1 members

- See Household Calendar
- View Invoices
- Forms
- Waitlist

Add Household Member

Household Credit
\$0.00

First Name Here Last Name Here Username2025
example@example.com (888) 888-8888 Profile History Calendar Edit

General Information

Name	First Name Here Last Name Here	ID: 25	Username2025
Date of Birth	12/30/2025 (0 years)		
Grade	-		
Gender	Male		
Head of Household	No		

Address

Address Line One	414 Grant Street
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