

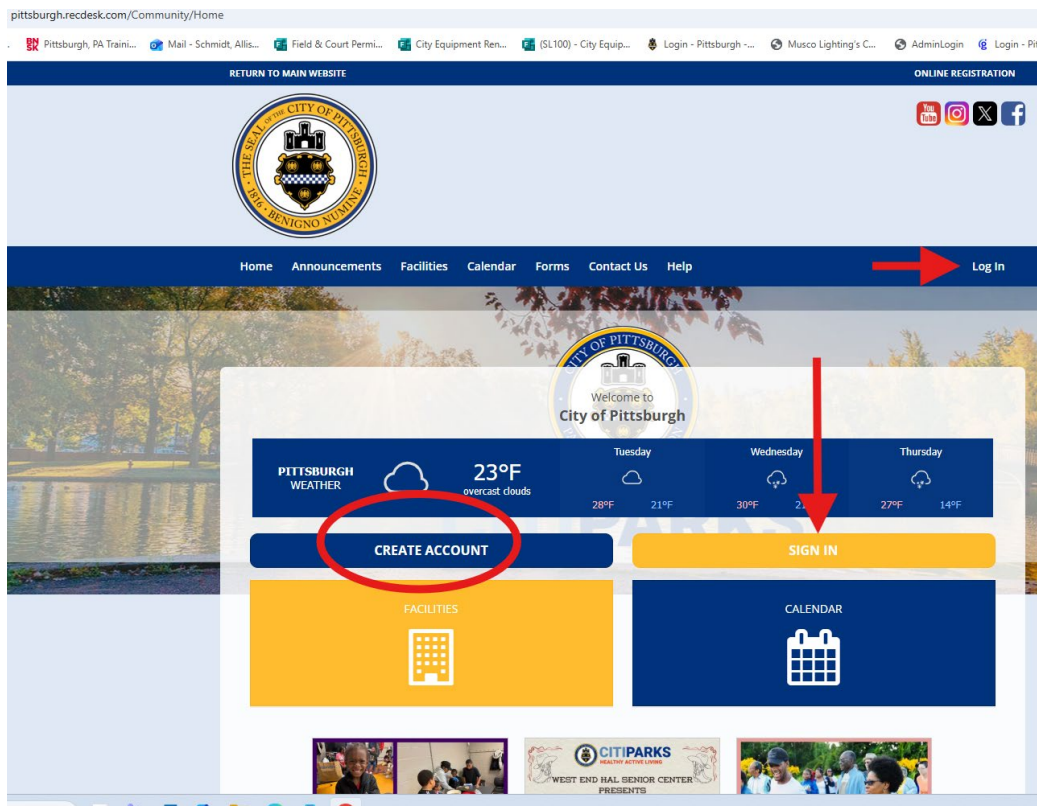
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# CREATING A CUSTOMER ACCOUNT FROM COMMUNITY SITE

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## **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.”

The screenshot shows the 'Create Account' form on the City of Pittsburgh website. The form is titled 'Create Account' and has a red asterisk next to the 'Name' label. The 'Name' field is split into three parts: 'First Name Here', 'MI', and 'Last Name Here'. The 'Primary Phone' field is labeled with a red asterisk and contains the placeholder '(888) 888-8888'. The 'Primary Email Address' field is labeled with a red asterisk and contains the placeholder 'example@example.com'. A blue 'Continue >' button is circled in red. Below the button, it says 'Already have an account? [Log In](#)'. The background of the form is a blurred image of a park with trees and a path. The website header includes the City of Pittsburgh logo, the text 'RETURN TO MAIN WEBSITE', 'ONLINE REGISTRATION', and social media icons for YouTube, Instagram, Twitter, and Facebook. The navigation bar includes links for Home, Announcements, Facilities, Calendar, Forms, Contact Us, Help, and Log In.

## **STEP 3**

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

The screenshot shows the 'Create Account' form on the City of Pittsburgh website, specifically the 'General Information' section. The form is titled 'Create Account' and has a red asterisk next to the 'Name' label. The 'Name' field is split into three parts: 'First Name Here', 'MI', and 'Last Name Here'. The 'Head of Household' checkbox is labeled 'Head of Household' and has a note: '(\*\* This Member is included on email notifications to other Family Members)'. The 'Date of Birth' field is labeled with a red asterisk and contains the placeholder '12/30/2025'. The 'Gender' field is labeled with a red asterisk and has a dropdown menu with 'Male' selected. The background of the form is a blurred image of a park with trees and a path. The website header includes the City of Pittsburgh logo, the text 'RETURN TO MAIN WEBSITE', 'ONLINE REGISTRATION', and social media icons for YouTube, Instagram, Twitter, and Facebook. The navigation bar includes links for Home, Announcements, Facilities, Calendar, Forms, Contact Us, Help, and Log In.

### ≡ 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**

Submit

Cancel

## 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>.

