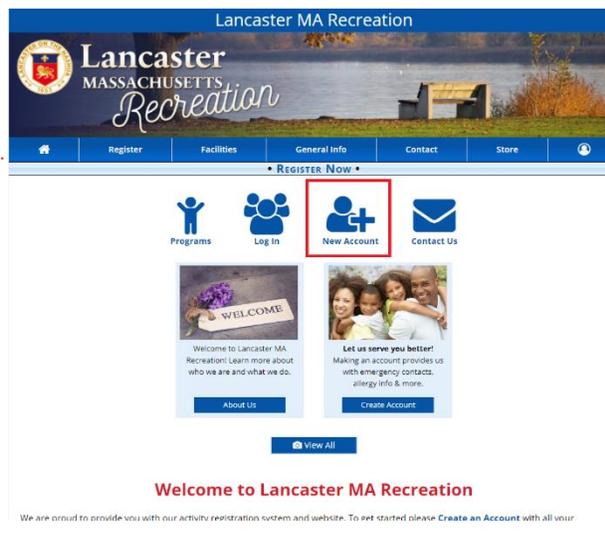


Creating an Account on MyRec

Go to: <https://lanasterma.myrec.com/info/default.aspx>

Click on “New Account.”



You will then enter information as the account holder / adult.

Create Account

Creating an account is a one-time event that allows you to utilize this system. It is not a registration by itself.

1. Enter the primary adult first.
2. Add other members of your household from the Account Members portion of your account.
3. You can now make registrations and other purchases using the site navigation.

If you have previously made an account and cannot log in, please reset your password or contact us instead of creating a new account.

Account Type

- Household
 Organization

Primary Account Member

Must be 18 to make an account.

Once done, you will scroll down and fill out the username and password you would like to login with.

All set? Click “Submit.”

Need to add another adult or child? Click “Submit & Add Account Member?”

Account Login Information

*Password must have 12+ characters, an uppercase & lowercase letter, a number, & a symbol.
Accepted symbols: ~!@#1\$%&'&*?**

Username	Password	Confirm Password
<input type="text"/>	<input type="password"/>	<input type="password"/>

Please provide an answer below to let us know you're not a robot.
2 + 2 =

All fields required for households except Apt and Ext.

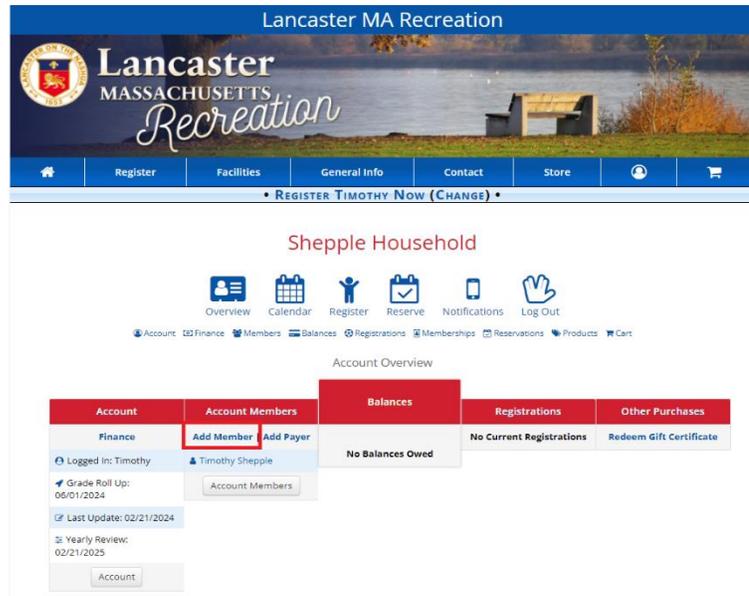
Have any questions or concerns? Contact the Recreation Dept.
Email: recreation@lanasterma.gov or Call: [\(978\) 733-1249](tel:9787331249)

Adding an Account on your MyRec Household

Already logged in & need to create another account?

Under “Account Members” click “Add Member”

You will then fill out the information of the additional account member.



Are they an adult?

If so, checkmark the box. If not, leave it blank.

Primary & Secondary Guardian -

Want to put 2 guardians? They both need accounts on MyRec. Once they do, select them for Primary and/or Secondary.

Medical Information -

Have any medical information we need to know about? If so, select “Enter Medical Information”. If not, select “No Medical Information”.

Additional Information

Emergency Contact *
Timothy Shepple

Emergency Phone

2nd Emergency Contact

2nd Emergency Phone

** In most cases for child members, this is the person to be contacted if the parents/guardians are unavailable due to unforeseen circumstances.*

This Account Member is an Adult

I am a Resident of Lancaster, MA
 I am NOT a Resident of Lancaster, MA

*Primary Parent or Guardian:
Timothy Shepple

Secondary Parent or Guardian:
-- Select a Parent or Guardian --

Medical Information: *

Enter Medical Information
 No Medical Information

*** Conditions may include allergies, disabilities, hearing loss, or other emotional, mental, physical, and learning issues.
Be sure to provide any information a coach or instructor would need to know in case of injury or incident.*

Notification Email

Notification Email

Opt In
 General Notices Cancellations

*Account Member must be 12 years or older to enter notification info. Email/text blasts to child members are sent to their parent/guardian.
For members 12 and over, you can add more email addresses on a later page.*

Complete Add Another Cancel

Have any questions or concerns? Contact the Recreation Dept.
Email: recreation@lancasterma.gov or Call: (978) 733-1249

Registering & Checking Out on MyRec

Make sure you are logged into your account. Once logged in, click on the “Register” tab and then the “Programs” tab.



This will then bring you to a list of programs and activities brought to you by the Lancaster Recreation Department.

Find and click the program/activity you want and click “Register Now.”

You will then be asked to select one or multiple household members you would like to sign up for this program.

If it shows “Incorrect Age”, the member is either not old enough or too old to sign up for this program/activity. Think it’s a mistake? Contact us!

Once you have selected the member(s), you will click “Add to Cart” Then a popup will show.

Done signing up for Programs?
Click “Check out.”

Let's duke it out, RoboThink-style! In this competitive camp, students will be building and customizing a variety of different battle robots, then competing in a wide range of different activities. By using gears, motors, axles and our own special hardware, your child will be in for the battle of a lifetime. No experience necessary, just come battle and have fun!

Register	Activity	Ages	Grades	Days	Date/Time	Fees
Register Now	Battle Robots	7y - 14y	N/A	Sa	03/02/2024 - 04/06/2024 09:30 AM - 11:00 AM Lancaster Community Center (LCC) - Meeting Room	\$250.00 Res, \$250.00 Non-Res 10 seat(s) available

* Adjustments and discounts will be applied during checkout if applicable. *

[Return to Programs](#) [View All Activities](#) [View Cart](#)

Please select all household members you would like to register for this program.

Register	Member Name
<input type="checkbox"/>	Timothy Sheppple
<input type="checkbox"/>	Test Sheppple

Item(s) successfully added to cart.

Check out anytime from your cart (in the top navigation).

[Return to Program](#) | [Continue Shopping](#) | [Check Out](#)

⚠ Wanting to use the back button?
Use the navigation bar instead. ⚠

Want to continue signing up for programs?

Click "Continue Shopping."

Clicking "Check out" -> You will then need to fill out all the disclaimers!! Once done, click "Pay Online?" & fill out the details.

Checking Out / Paying on MyRec

When checking out and paying online with MyRec, we use a trusted service provider, UNIBANK/UNIPAY.

Processing Fees:

Online Check - **\$0.50**

Credit Card – Visa / Debit = \$3.95

Other Credit Cards = \$2.50

When you'd like to check out online?

After accepting all the disclaimers and clicking the "Pay Online" button, you will be brought to these paying instructions. Once ready, you click the green, "Check Out Online" button.

Once you've clicked the green button, it will ask you to review your invoice and to select "Credit Card" or "Online Check."

Shopping Cart

Standard Cart Items

Code	Activity	Registrant	Dates/Times	Fee*
Remove	Robo-Think Robotics - Battle Robots Ages: 7y - 14y Grades: N/A	Shepple, Test Age: 10 Grade: 5	3/2/2024 - 4/6/2024 09:30 AM - 11:00 AM	\$250.00
Total*				\$250.00

* Refers to fees before adjustments, including discounts, are applied.

All participants are advised to have adequate personal coverage. Please consider participant's own health, experience, and tolerance for risk before participating in any program. I also consent to the use of my or my child's photo, video, artwork etc. by the dept for flyers, presentations etc.

I acknowledge that by submitting this form, I am sending my legal signature to agree to this Disclaimer statement. Completion of registration is equivalent to signing all disclaimers.

This cart, if not completed, will remain available for approximately 24 hours only. High Demand Items remain for only 15 minutes.

[Continue](#) [Keep Shopping](#) [Cancel](#)

Balance Before Registering: **\$95.00**
[View Balances](#)

[Check Out Online](#)

[Check Out Online](#)

FOR PAYMENT: Please follow these steps when checking out:

1. Click on the green "Check Out Online" button.
2. The next page will ask you to choose how you will be paying (Credit Card or Online Check). Please select "Continue to " button.
3. Click on the green "Continue to Secure Payment" button.
4. A new webpage will open under UNIPAY. Please check out as a guest (found in the lower right hand corner of the page).

Note: When available, choose Pay Online to be placed in an activity immediately. Choose Offline Payment to pay with a check or cash. Note that Choosing Print Registration Form will not place you on a wait list or into an activity until payment is received.

[Return to Cart](#)

Lancaster MA Recreation

Lancaster
MASSACHUSETTS
Recreation

Review Invoice

Current Account Balance: **\$95.00**

Item Type	Item Name	Member	Subtotal	Adjustments	Total	Applied	Payment:	
Registration	Summer Program 2024-- Week 3 July 8 - July 12 - Track & Field Clinic - Track & Field Clinic	Zediker, Anthony	7/8/2024 - 7/12/2024	\$175.00	\$0.00	\$175.00	\$0.00	\$175.00
Totals			\$175.00	\$0.00	\$175.00	\$0.00	\$175.00	

Invoice Total
\$175.00

Total Due
\$175.00

Pay By: Credit Card Online Check

[Return to Cart](#)

Have any questions or concerns? Contact the Recreation Dept.
Email: recreation@lancasterma.gov or Call: (978) 733-1249

Once a payment method is selected; you will be brought to our trusted UNIPAY website to complete your payment. Once ready, click checkout, fill out the payment method details, then click checkout once again and then you are all set and registered!

Have any questions about anything? Reach out to the info below!



Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com

Cart				
Description	Price	Qty	Total	Remove
Recreation	\$175.00	1	\$175.00	
			Total: \$175.00	

Accepted payment types

Check	Credit	Debit	Credit	Debit	Credit	Debit
\$0.50	\$5.00	\$5.00	\$3.95	\$5.00	\$5.00	\$5.00

[Checkout](#)

Need Assistance?
Call: 1-877-227-1157
Monday - Friday: 8:30am to 6:00pm
Saturday: 8:30 am to 1:00pm
Email: support@unipayteam.com
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Have any questions or concerns? Contact the Recreation Dept.
Email: recreation@lanasterma.gov or Call: [\(978\) 733-1249](tel:9787331249)