



Step One: Go to the registration site (use greenvillemi.org/register or garcc.recdesk.com)

Step Two: Click “Create Account”



Step Three: Enter the name, phone number, and email of the PRIMARY user (aka head of household - must be an adult) & click “Continue.”

Step Four: Check “Head of Household.”

Step Five: Enter the primary user’s birth date, gender, and address. It will automatically pull the email and phone number initially entered.

Step Six: If you would like to get text notifications for programs, enter your mobile phone number in the “Mobile Phone” section (even if it is already your primary phone number). Check “Opt-In Text Alerts” and select your carrier from the options.

Step Seven: Enter the emergency contact for the primary user.

Step Eight: Enter any allergies or medical accommodations for the primary user.

Step Nine: Create your username (we recommend using your email) and password. Click “Submit.”