



York County Department of Parks and Recreation

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Civic Rec – User Accounts

7/26/22 – We are launching a new online reservation system called Civic Rec. Currently, we only have pavilion rentals set up but over the next year, this will also house event registrations for Nixon Nature Center (including Nature Discovery Camp), Christmas Magic ticket sales, and much more! Even if you are not reserving a pavilion right now, you may still create an account at any time.

A few important updates with the new site:

- Online registration is credit card transactions only and payment is required at check out
 - A service fee for credit card transactions does apply (2.75% of the total with a minimum fee of \$2.00 per transaction).
 - You must contact the Parks office at 717-840-7440, then press 2 for Pay Later or for Cash or Check payments.
- Park members – your discount code from the old site is no longer valid on the new site. To receive your discount, please call the Parks office at 717-840-7440, then press 2. You may do this either before or after making a reservation.
- **IMPORTANT:** To use this system, a Civic Rec User Account must be created using an email. If you do not have email, please contact the Parks office at 717-840-7440, then press 2.

To create an account, please complete the following steps:

1. On a computer or mobile device, go to <https://secure.rec1.com/PA/york-county-pa-/catalog>
2. On the left-hand side of your screen below the photo, click on Log In/Create Account and then click the button that says “Create Your YCP Account”.
3. Enter your information.
 - a. Fill in the form as completely as possible. All of the fields with an asterisk (*) are mandatory and your account cannot be created without completing these sections. You also need to add one emergency contact to your account. You’ll have an opportunity to add family members to your household later.
 - b. To receive text alerts about class cancellations and facility closures, indicate your mobile carrier next to your cell number.
 - c. Your primary email address will be your username and you will have the opportunity to create your own password that you will use for Log In.
4. Once complete, click Next Step: Other Account Members. This is where you can add others within your household such as a spouse or children.
5. Save and close. That’s it! Your account is created and you are ready to start reserving through the site!

If you need any assistance, please contact the Parks office at 717-840-7440, then press 2 and we are happy to assist you.