

Online Registration Instructions

To register online please visit: teanecknj.gov/online-registration

Please note this cannot be accessed until Tuesday 5/28 (tentatively) and follow the directions below:

To register, please follow the steps below:

1. If you had an account with RecPro enter your email, and click **Reset Password**
2. Check your email for a link to reset password
3. Two situations can occur:
 - Situation 1: You receive an email with a link
 - Click the link and create a new password
 - Sign In with new password and continue to **Step 5**
 - Situation 2: You don't receive an email or error pops up, click **Back to sign in** and create an account
4. Click **Create Account** & enter in requested information
 - Under LOCATION please select 'Richard Rodda Community Center'
 - If there is another family member living at the same address, please add them by clicking **Invite partner** and entering their information.
 - Select your communication preferences
 - Click **Submit**.
5. Click **Register** on your Dashboard
6. You will be asked and have to select:
 - Who are you registering? *
 - Select *Your Name* or another participant
 - Locations
 - Select 'Richard Rodda Community Center'
7. Click **Senior Programs** to view
8. Click **View** next to Fitness, Education, or Social Recreational classes
9. Choose the class you want to register for based on **Registration Day/Time on the 2024 Summer Lineup**
10. Select **Register**→ Choose **Registrant(s)**→ **Confirm registration**
11. Click **Add another registration** if you'd like to register for another class (follow from **Step 6** again) OR click **Continue to checkout** if finished
12. **Click Checkout** → Once complete, you will get a class confirmation and an email receipt of your invoice.

If class is full or you're unable to register, you MUST register by phone based on the Registration Schedule next to the class on the 2024 Summer Lineup at 201-837-0171 or 201-837-7130.