The 577 Foundation
Setting Up and Using Your Registration Account

1) Go to the Take A Class tab on the 577 Foundation's website to access our new registration software portal, known as RecDesk.

2) If you've already created a RecDesk account, log in. You'll use the user name and password you created when you set up your account. If you forgot your password, click on "Log In" and then "Forgot Password?" to reset it. Once you're logged in, you're ready to register for classes!

3) If you haven't already created a RecDesk account, create one now. Click on "Create Account" and fill in your information. Once you're logged in, you're ready to register for classes!

4) Set up your Household. If you will want to register any children, people who live at your address, or those for whom you are a caregiver, you can add them to your Household. Once you're logged into your account, click on the person logo on the right side of the green menu bar to access your profile. On the left-hand side of the profile screen, click on the green button that says "Add Household Member" and follow the instructions to set up their profile. *Include birth dates for all children to qualify them for certain classes that run by ages.*

5) View a list of the classes by selecting "Classes/Events" in the top menu bar. You can also select "Calendar" from the top menu bar to see a calendar view.

6) Register for classes by selecting the one you want from the class list and following the prompts on the page. You are not registered for the class until you check out, even if it is in your cart. If the class fills before you check out, you will receive an error message and will have to sign up for the wait list.

7) Keep your user name and password in a safe spot. We will not be able to access your password, but you can reset that any time.

(Future classes and meeting space reservations will be launched at a later date, so you won't see anything on that portion of RecDesk yet.)