Parks Website   Parks & Facilities   Trail Maps   Rentals   Brochure

Springfield Township Parks & Recreation is excited to announce our new registration software, CivicRec!

How to Create Your New Account

- On *desktop computers* click on Login/Create Account on the upper left-hand side of the page. For New Accounts Click "Sign Up"
- On *mobile devices* select "Account" in the upper right corner of the page and then select the "Sign Up" at the top of the page
- When creating a new account, it is important to enter the parent's/adult's information first. The first person on the created account will be the default payer/head of the household and it must be an adult. The primary address for the account will be your username. After adding the account holder, you will then be able to add additional adults & children.
- Fill in the forms as completely as possible. Please note that the fields marked with an asterisk (*) are mandatory in order to create your account and your account will not be completed without the information.
- You can add additional household members (spouse, children, etc.) at any time in your account settings. Please keep your entire household on one account.

PLEASE NOTE YOUR RECPRO LOGIN PASSWORD WILL NOT WORK WITH THIS NEW SOFTWARE

Please avoid creating duplicate accounts as it frequently results in registration errors. If you cannot recall your login information, please reset your password rather than creating a new account or contact the office for assistance.

If an account was created for you by the Parks and Recreation Department you will need to do the following:

Enter the email address that was used to create your account and sent to you by Parks and Recreation. Click "Continue" then click "Forgot your password?" The system will send you a link to create a new password. Remember your password for RecPro will not work on the new system.

Passwords need to be at least 8 characters in length and include both upper and lowercase letters as well as a number or special character.

If you have already created an account and have forgotten your password, please select "forgot password" to reset at any time.