Please use the following steps to securely upload your child's birth certificate to your Civic Rec account.

Step 1 – Log in to your Civic Rec account

Step 2 – Click on 'Account' above the catalog options

Step 3 – Click on 'Upload Documents' on the right side menu

Step 4 – Select 'Click or drag to add file' on the status tab

Upload Documents

The document(s) listed below are associated to registered sessions or facility reservations and may be required to complete registration.

MEMBER	DOCUMENT TYPE	STATUS	EXPIRES IN ❓	
Kris Kloepping	Birth Certificate	Click or drag to add a file...		🔒

Rows per page: 10 ▾   1-1 of 1   ‹ ›

▪Required

Browse/Register Now!
- 🏈 Coach Portal
- 🚶 Instructor Portal
- 📋 Account Statements
- 📋 Transaction History
- 💳 Manage Memberships
- 👥 Linked Accounts
- ✔ Waiting List Status
- ✔ Check-In History
- ☎ Contact Preferences
- 📅 Event Calendar
- 📗 Upload Documents

Step 5 – Select your birth certificate file (photo or PDF) to upload. Wait for the 'File Uploaded' message to appear in green under the status tab.