



# B-REx

# Broomfield Registration Excellence



## Welcome to B-REx!

Your one-stop-shop to find and register for all programs, events and classes in Broomfield! Be ready for registration day Nov. 2 (residents), Nov. 16 (non-residents) by setting up a new B-REx account. The current online registration system (EConnect) will no longer be available starting Oct. 15. Follow the step-by-step guide to set up an online B-REx account and to register for 2018 programs.

### How to Access B-REx:

- Using any Web Browser enter the website [B-REx.com](http://B-REx.com)

### Logging Into B-Rex:

**NOTE:** If you have a Broomfield recreation pass or membership, your information has been migrated over into B-REx. Verify your information is correct by clicking "Login" at the top right corner of your screen and using your current EConnect login information.



If you've forgotten your EConnect login information or are having trouble logging in, click "forgot password" on the login screen or ask a clerk for help at a front desk or by calling 303.464.5500 or 303.460-6900.

### Creating a New B-REx Account:

If you don't have an account in B-REx follow the steps below.

- At B-Rex.com click New Account in the top right corner of the screen. Here you will see headings for each section to complete.

NEW ACCOUNT INFORMATION

- Choose a Login Name and Password to Login to B-REx

HOUSEHOLD PRIMARY PERSON INFORMATION

- Begin filling in your information in the designated fields

HOUSEHOLD QUESTIONS

- Select how you would like to receive the Seasonal Broomfield Program Guides
- If there are additional members of your Household click the Add New Member Button

Add New Member

and fill in the information for that member. Click the Add New Member button for each additional Household member.

- When complete click the Save button

Save



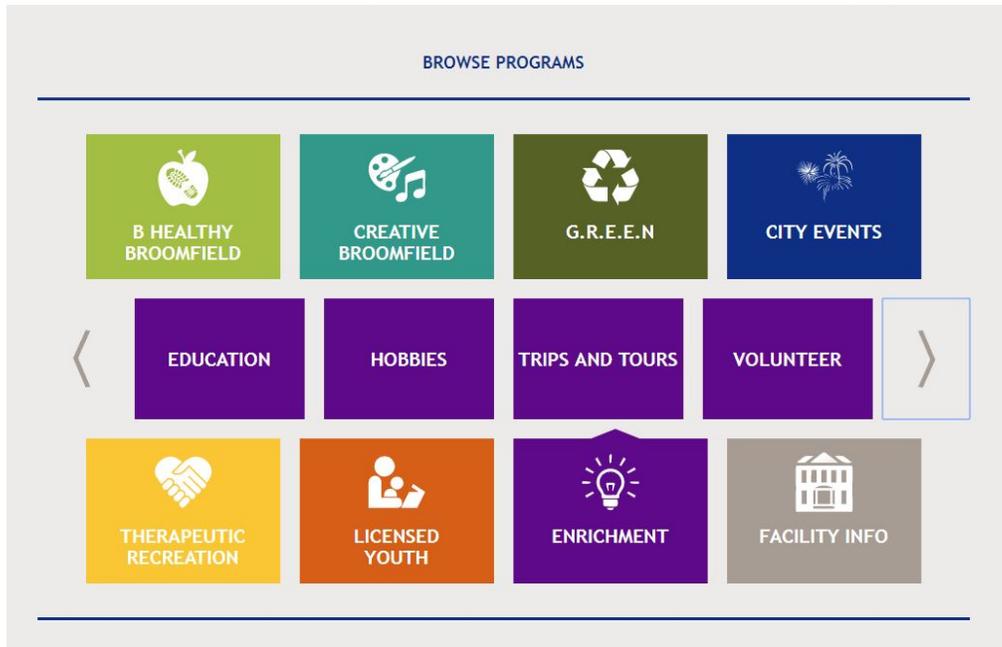
## Searching for Programs, Events, Classes or Trips:

**NOTE: Registration opens Nov 2 (residents), Nov 16 (non-residents) for all programs starting in January 2018.**

- You can search for any activity by entering keywords in the the *I Want to Find* search bar and/or filter using the *For Ages* selection and *On Weekday* selection.



- You can also use the “Browse Programs” tool at the bottom of the page to navigate



- Once you have found the item you wish to Purchase click the Shopping Cart icon to the left of the item  to add the item to your cart.

A screenshot of a program listing page. The top section is for 'BRECKENRIDGE SNOW SCULPTURE (5)'. Below the title is a paragraph of text describing the event. Below the text is a table with columns: Add, Ages, Days, Dates, Locations, Times, Info, Fees, Activity, and Registration Status. The first row of the table is circled in blue. Below the table is another section for 'AFTERNOON TEA-ENGLISH TEA LEAVES (PARKER) (1)'. At the bottom of the page, there is a green bar with two buttons: 'Add To Cart' (circled in blue) and 'Clear Selection'.

- You can now go to your Shopping Cart using the button at the bottom of your screen or clicking Shopping Cart at the top right and follow instructions for Payment.