

Horseshoe Park & Equestrian Centre is excited to announce that we will be launching a new online reservation system called CivicRec beginning in September 2024. This is the program that the Town of Queen Creek Parks & Recreation department uses for facility and ramada reservations. With the new online reservation system, you will need to set up an account where you can register yourself and/or your family.

You will be able to view the RV space and stall availability (if applicable) as well as reserve available spaces/stalls and order shavings. Please see below all of the important details.

What You Need to Know Before Setting Up Your New Account

Username

Your username will always be your email address. You have the option of adding additional email addresses where you wish to receive important updates.

Password

Passwords need to be at least 8 characters in length and include at least 3 of the following: Capital letter, lower case letter, number, special character. If you have forgotten your password, please select "forgot password" to reset it at any time.

Emergency Contact

You are required to add one emergency contact to your account profile. Be prepared to enter the emergency contact's first and last name, relationship to the person, phone number, and email address.

How to Set up Your Account

Visit our website at <https://secure.rec1.com/AZ/queen-creek-az/catalog>

- On desktop computers, Select **Log In with Email** in the upper left corner then select **Sign Up**.
- On mobile devices, select **Account** in the upper right corner and then select **Sign Up**.
- Fill in the form as completely as possible. All of the fields with an asterisk (*) are mandatory and your account cannot be created without completing these sections.

Once you have set up your account, please notify me at hpec@queencreekaz.gov.

Please include the following in the email:

- The email address used to set up your CivicRec account
- The name on the account

- What events/shows you will want to make reservations for. (Ex. CMSA, AzCHA, etc – I do not need specific dates)

Please do not skip this step, your account has to be authorized in order to make reservations during our larger shows. I will email you and let you know once your account has been authorized. Reservations for most events will open 60 days prior to the event.

Once the reservations go live, there will be a tab labelled HPEC which will include a site map. From there you will be able to select the dates and location for your reservation. Reservations will typically open 60 days prior to the event.