

STEP 1



- BEEN A MEMBER? REGISTERED FOR AN ACTIVITY OR CLASS BEFORE? YOU ARE ALREADY IN OUR SYSTEM AND HAVE AN ACCOUNT, YOU JUST NEED TO ACTIVATE YOUR ONLINE ACCOUNT. ENTER THE EMAIL YOU HAVE ASSOCIATED WITH YOUR ACCOUNT IN THE “USERNAME” FIELD. THEN CLICK ON “FORGOT YOUR PASSWORD?”
- NOT IN OUR SYSTEM? CLICK ON “NEED AN ACCOUNT”.

STEP 2

YOU WILL BE TAKEN TO THIS SCREEN, WHERE YOU WILL ENTER YOUR EMAIL AGAIN, THEN FILL OUT THE RECAPTCHA BOX WITH THE INFO YOU SEE, AND THEN CLICK ON SUBMIT. SOMETIMES IT TAKES A FEW SECONDS TO PROCESS.



STEP 3

YOU WILL SEE A BOX INDICATING THE AN EMAIL HAS BEEN SENT, CLICK “OK”.

OR STOP IN AT THE RECREATION CENTER FRONT DESK WITH YOUR PHOTO ID AND ASK FOR YOUR HOUSEHOLD NUMBER. YOU CAN USE THAT NUMBER AS BOTH YOUR USER NAME AND PASSWORD.



STEP 4

ONCE YOU HAVE YOUR USERNAME AND PASSWORD, OR HOUSEHOLD NUMBER, CLICK ON THE “LOGIN” ON THE TOP RIGHT SIDE OF THE PAGE AND ENTER YOUR USERNAME AND PASSWORD.



STEP 5

YOU WILL GET A PAGE THAT WILL LET YOU SET YOUR USERNAME AND PASSWORD, AS WELL AS, UPDATE YOUR EMAIL ADDRESS. ALL FIELDS IN RED ARE REQUIRED. CREATING A NEW ACCOUNT WILL NOT WORK IF YOU ARE ALREADY IN OUR SYSTEM.



STEP 6

STILL EXPERIENCING PROBLEMS? PLEASE CALL THE RECREATION CENTER AT 721-5269 AND SELECT OPTION 2 OR 7 FOR ASSISTANCE. WE ARE HAPPY TO TROUBLE SHOOT WITH YOU AND GET YOU UP AND RUNNING WITH YOUR ONLINE ACCOUNT.

