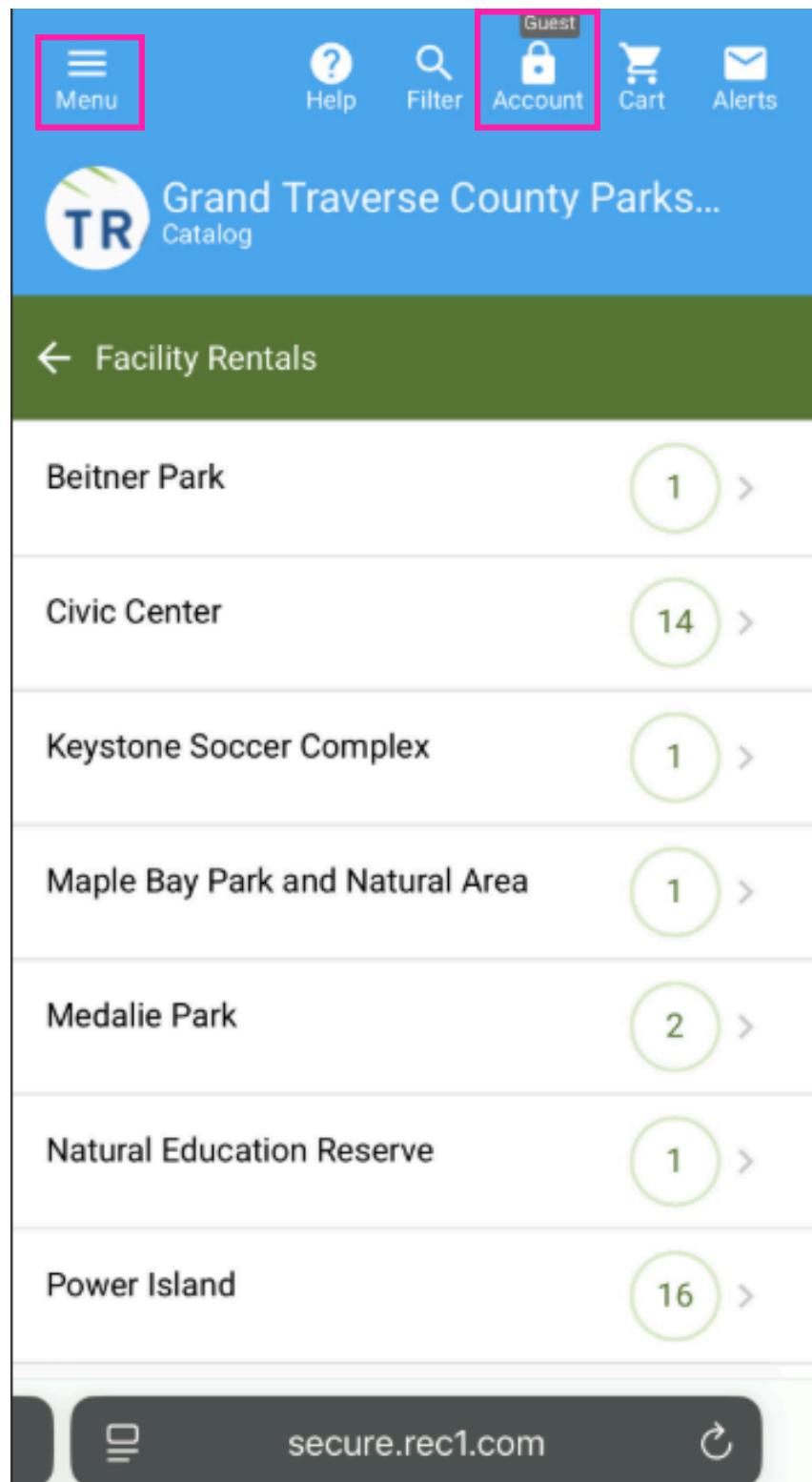


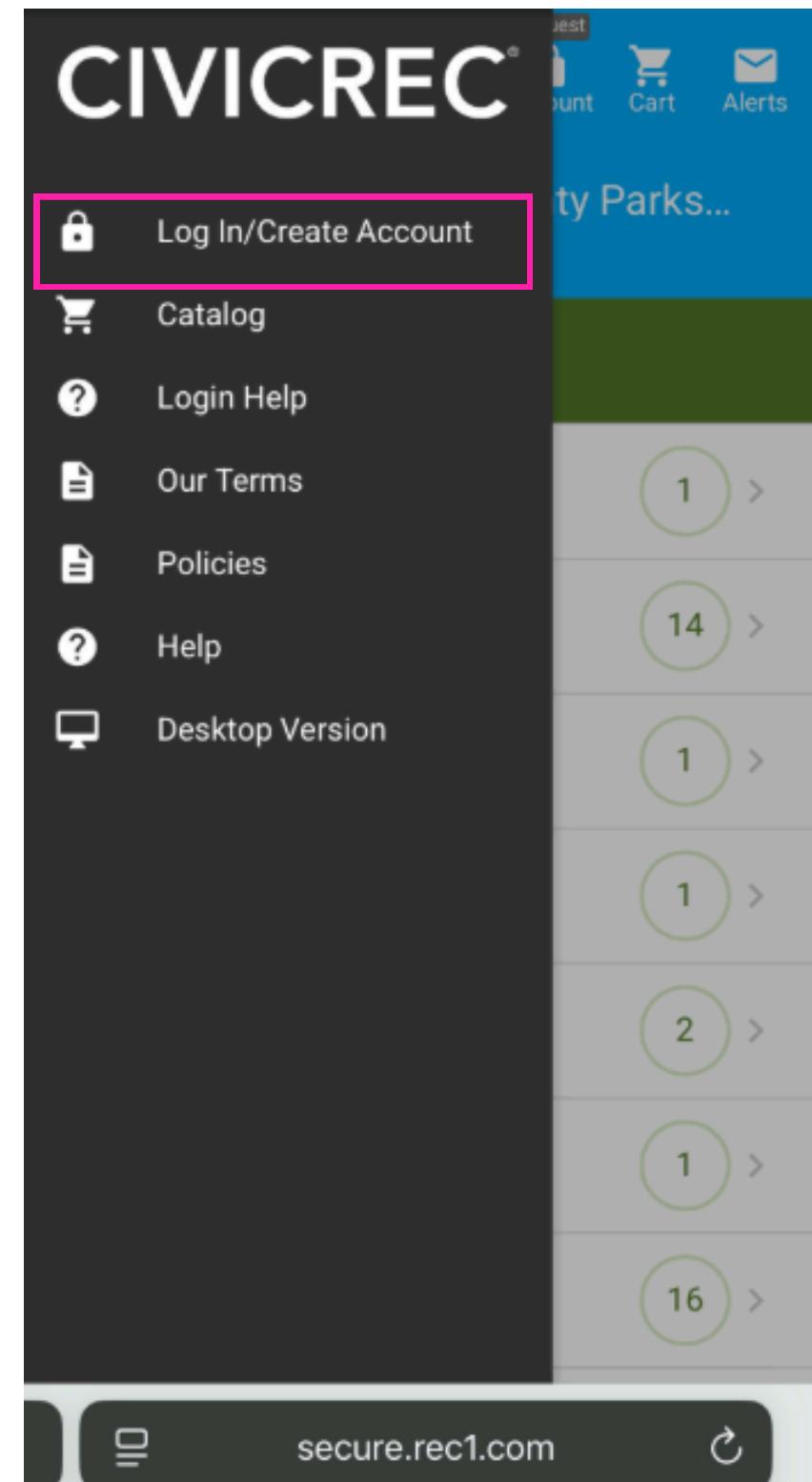
How to Sign up & Create a Civic Rec Account

(Mobile Version)

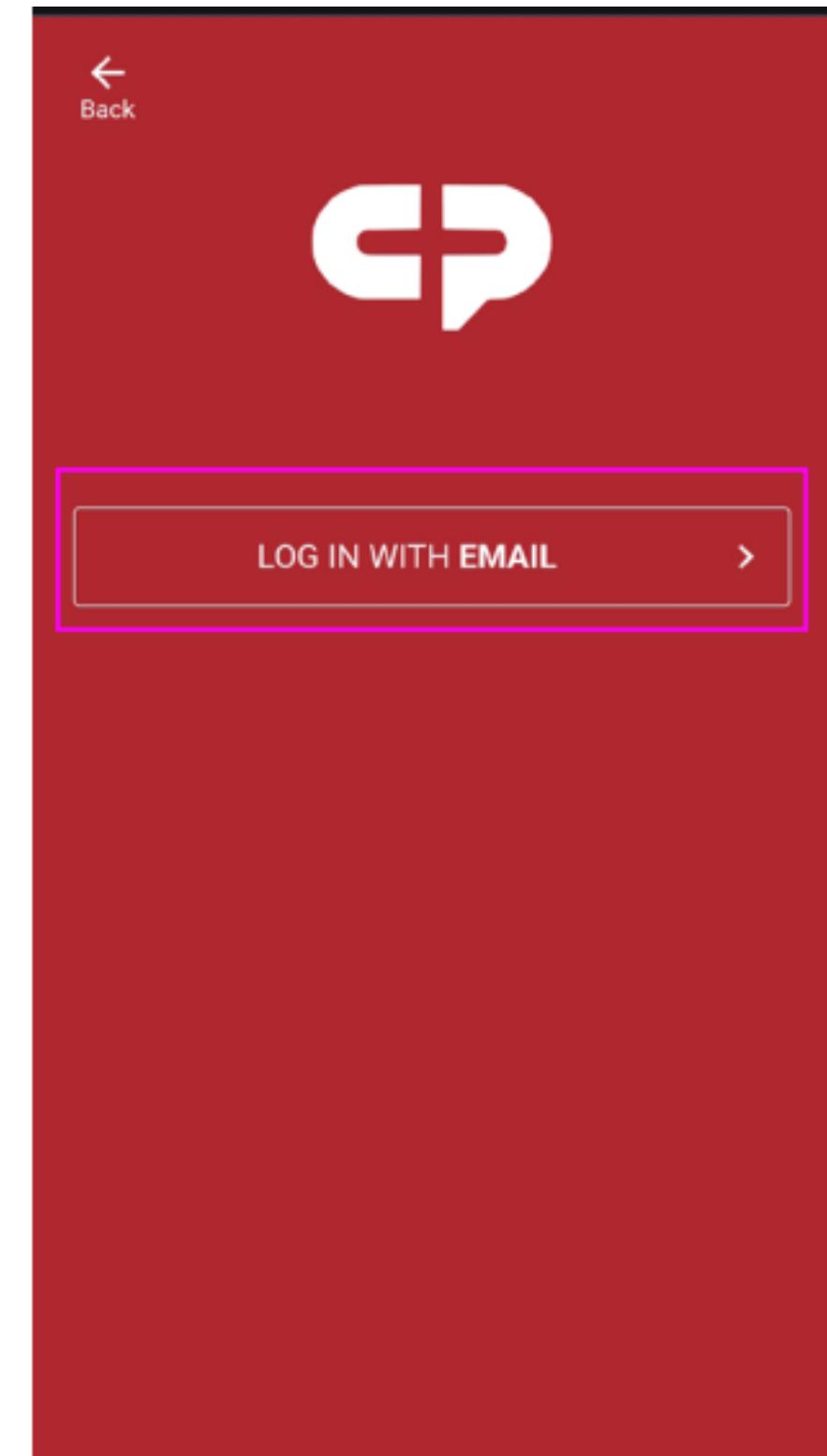
STEP 1 - To create an account you must first sign up. To do that, tap on **Menu**.



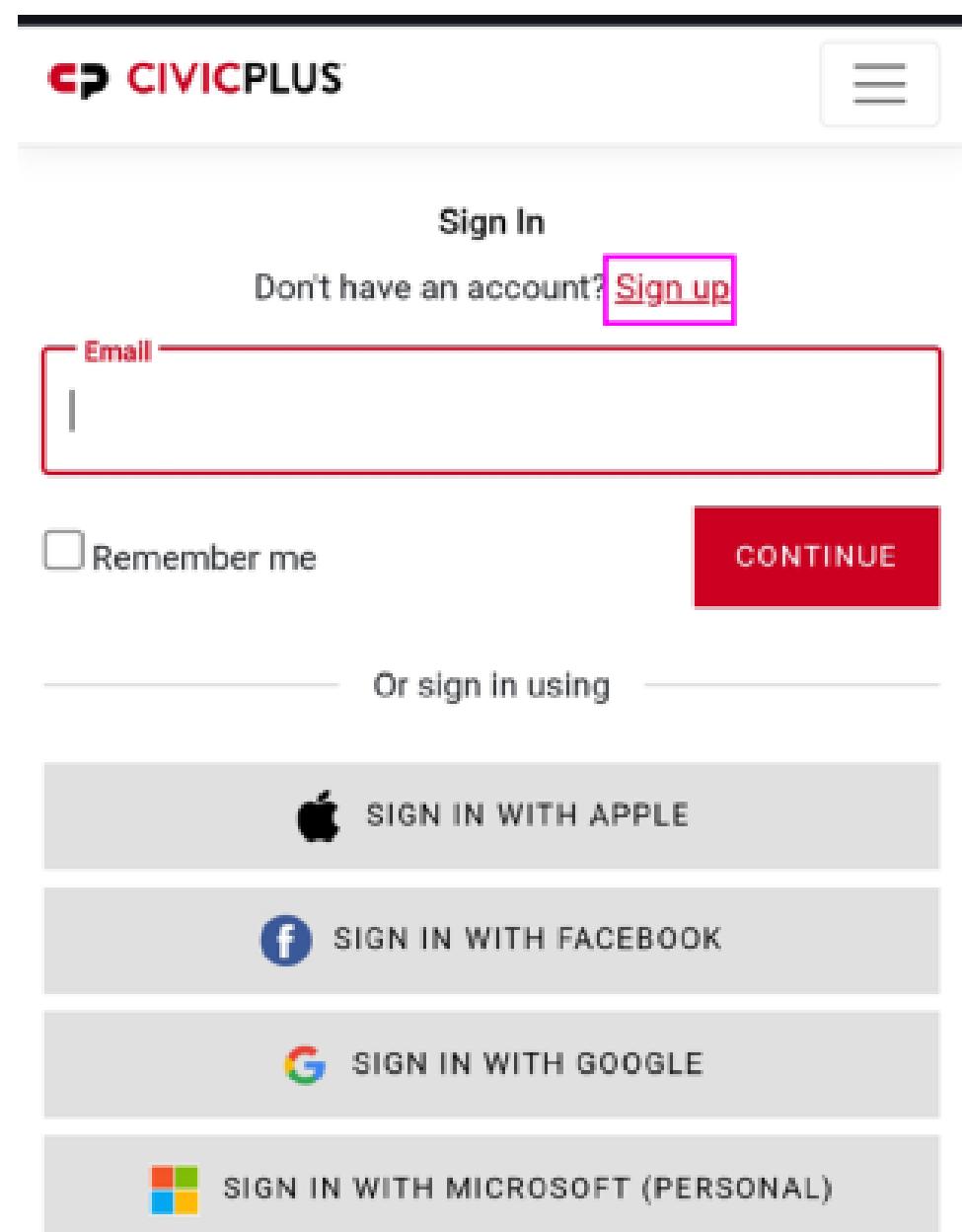
STEP 2 - Tap Log In/ Create Account.



STEP 3 - Tap Log In With Email

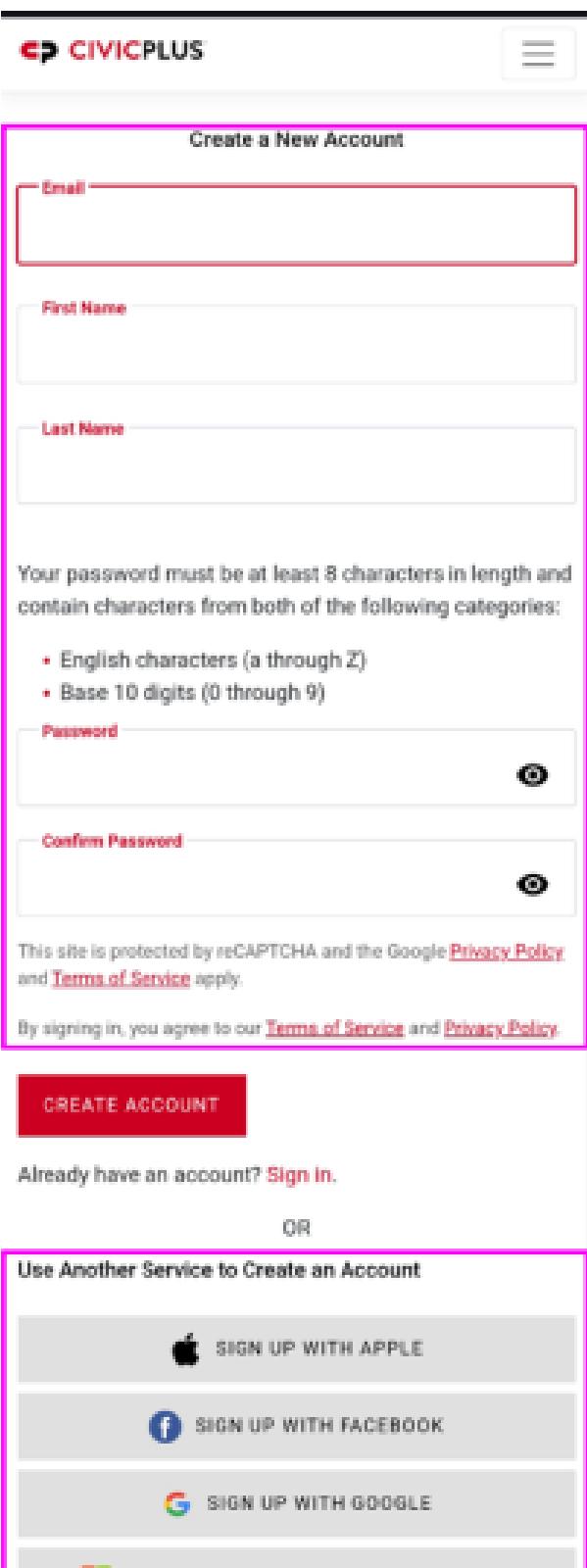


STEP 4 - Tap Sign up.



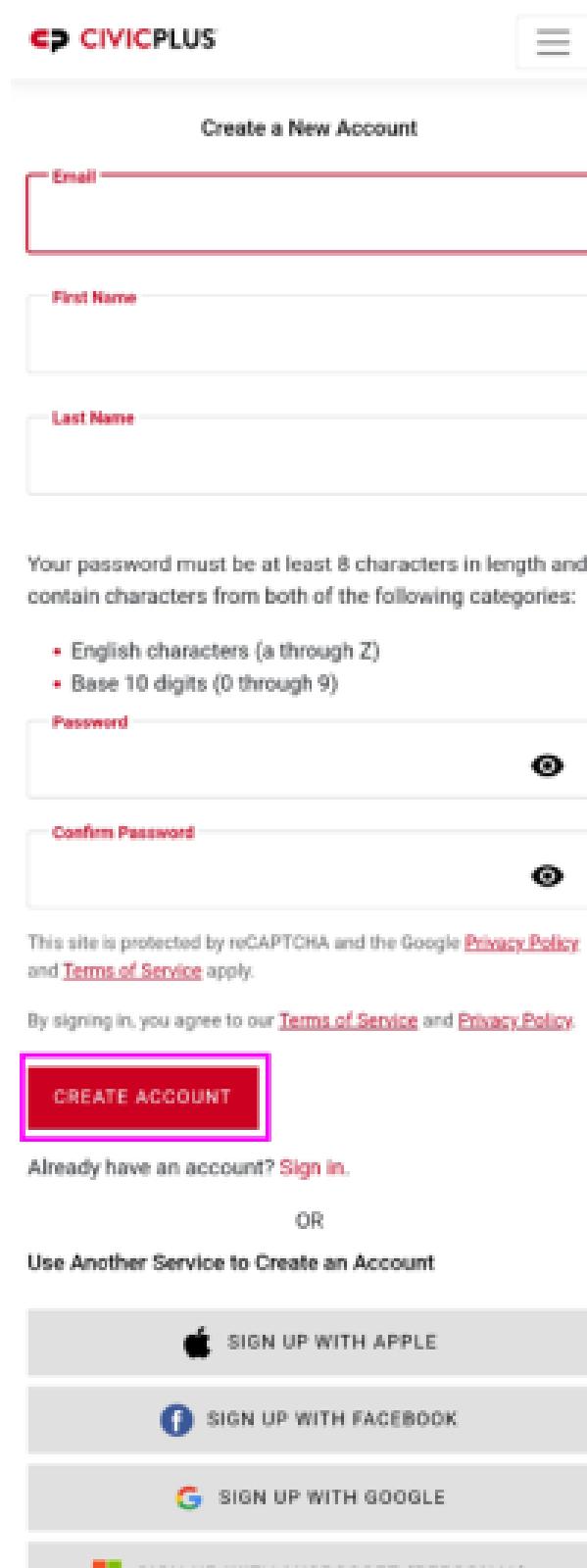
The image shows the CIVICPLUS sign-in page. At the top, there is a logo and a menu icon. Below that, a "Sign In" section has a red "Email" input field. To its right, a "Sign up" link is highlighted with a pink box. Below the input field is a "Remember me" checkbox and a "CONTINUE" button. Underneath, there is a "Or sign in using" section with four social sign-in buttons: "SIGN IN WITH APPLE", "SIGN IN WITH FACEBOOK", "SIGN IN WITH GOOGLE", and "SIGN IN WITH MICROSOFT (PERSONAL)". At the bottom, a note states: "By signing in, you agree to our [Terms of Service](#) and [Privacy Policy](#)".

STEP 5 - There are two options for creating an account: Email or Use Another Service. If you choose Email, fill out all fields.



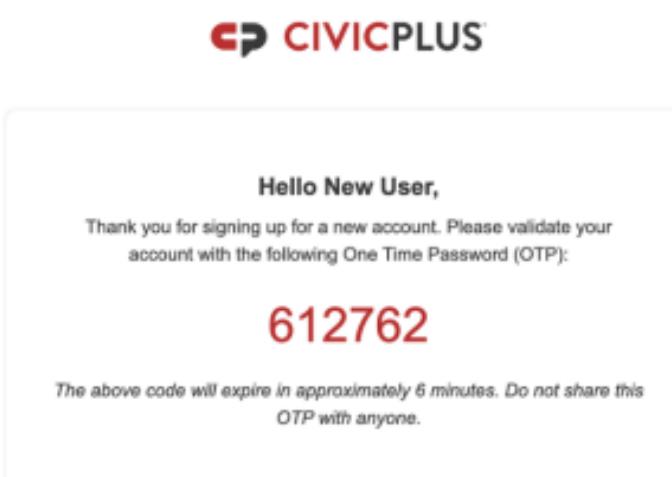
The image shows the "Create a New Account" page. It has a "Create a New Account" header. The "Email" field is highlighted with a pink box. Below it are fields for "First Name" and "Last Name". A note states: "Your password must be at least 8 characters in length and contain characters from both of the following categories: • English characters (a through Z) • Base 10 digits (0 through 9)". There are "Password" and "Confirm Password" fields. At the bottom, a note states: "This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply. By signing in, you agree to our [Terms of Service](#) and [Privacy Policy](#)". There is a "CREATE ACCOUNT" button and a "Sign In" link. Below that is a "Use Another Service to Create an Account" section with "SIGN UP WITH APPLE", "SIGN UP WITH FACEBOOK", and "SIGN UP WITH GOOGLE" buttons.

STEP 6 - If you choose Email, tap **Create Account**. If you choose to use Another Service, skip to step 9.

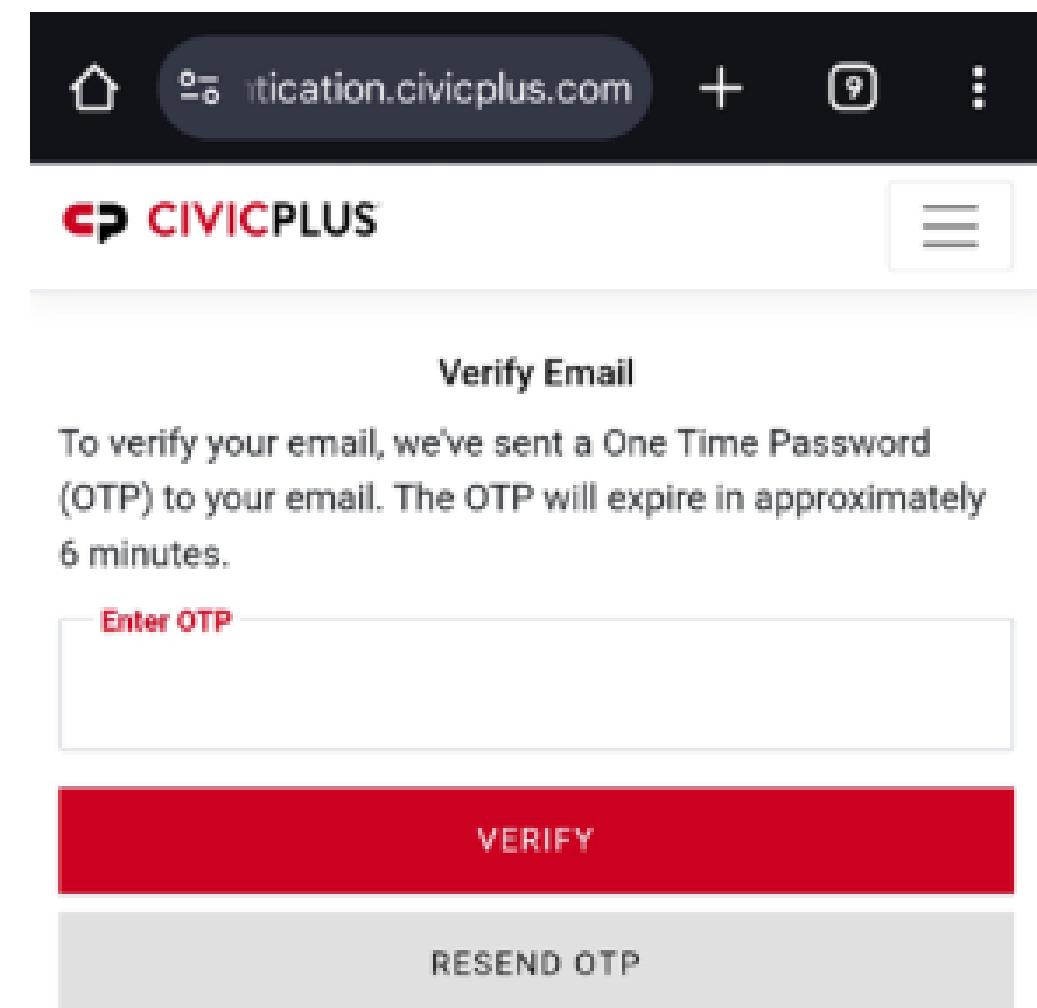


The image shows the "Create Account" page. It has a "Create a New Account" header. The "Email" field is highlighted with a pink box. Below it are fields for "First Name" and "Last Name". A note states: "Your password must be at least 8 characters in length and contain characters from both of the following categories: • English characters (a through Z) • Base 10 digits (0 through 9)". There are "Password" and "Confirm Password" fields. At the bottom, a note states: "This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply. By signing in, you agree to our [Terms of Service](#) and [Privacy Policy](#)". There is a "CREATE ACCOUNT" button and a "Sign In" link. Below that is a "Use Another Service to Create an Account" section with "SIGN UP WITH APPLE", "SIGN UP WITH FACEBOOK", and "SIGN UP WITH GOOGLE" buttons.

STEP 7 - You will be emailed a One Time Password (OTP) to the email you entered



STEP 8 - Enter the **OTP code**. Do not use the code from the example.



STEP 9 – Fill out the fields listed and tap **Apply** to save the entered information that field. Only the primary phone number is required.

Demo [PROVISIONAL]

CIVICPLUS PLATFORM ACCOUNT SETTINGS

Account

gtparks@gtcountymi.gov

Basic Info

SBRP Demo

Gender

Pronouns

Birthdate

Contact

Primary 000-000-0000

Contact

Primary 000-000-0000

Mobile 000-000-0000

Work 000-000-0000

✓ Apply Contact Changes To Other Household Members

Address

Address

Address 2

Location

✓ Apply Address Changes To Other Household Members

Emergency Contacts

Manage Emergency Contacts (0 of 1 required)

Example of **Apply** button that appears below entered info of each field.

secure.rec1.com/VT/so

Demo [PROVISIONAL]

WORK 000-000-0000

✓ Apply Contact Changes To Other Household Members

Address

Address 1: 1213 W Civic Center Dr.

X CANCEL ✓ APPLY

Address 2

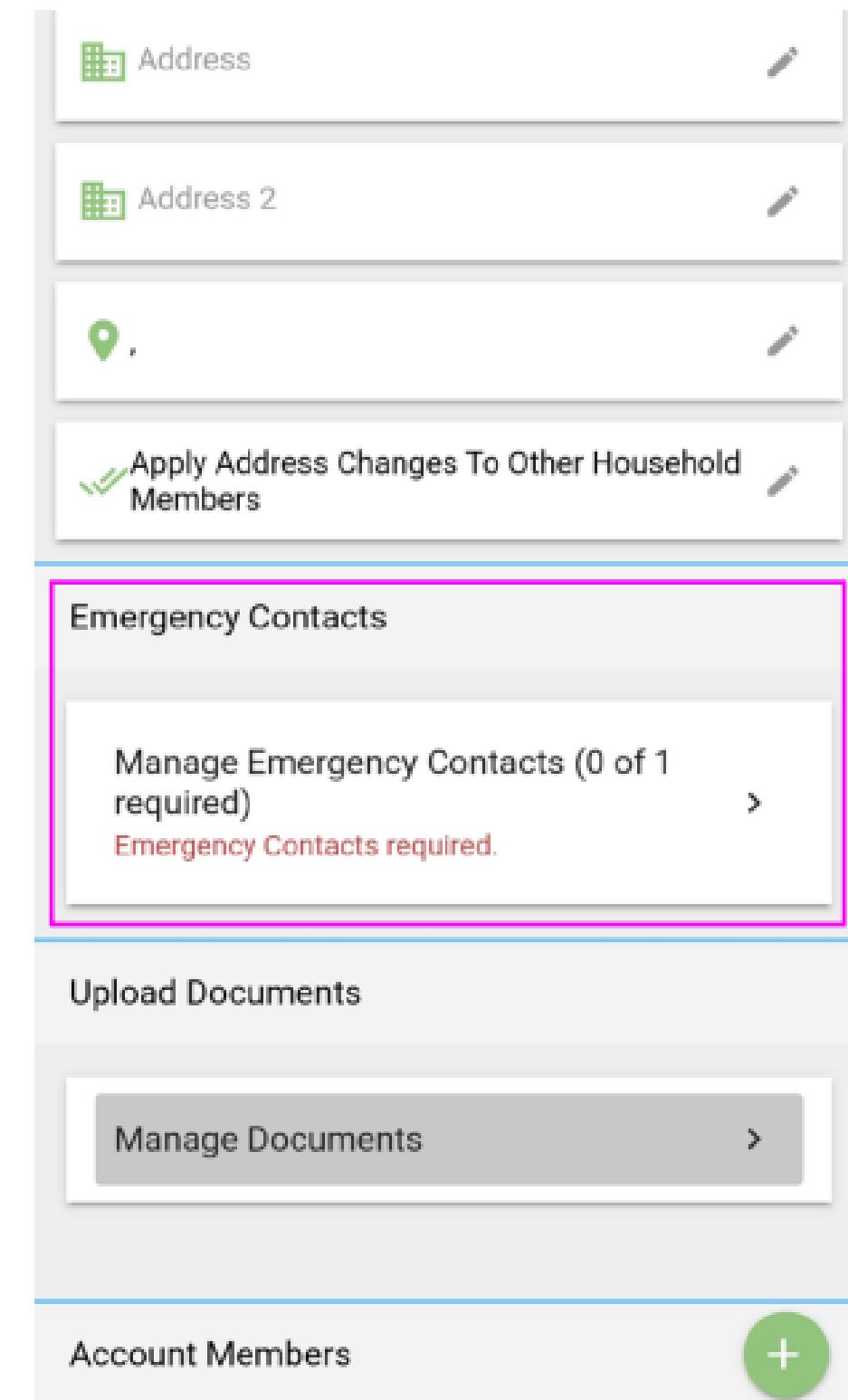
Traverse City, MI 49686

✓ Apply Address Changes To Other Household Members

Emergency Contacts

Manage Emergency Contacts (0 of 1 required)

STEP 10 - An emergency contact is required for each account member. Tap **Manage Emergency Contacts** to enter information.



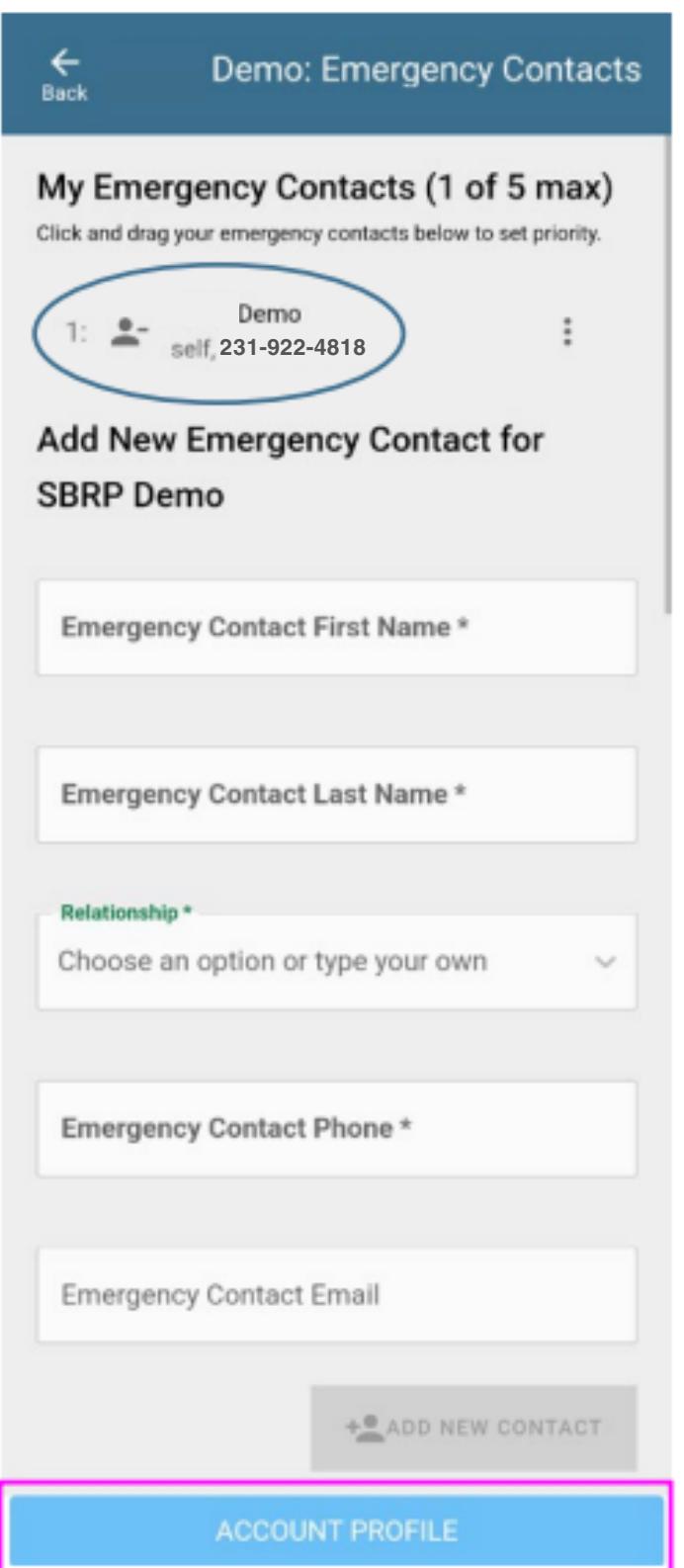
STEP 11 - Fill out the required fields, marked with an asterisk (*).

A screenshot of a 'My Emergency Contacts' screen showing '0 of 1 required'. Below it is an 'Add New Emergency Contact for Demo' form. The required fields are highlighted with a pink border: 'Emergency Contact First Name *', 'Emergency Contact Last Name *', 'Relationship *' (a dropdown menu with 'Choose an option or type your own'), and 'Emergency Contact Phone *'. At the bottom, there is an 'Emergency Contact Email' field and a 'ADD NEW CONTACT' button.

STEP 12 - Once all required fields are filled, a green button will appear at the bottom to save the info, tap **Add New Contact**.

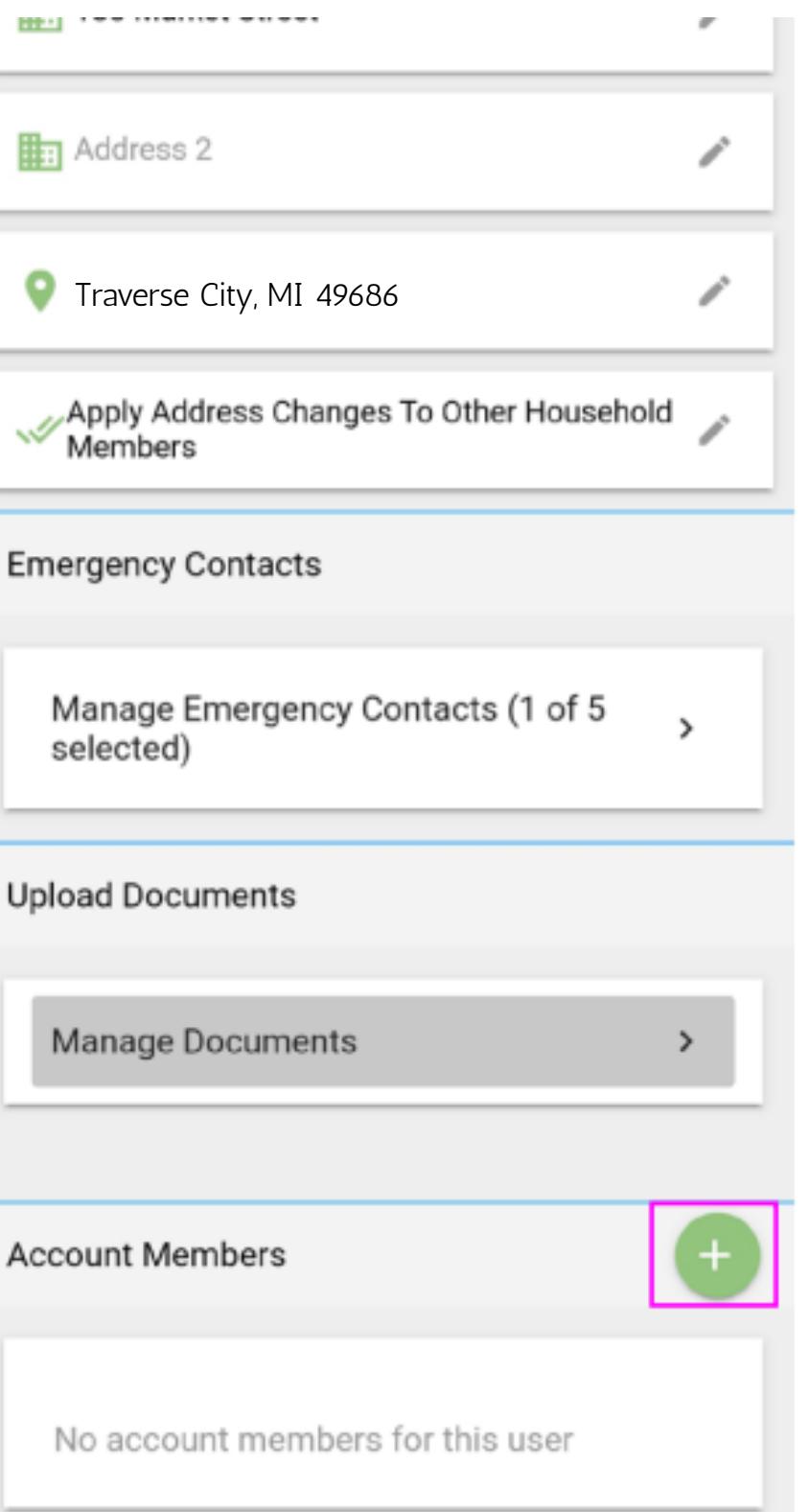
A screenshot of an 'Add New Emergency Contact for Demo' form. The fields are: 'Emergency Contact First Name *' (Name: Demo), 'Emergency Contact Last Name *' (Name: Demo), 'Relationship *' (self), 'Emergency Contact Phone *' (Phone: 231-922-4818), and 'Emergency Contact Email' (Email: empty). At the bottom is a green 'ADD NEW CONTACT' button with a pink border, and a blue banner at the very bottom says '0 OF 1 CONTACTS ADDED'.

STEP 13 - Your emergency contact has been saved and will appear at the top. Tap **Account Profile** to continue.



The screenshot shows the 'Demo: Emergency Contacts' screen. At the top, it says 'My Emergency Contacts (1 of 5 max)'. Below that, it says 'Click and drag your emergency contacts below to set priority.' A contact is listed: '1: Demo self, 231-922-4818'. Below this, there is a section to 'Add New Emergency Contact for SBRP Demo' with fields for 'Emergency Contact First Name *', 'Emergency Contact Last Name *', 'Relationship *' (a dropdown menu), 'Emergency Contact Phone *', 'Emergency Contact Email', and a 'Relationship' dropdown. At the bottom, there is a 'ADD NEW CONTACT' button and a blue 'ACCOUNT PROFILE' button.

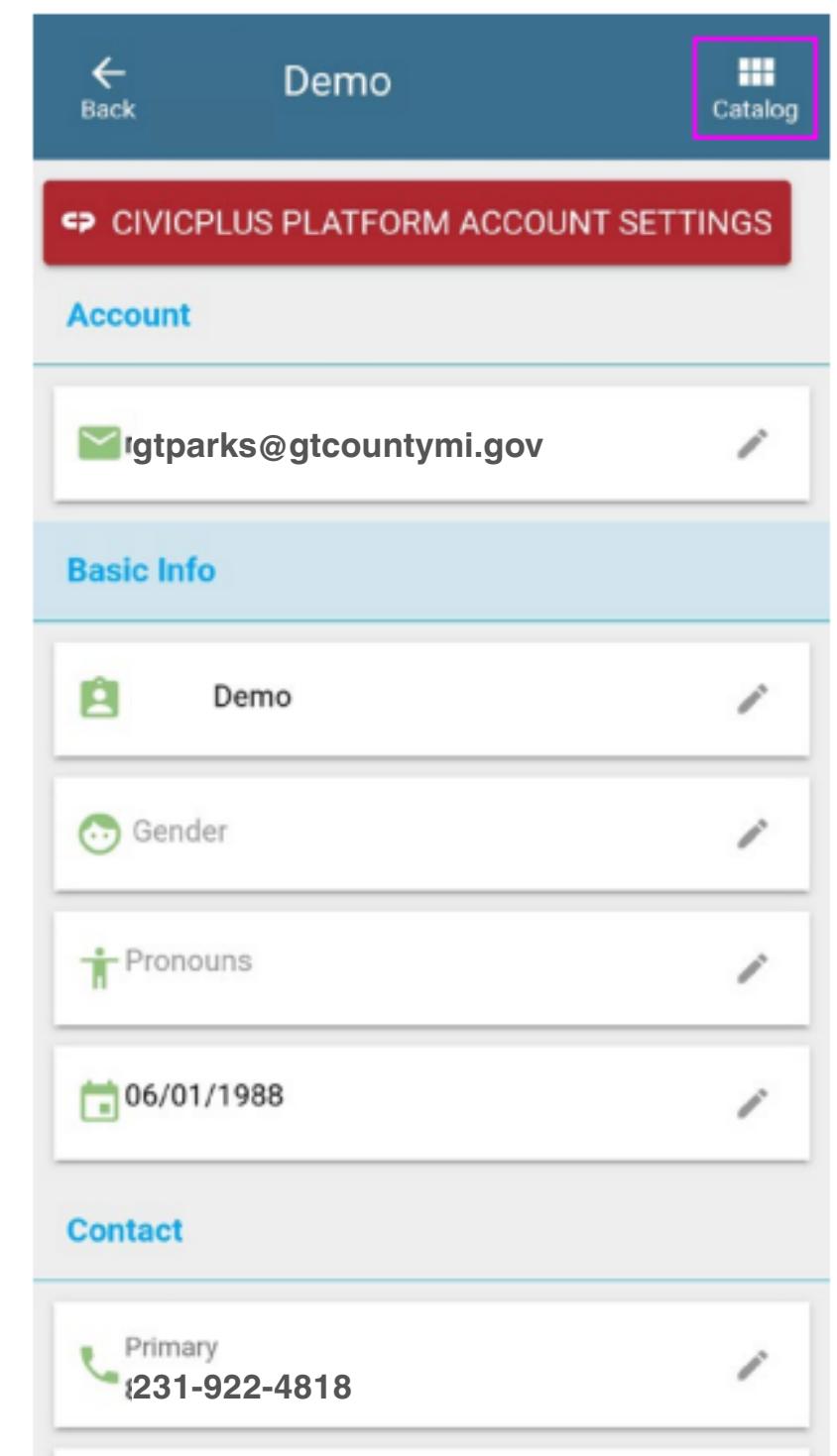
STEP 14 - To add additional account members, tap the **green/white plus** button.



The screenshot shows the account settings screen. It includes sections for 'Address 2', 'Traverse City, MI 49686', and a checkbox for 'Apply Address Changes To Other Household Members'. Below this is an 'Emergency Contacts' section with a 'Manage Emergency Contacts (1 of 5 selected)' button. There is also an 'Upload Documents' section with a 'Manage Documents' button. At the bottom is an 'Account Members' section with a green button containing a white plus sign, which is highlighted with a pink box. The text 'No account members for this user' is displayed below the button.

Name

*If you have no additional account members to add, then your account is complete and you may begin browsing our catalog. Tap **Catalog**.



The screenshot shows the account settings screen with a 'Catalog' button highlighted with a pink box. It includes sections for 'Basic Info' (with fields for 'Name', 'Gender', 'Pronouns', and 'Birth Date') and 'Contact' (with a 'Primary' phone number '231-922-4818').

STEP 15 - Fill out the fields listed and tap **Apply** to save the entered information that field. The following fields are not required: Middlename, Suffix, Gender, or Pronouns. All others are required fields. After entering an emergency contact, tap **Create Account**, to save that member. Repeat this step as necessary.

The screenshot shows the 'Create User' interface. The 'Basic Info' section is highlighted with a pink box. It includes fields for Firstname, Middlename, Lastname, Suffix, Gender (Male, Female, Non-Binary, Prefer Not To Say), Pronouns, and Birthdate. The 'Address' section is also highlighted with a pink box, showing an address of 1213 W Civic Center Dr. The 'CREATE ACCOUNT' button is at the bottom.

← Create User

Back Catalog

Account

✓ Use Parent Contact Info

Basic Info

Firstname Middlename

Lastname Suffix

Male Female

Gender Non-Binary

Prefer Not To Say

Pronouns

Birthdate Month Day Year

Birthdate MM / DD / YYYY

Grade N/A

Address

Address 1213 W Civic Center Dr.

Address 2 Enter address

City State Zip

City State Zip

✓ Apply Address Changes To Other Household Members

Manage Emergency Contacts (0 of 1 required)

CREATE ACCOUNT

STEP 16 - Once you have created all of your necessary account members, tap **Catalog** to begin browsing.

