How to Sign up & Create a Civic Rec Account

(Desktop Version)

STEP 1 - To create an account, you must first sign up. To do that, click the button that says **Log In with Email**

STEP 2 - Click **Sign Up**

STEP 3 - Fill out the account fields *or* click on one of the other services listed on the right to create an account.

STEP 4 - To verify your email, you will be sent a One-Time Password (OTP) that will expire in 6 minutes to the email address you entered. The email comes from *noreply@civicplus.com.* **Do not use code shown below.**

CIVICPLUS

Hello New User,

Thank you for signing up for a new account. Please validate your account with the following One Time Password (OTP):

612762

The above code will expire in approximately 6 minutes. Do not share this OTP with anyone.

STEP 5 - Once you receive the OTP, add it to the field and click **Verify.**

STEP 6 – Fill in Account Holder fields. Those marked with a red asterick (*) are required fields. When filling out the address fields, please put your unit number/letter in Address Line 2. *Hint: If you enter your zip code first, the city and state will auto-populate.*

STEP 7 - To make sure you receive program reminder, update, and cancellation emails, click **Add Email.**
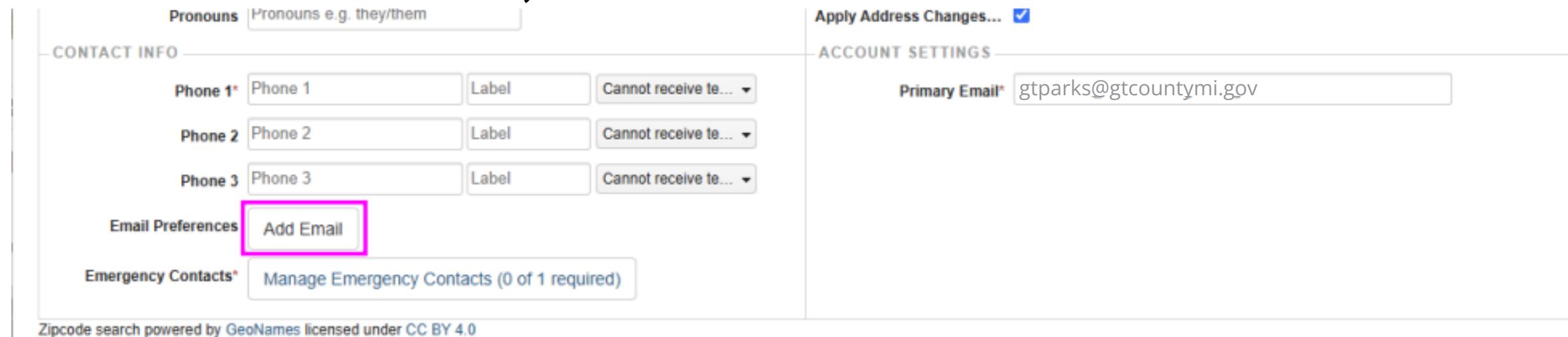
STEP 8 - Enter your preferred email address. To add more email addresses, click **Add Email.**
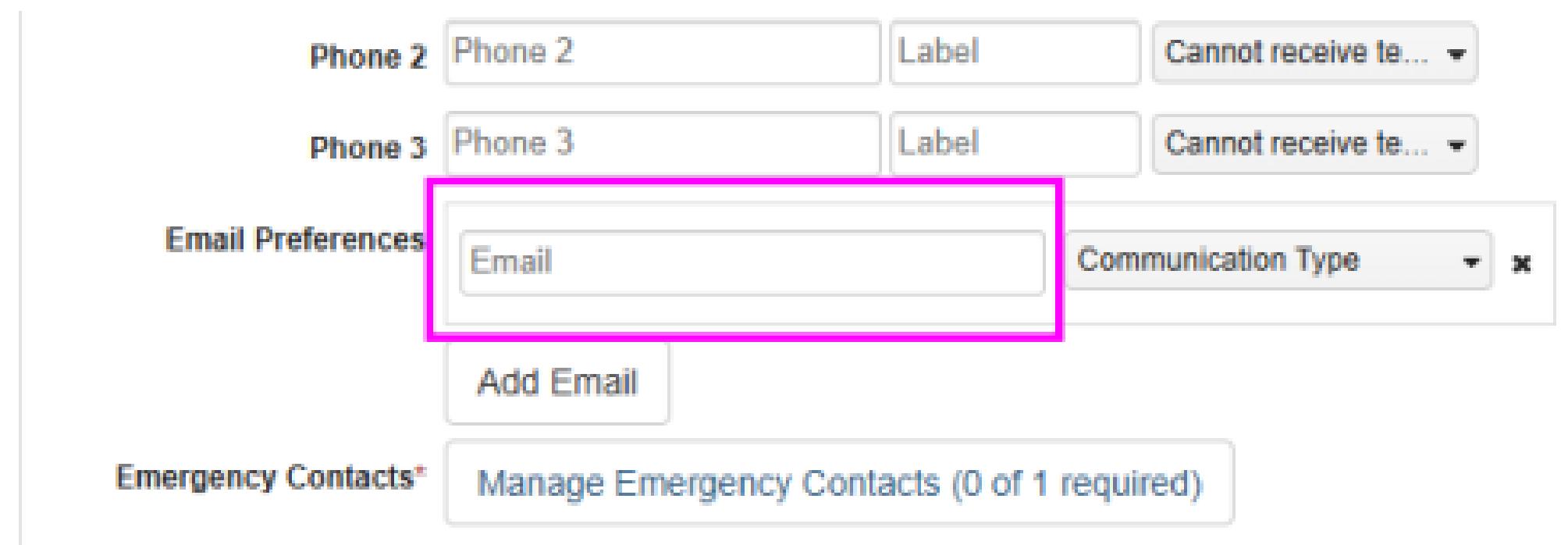
STEP 9 – Click **Communication Type** to select the preferred type of communications you would like to receive.
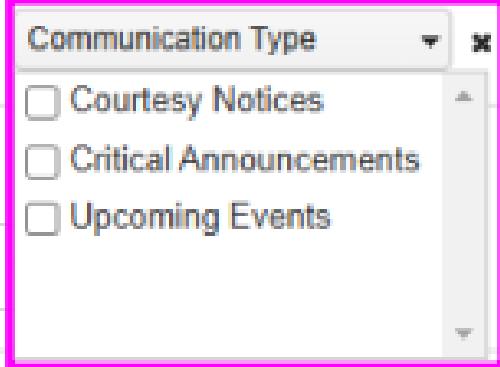
**STEP 10 –** One emergency contact is required per account member. Click **Manage Emergency Contacts** to add.
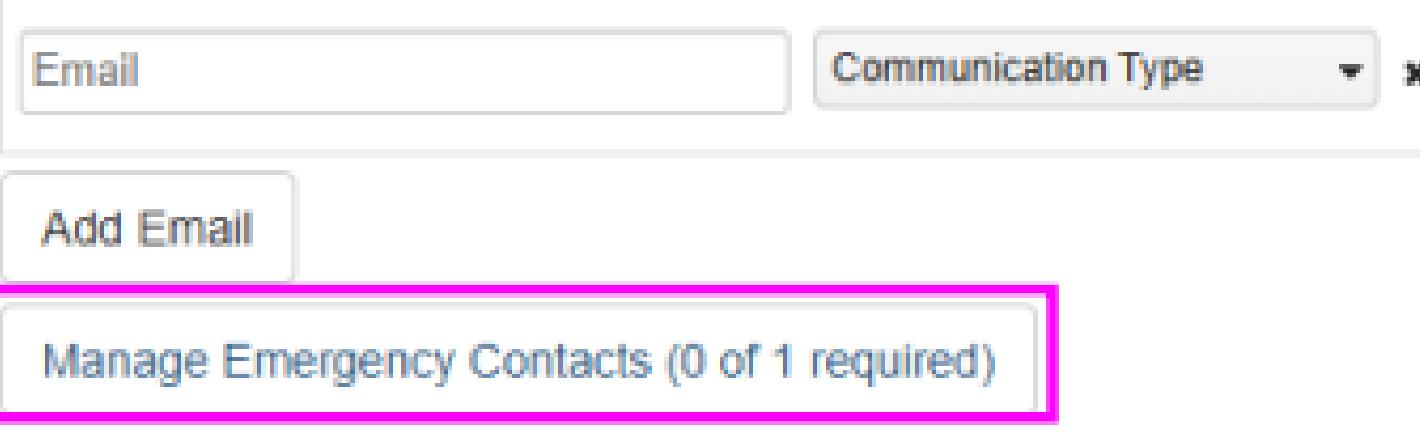
STEP 11 – Fill in the required fields marked with an asterisk (*). When selecting relationship, you may manually enter or select from the drop-down options.

Once you have filled out the required fields, a green button with *Add New Contact* will appear. Click **Add New Contact**.

STEP 12 - Now you will see the emergency contact has been added for that account member. Now click **Account Profile** to view your account dashboard.
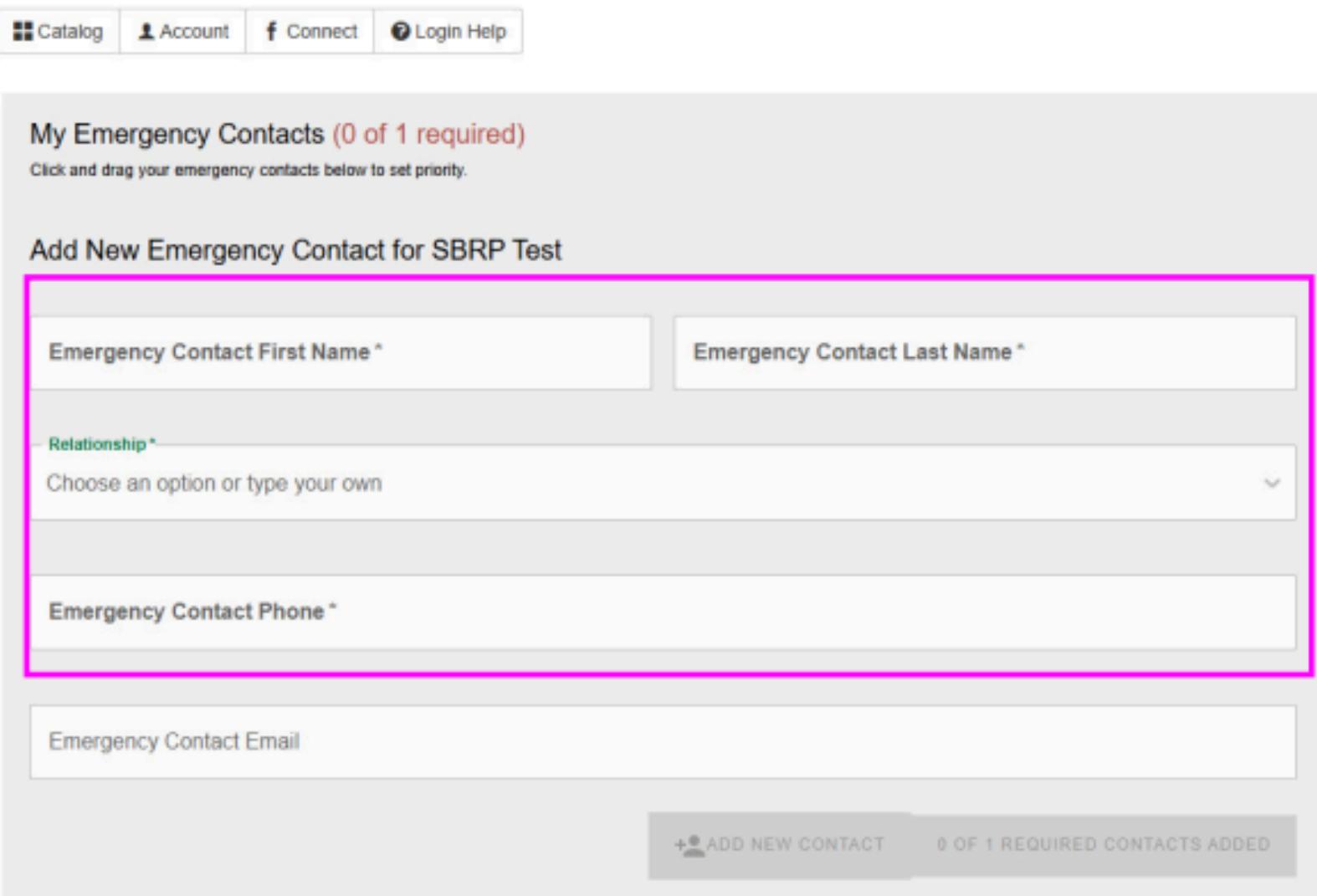
My Emergency Contacts (1 of 5 max)

Click and drag your emergency contacts below to set priority.

1: 👤 Recreation Parks
Friend, 802-846-4108 ⋮

Add New Emergency Contact for SBRP Test

| Emergency Contact First Name * | Emergency Contact Last Name * |

Relationship *
Choose an option or type your own ⌄

Emergency Contact Phone *

Emergency Contact Email

➕ ADD NEW CONTACT   ACCOUNT PROFILE
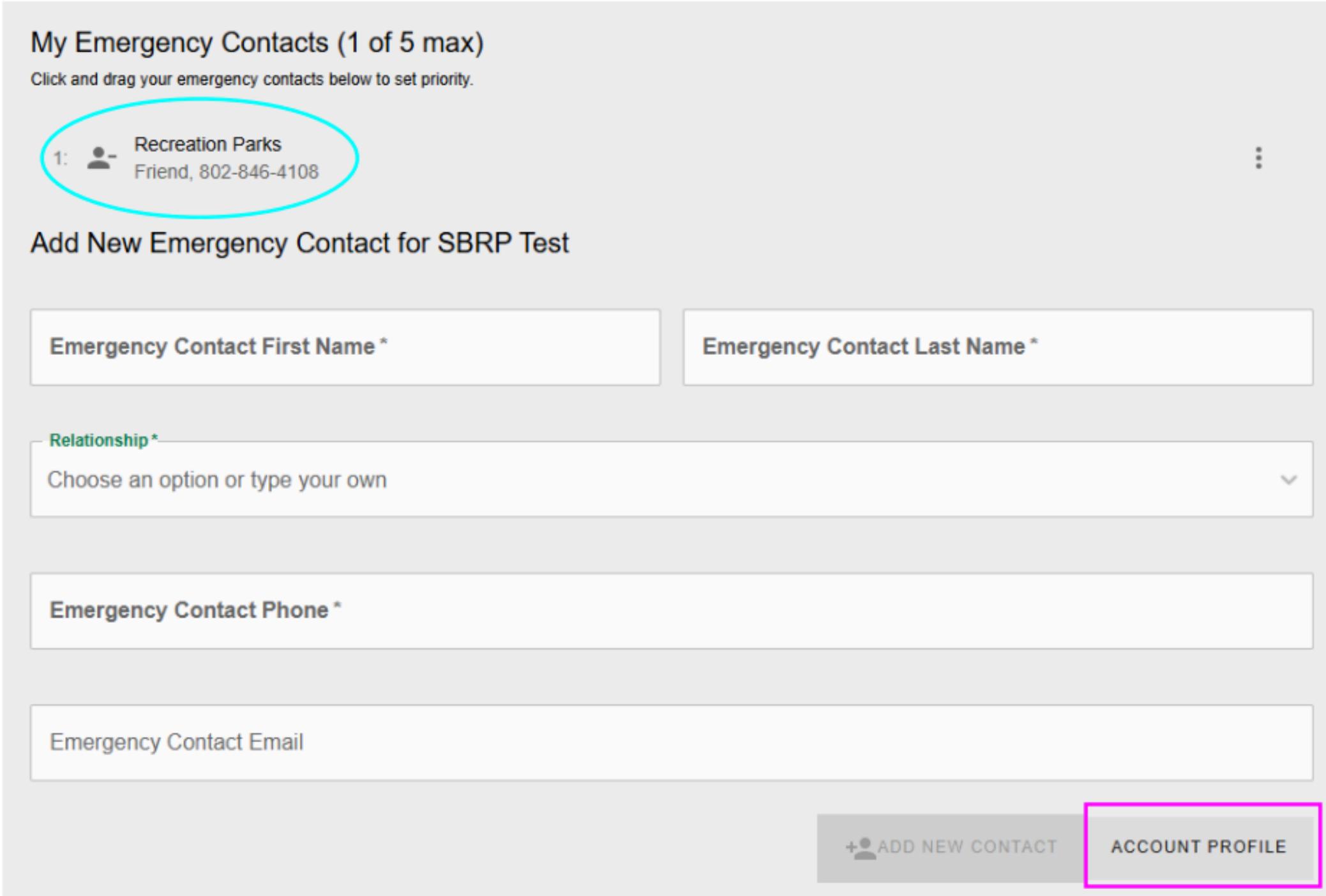
You have successfully created your account!

This is your Account Dashboard, and from here you can add/edit members, browse our catalog, reserve facilities, and more.