

# 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**



[Log In with Email](#) [Catalog](#) [Login Help](#)

[Policies](#) [Help](#)

**Cart**  
Empty

[Clear All Filters](#)

**Filter**

**Location**

☐ Beitner Park

☐ Civic Center

☐ Keystone Soccer C...

☐ Maple Bay Park an...

☐ Medalie Park

☐ Natural Education ...

☐ Power Island

☐ VASA Trailhead

**Rental From**

Welcome **0**

**Facility Rentals** **37**

[Beitner Park](#) **(1)** The 5-acre Beitner Park is located on the south...

[Civic Center](#) **(14)** Features Baseball / Softball Basketball Biking ...

[Keystone Soccer Complex](#) **(1)** Located along Keystone Road, the Keystone S...

[Maple Bay Park and Natural Area](#) **(1)** Maple Bay Natural Area is a 450-acre property ...

[Medalie Park](#) **(2)** Medalie Park is a 15-acre park located on the s...

[Natural Education Reserve](#) **(1)** The Natural Education Reserve is a 420-acre p...

[Power Island](#) **(16)** Power Island features 202 acres of undevelope...

[VASA Trailhead](#) **(1)** The VASA Pathway offers 34 kilometers of non-...

## STEP 2 - Click **Sign Up**


Sign In


Don't have an account? [Sign up](#)


Email


☐ Remember me

Or sign in using

 SIGN IN WITH APPLE

 SIGN IN WITH FACEBOOK

 SIGN IN WITH GOOGLE

 SIGN IN WITH MICROSOFT (PERSONAL)

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

Create a New Account

Email

First Name

Last Name

Phone Number

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)

Password

Confirm Password

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](#).

CREATE ACCOUNT

Already have an account? [Sign in](#).

Use Another Service to Create an Account

SIGN UP WITH APPLE

SIGN UP WITH FACEBOOK

SIGN UP WITH GOOGLE

SIGN UP WITH MICROSOFT (PERSONAL)

OR

**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.**



**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**.

## Verify Email

To verify your email, we've sent a One Time Password (OTP) to your email. The OTP will expire in approximately 6 minutes.

Enter OTP

VERIFY

RESEND OTP

**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.*

Edit User

Account Holder

CivicPlus Platform Account Settings

Account holder must be an Adult.

BASIC S

Name\*

SBRP

Middle Na

Test

N/A

Date of Birth\*

mm/dd/YYYY

Gender

Male

Female

Non-Binary

Prefer Not To Say

Pronouns

Pronouns e.g. they/them

CONTACT INFO

Phone 1\*

Phone 1

Label

Cannot receive te...

Phone 2

Phone 2

Label

Cannot receive te...

Phone 3

Phone 3

Label

Cannot receive te...

Email Preferences

Add Email

Emergency Contacts\*

Manage Emergency Contacts (0 of 1 required)

ADDRESS

Address Line 1\*

?

Address Line 1

Address Line 2

Address Line 2

Zip Code\*, City\*, State\*

Zip Code

City

Apply Address Changes...

✓

ACCOUNT SETTINGS

Primary Email\*

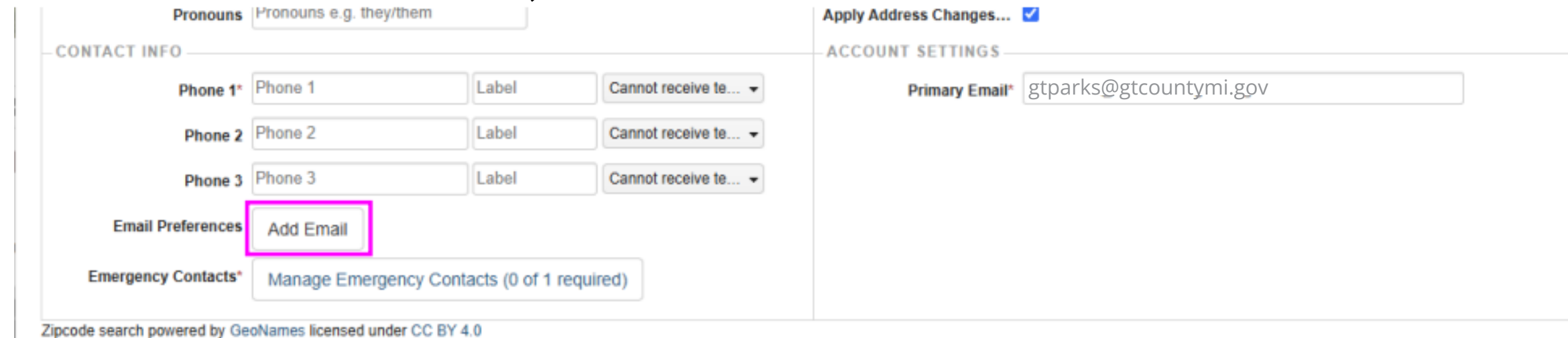
gtparks@gtcountymi.gov

Zipcode search powered by GeoNames licensed under CC BY 4.0

Cancel

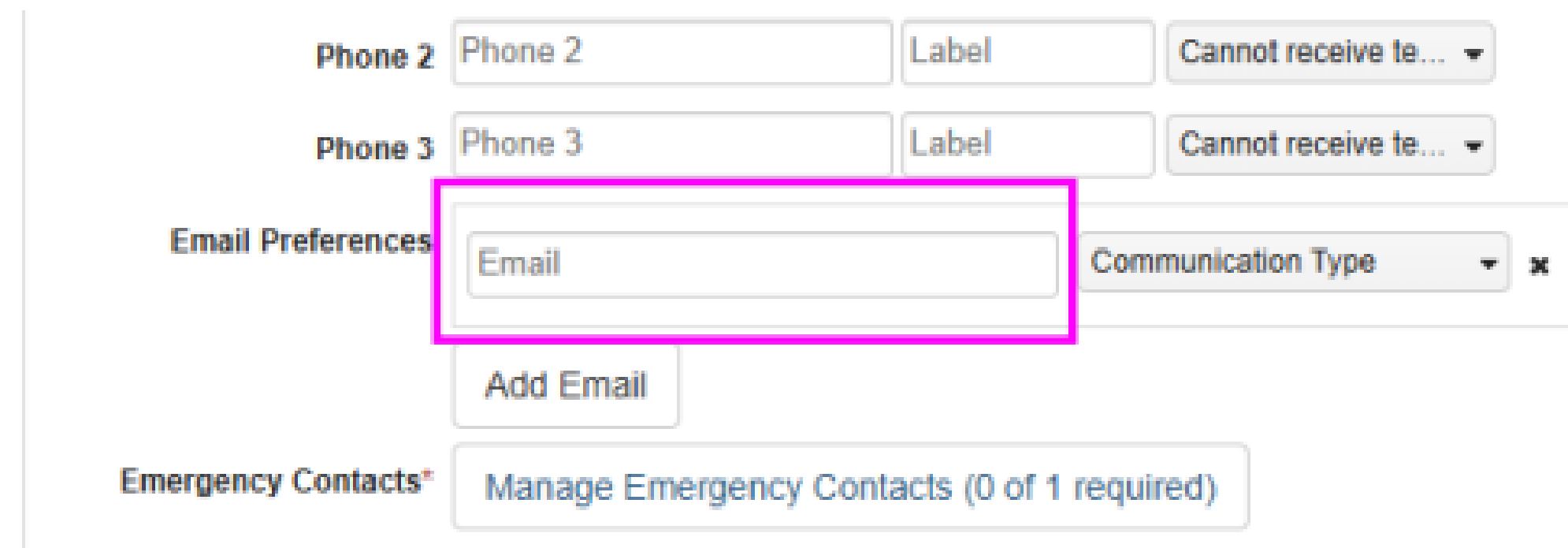
Save User

**STEP 7** - To make sure you receive program reminder, update, and cancellation emails, click **Add Email**.



The screenshot shows a user profile form with two main sections: CONTACT INFO and ACCOUNT SETTINGS. In the CONTACT INFO section, there are fields for Phone 1, Phone 2, and Phone 3, each with a Label and a dropdown menu for 'Cannot receive te...'. Below these is an 'Email Preferences' section with a button labeled 'Add Email' highlighted by a pink box. At the bottom of CONTACT INFO is an 'Emergency Contacts\*' section with a link 'Manage Emergency Contacts (0 of 1 required)'. The ACCOUNT SETTINGS section has a checkbox for 'Apply Address Changes...' which is checked, and a 'Primary Email\*' field containing 'gtparks@gtcountymi.gov'. A footer note states 'Zipcode search powered by GeoNames licensed under CC BY 4.0'.

**STEP 8** - Enter your preferred email address. To add more email addresses, click **Add Email**.



This is a close-up of the 'Email Preferences' section from the previous screenshot. It shows a text input field containing the word 'Email', which is highlighted by a pink box. To the right of the input field is a dropdown menu labeled 'Communication Type' with a close button (X) next to it. Below the input field is a button labeled 'Add Email'. At the bottom of the section is an 'Emergency Contacts\*' section with a link 'Manage Emergency Contacts (0 of 1 required)'.

**STEP 9** - Click **Communication Type** to select the preferred type of communications you would like to receive.



The screenshot shows a user profile form with the following sections:

- Phone 3:** A text input field containing "Phone 3", a "Label" field, and a dropdown menu showing "Cannot receive te...".
- Email Preferences:** A text input field containing "gtparks@gtcountymi.gov", an "Add Email" button, and a "Communication Type" dropdown menu. The dropdown menu is open, showing three options: "Courtesy Notices", "Critical Announcements", and "Upcoming Events".
- Emergency Contacts\*:** A link that says "Manage Emergency Contacts (0 of 1)".

At the bottom, there is a footer: "Zipcode search powered by GeoNames licensed under CC BY 4.0".

**STEP 10** - One emergency contact is required per account member. Click **Manage Emergency Contacts** to add.

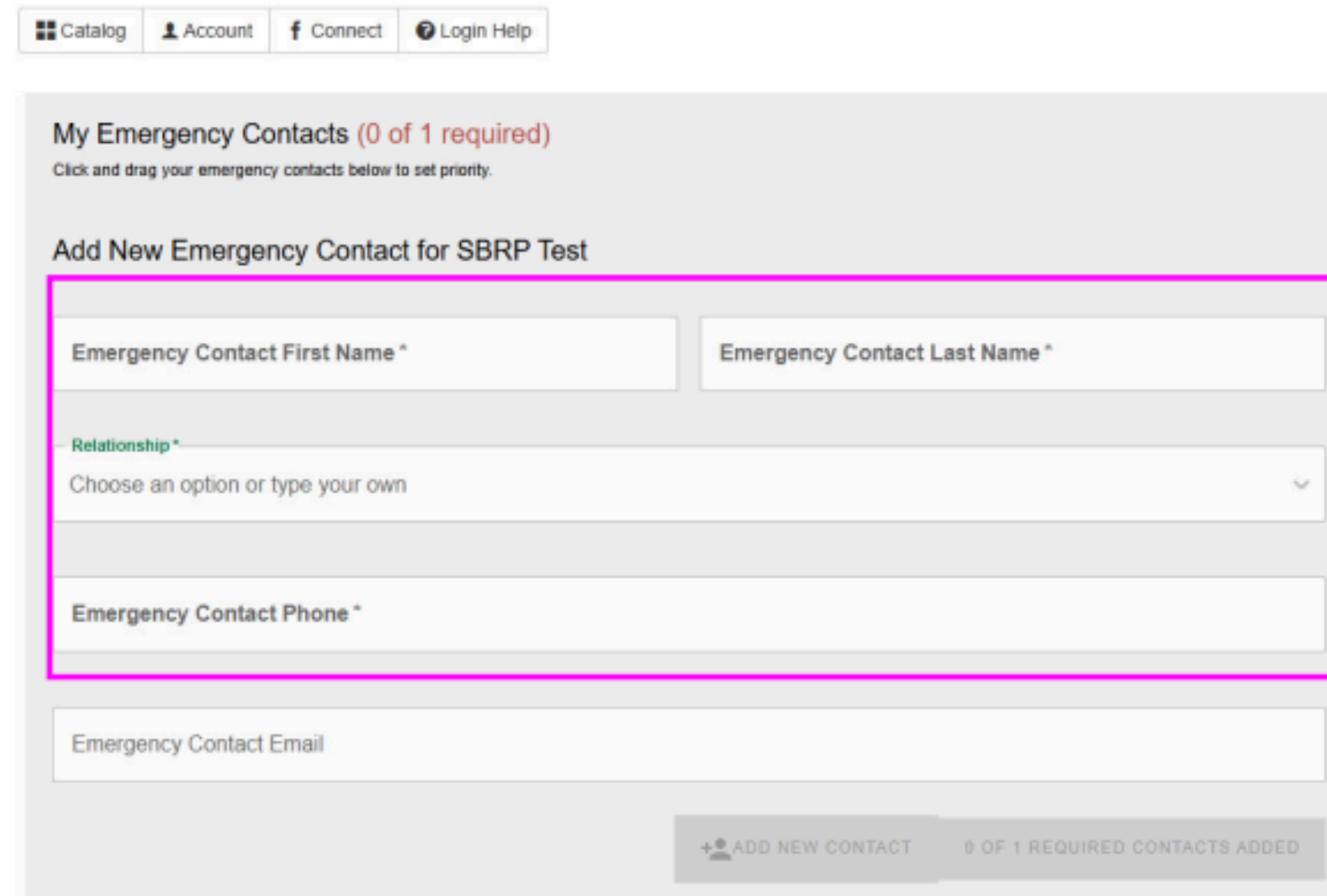


The screenshot shows the same user profile form as in Step 9, but with the following changes:

- Phone 3:** The text input field now contains "Phone 3", the "Label" field is empty, and the dropdown menu is still "Cannot receive te...".
- Email Preferences:** The text input field now contains "Email", the "Add Email" button is still present, and the "Communication Type" dropdown menu is still open, showing the same three options.
- Emergency Contacts\*:** The link now says "Manage Emergency Contacts (0 of 1 required)".

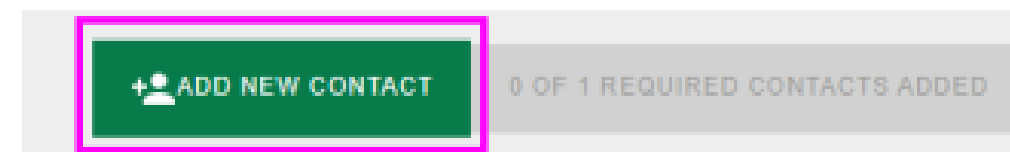
At the bottom, there is a footer: "Zipcode search powered by GeoNames licensed under CC BY 4.0".

**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.



The screenshot shows a web interface for managing emergency contacts. At the top, there are navigation links: Catalog, Account, Connect, and Login Help. The main heading is 'My Emergency Contacts (0 of 1 required)' with a sub-instruction: 'Click and drag your emergency contacts below to set priority.' Below this is a section titled 'Add New Emergency Contact for SBRP Test'. A magenta rectangular box highlights the required fields: 'Emergency Contact First Name \*', 'Emergency Contact Last Name \*', 'Relationship \*' (a dropdown menu with the text 'Choose an option or type your own'), and 'Emergency Contact Phone \*'. Below the highlighted section is an 'Emergency Contact Email' field. At the bottom right, there is a green button with a plus icon and the text '+ ADD NEW CONTACT', followed by the text '0 OF 1 REQUIRED CONTACTS ADDED'.


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



A close-up of the bottom right of the form, showing the green '+ ADD NEW CONTACT' button and the text '0 OF 1 REQUIRED CONTACTS ADDED'. The button is highlighted with a magenta rectangular box.

**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 \*

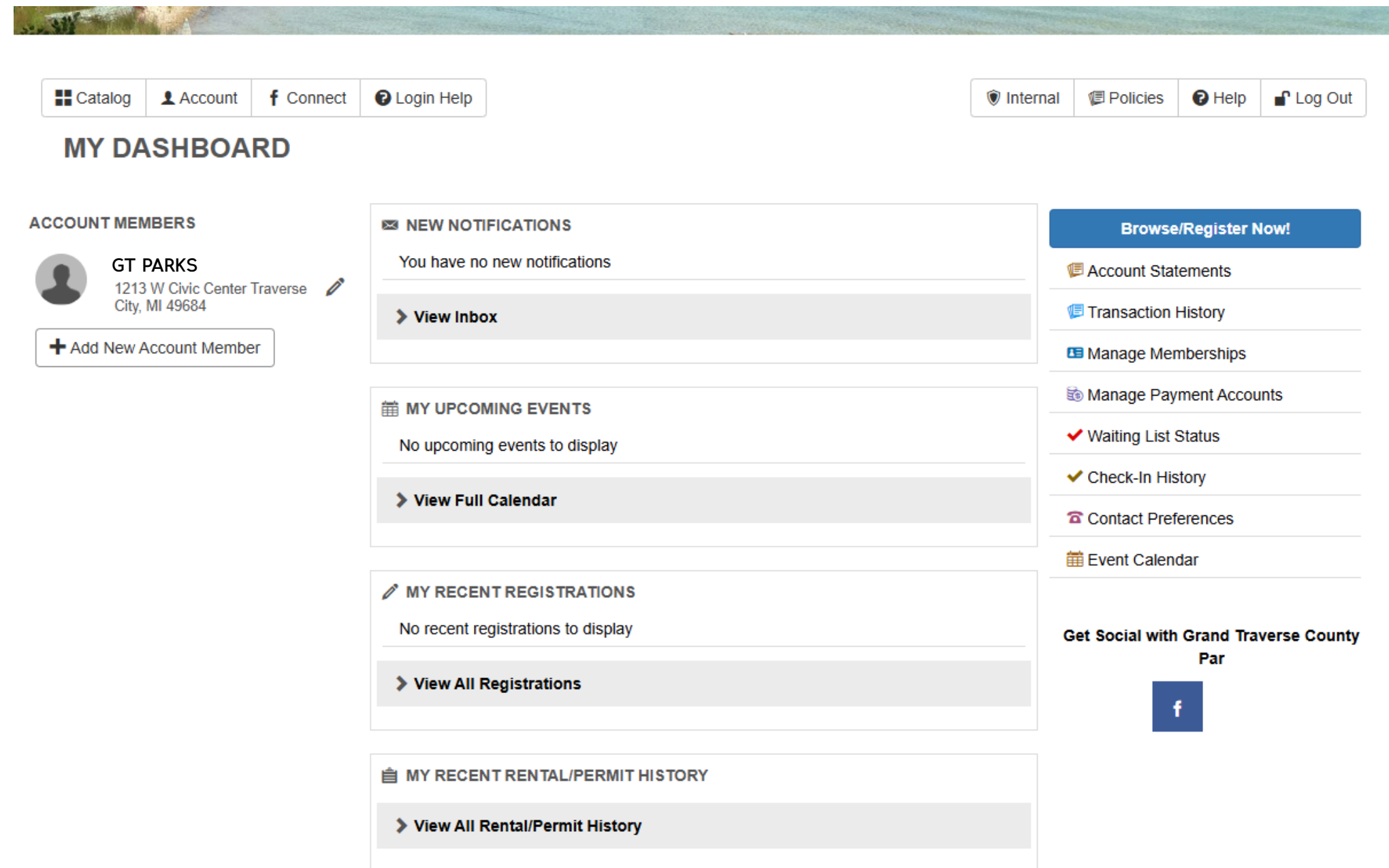
Emergency Contact Email

+  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.



The screenshot displays a web application's 'MY DASHBOARD' for a user named GT PARKS. At the top, there are navigation tabs for 'Catalog', 'Account', 'Connect', and 'Login Help' on the left, and 'Internal', 'Policies', 'Help', and 'Log Out' on the right. The dashboard is divided into several sections:

- ACCOUNT MEMBERS:** Shows the user's profile (GT PARKS, 1213 W Civic Center Traverse City, MI 49684) and an 'Add New Account Member' button.
- NEW NOTIFICATIONS:** States 'You have no new notifications' with a 'View Inbox' link.
- MY UPCOMING EVENTS:** States 'No upcoming events to display' with a 'View Full Calendar' link.
- MY RECENT REGISTRATIONS:** States 'No recent registrations to display' with a 'View All Registrations' link.
- MY RECENT RENTAL/PERMIT HISTORY:** Includes a 'View All Rental/Permit History' link.
- Right Sidebar:** Features a 'Browse/Register Now!' button, a list of links (Account Statements, Transaction History, Manage Memberships, Manage Payment Accounts, Waiting List Status, Check-In History, Contact Preferences, Event Calendar), and a 'Get Social with Grand Traverse County Parks' section with a Facebook icon.

At the bottom center, there is a link for 'Terms & Conditions'.