

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**



The screenshot shows a website interface for facility rentals. At the top, there is a navigation bar with links for "Log In with Email" (highlighted with a red box), "Catalog", "Login Help", "Policies", "Help", and a "Cart Empty" button. Below the navigation bar, there are sections for "Clear All Filters", "Filter" (with a "Keyword or code..." input field), and "Location" (with checkboxes for Beitner Park, Civic Center, Keystone Soccer C., Maple Bay Park an..., Medalie Park, Natural Education ..., Power Island, and VASA Trailhead). There is also a "Rental From" section with a "Select Date" input field. The main content area is titled "Facility Rentals" and shows a list of facilities with their descriptions and counts of items (e.g., 14 items for Civic Center). The facilities listed are Beitner Park, Civic Center, Keystone Soccer Complex, Maple Bay Park and Natural Area, Medalie Park, Natural Education Reserve, Power Island, and VASA Trailhead.

Log In with Email Catalog Login Help Policies Help

Clear All Filters

Filter Keyword or code... x

Location

- Beitner Park
- Civic Center
- Keystone Soccer C...
- Maple Bay Park an...
- Medalie Park
- Natural Education ...
- Power Island
- VASA Trailhead

Rental From

Select Date x

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

[CONTINUE](#)

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.

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 X

Account Holder CivicPlus Platform Account Settings

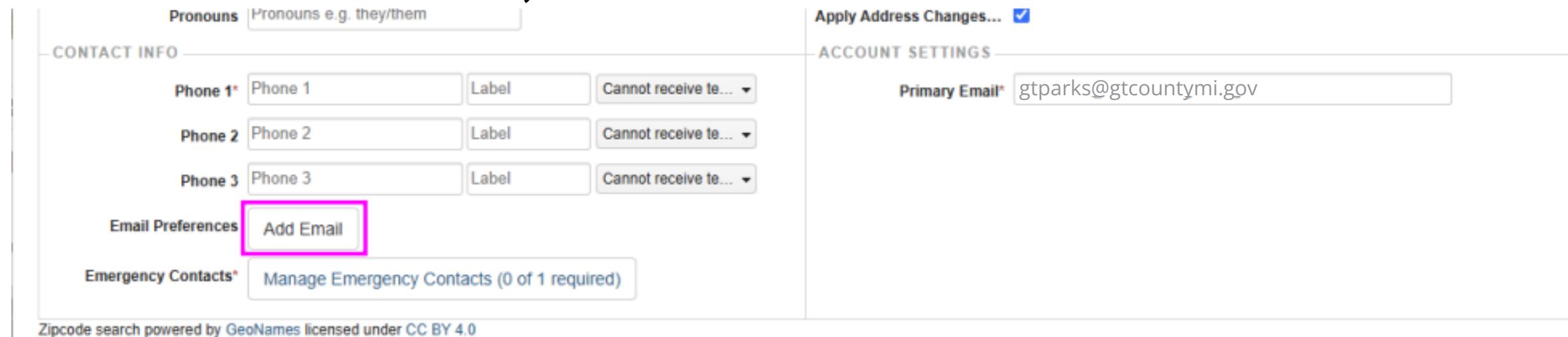
Account holder must be an Adult.

BASICS		ADDRESS
Name*	SBRP	Address Line 1
Date of Birth*	mm/dd/YYYY	Address Line 2
Gender	Male Female Non-Binary Prefer Not To Say	Zip Code*, City*, State* Zip Code City
Pronouns	Pronouns e.g. they/them	Apply Address Changes... <input checked="" type="checkbox"/>
CONTACT INFO		ACCOUNT SETTINGS
Phone 1*	Phone 1 Label Cannot receive te...	Primary Email* gtarks@gcounty.mi.gov
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)		

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[Cancel](#) [Save User](#)

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



Pronouns

CONTACT INFO

Phone 1* Label

Phone 2 Label

Phone 3 Label

Email Preferences **Add Email**

Emergency Contacts* [Manage Emergency Contacts \(0 of 1 required\)](#)

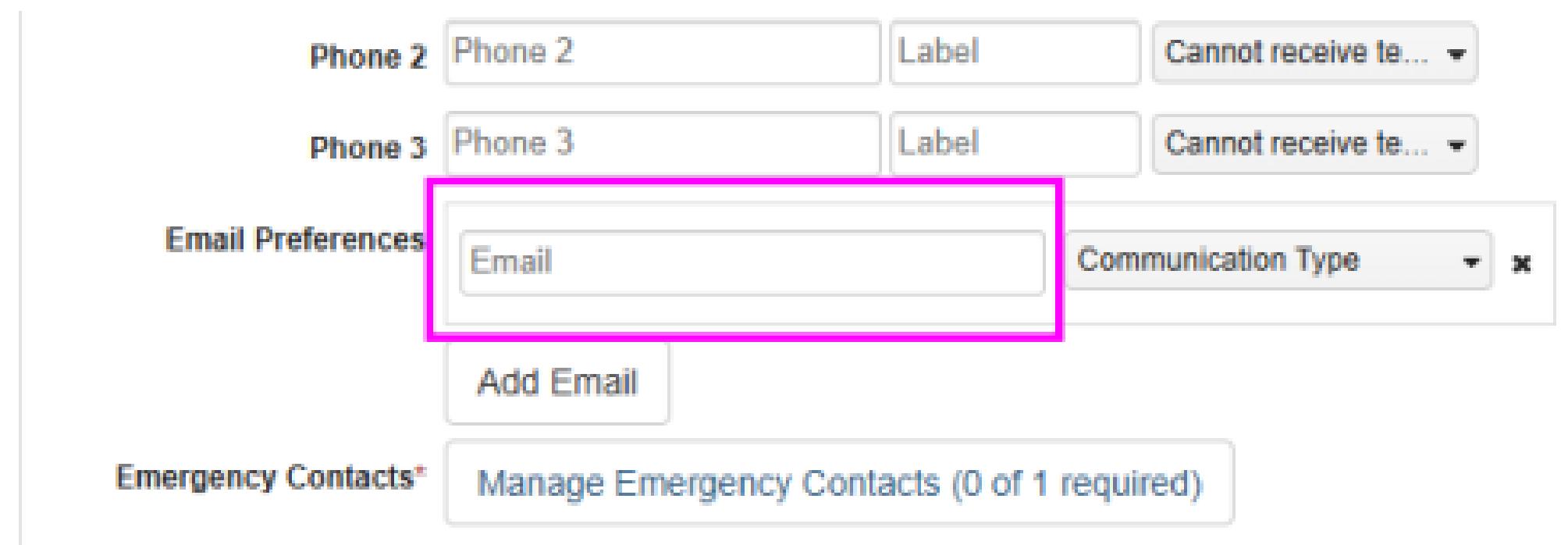
Zipcode search powered by GeoNames licensed under CC BY 4.0

Apply Address Changes...

ACCOUNT SETTINGS

Primary Email*

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



Phone 2 Label

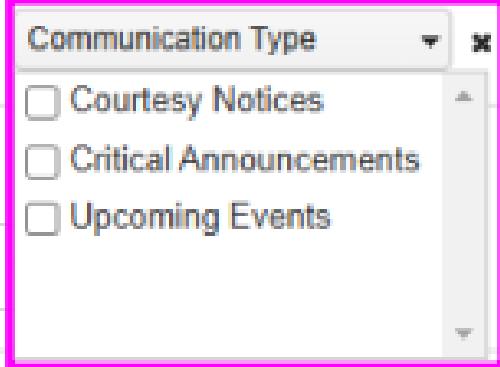
Phone 3 Label

Email Preferences **Communication Type**

Add Email

Emergency Contacts* [Manage Emergency Contacts \(0 of 1 required\)](#)

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



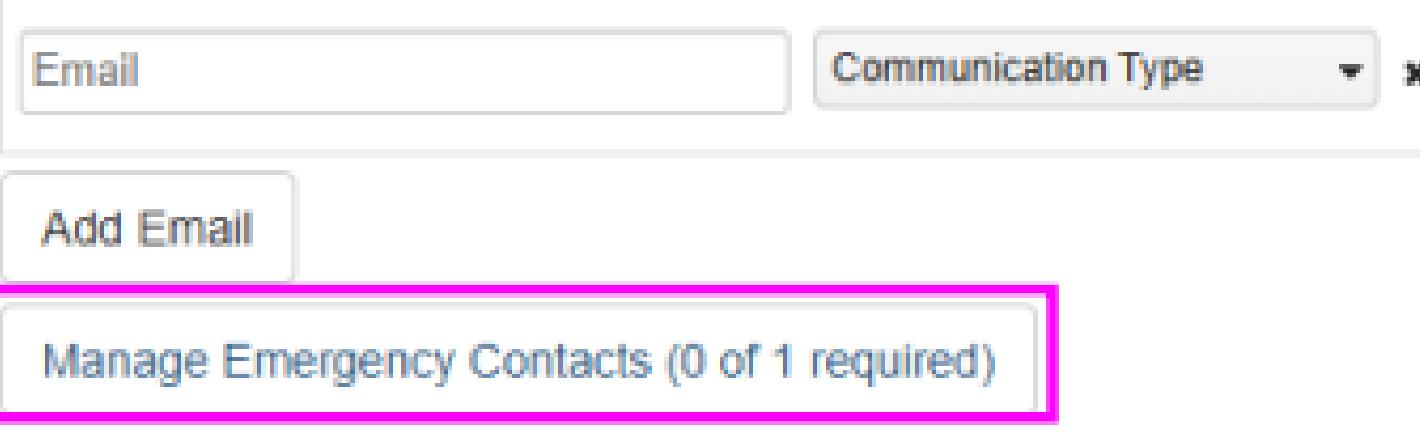
Phone 3 Phone 3 Label Cannot receive te... ▾

Email Preferences Add Email

Emergency Contacts* [Manage Emergency Contacts \(0 of 1\)](#)

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.



Phone 3 Phone 3 Label Cannot receive te... ▾

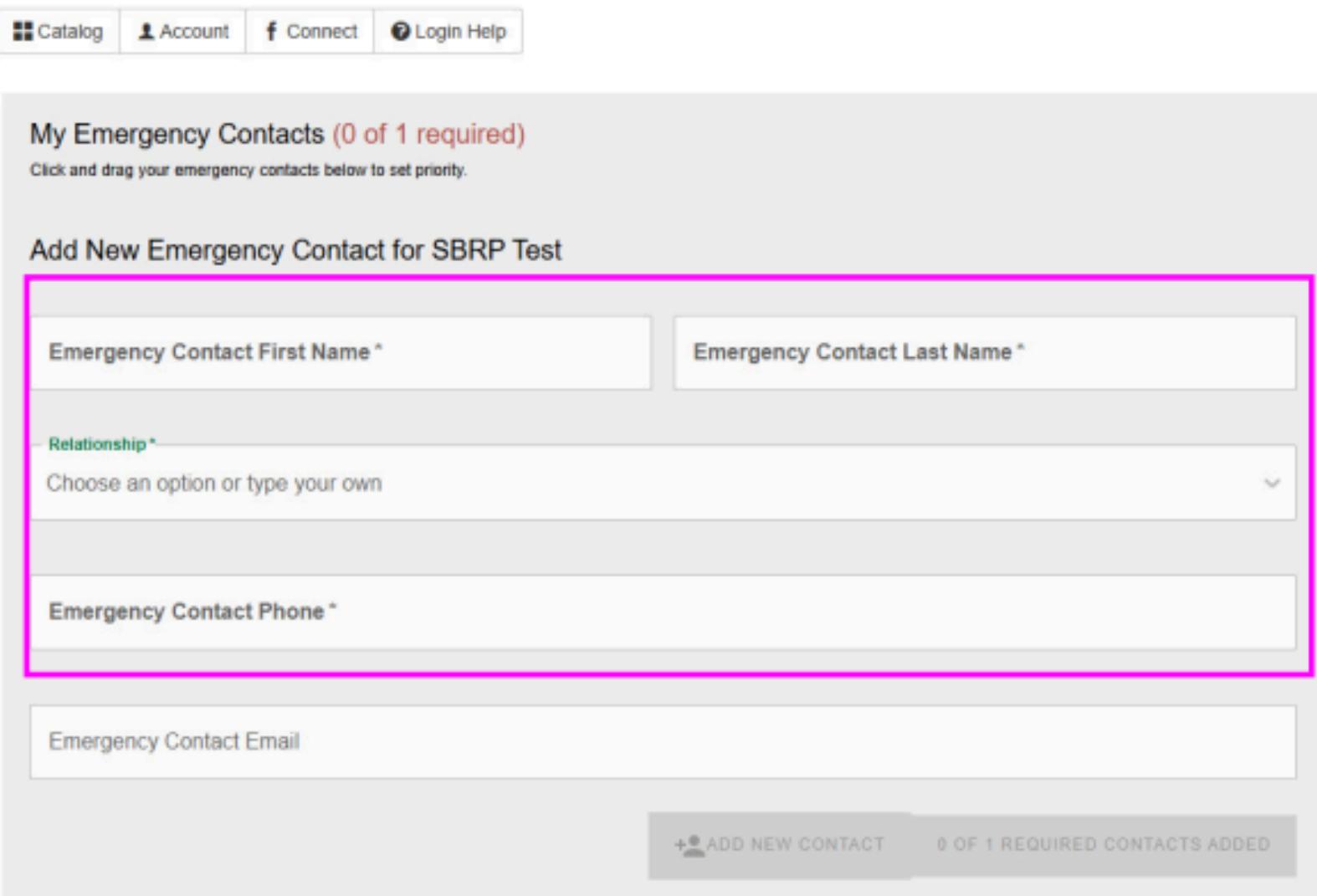
Email Preferences Communication Type ▾

Add Email

Emergency Contacts* [Manage Emergency Contacts \(0 of 1 required\)](#)

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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.



My Emergency Contacts (0 of 1 required)
Click and drag your emergency contacts below to set priority.

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 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***.



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 *

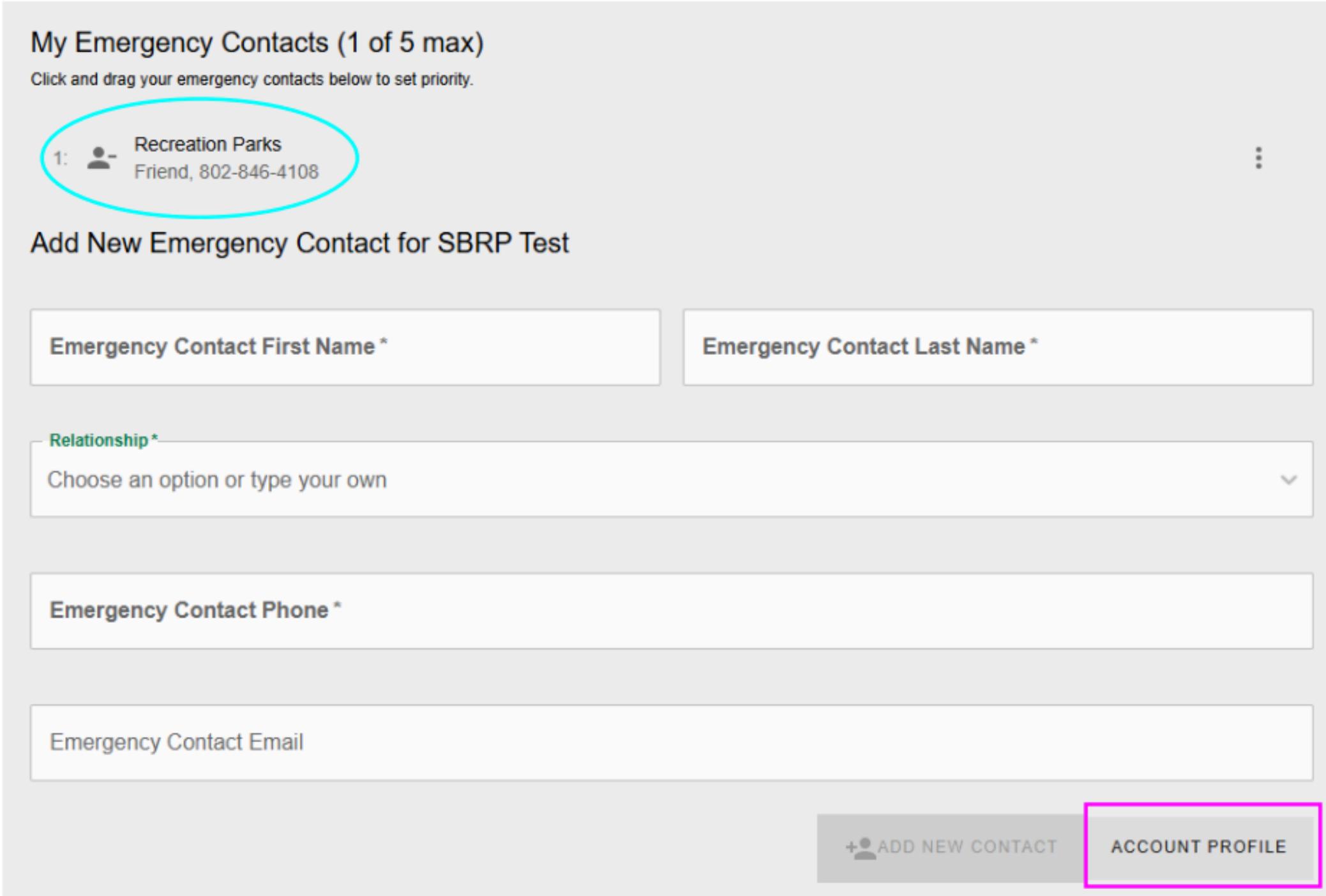
Emergency Contact Last Name *

Relationship *
Choose an option or type your own

Emergency Contact Phone *

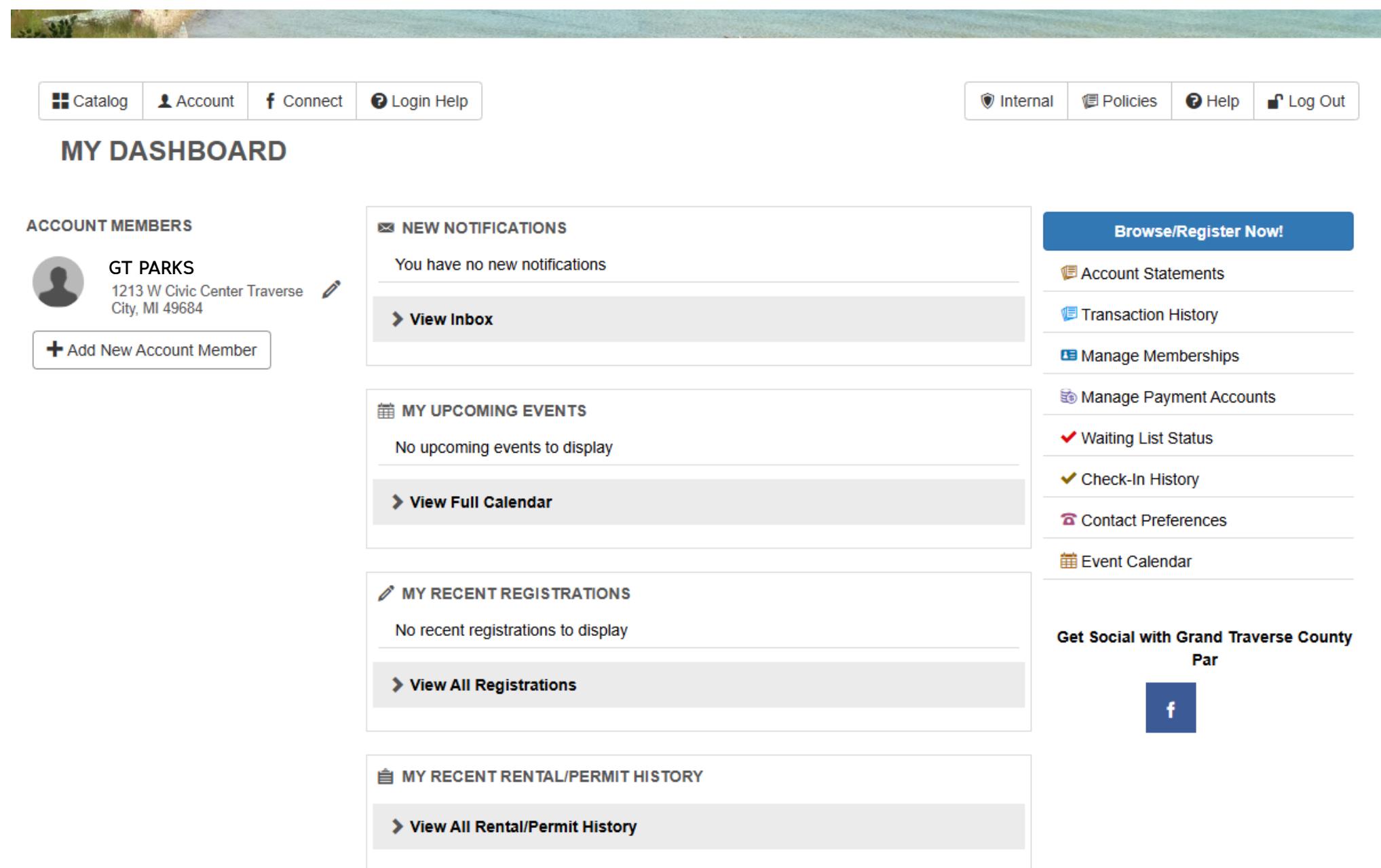
Emergency Contact Email

 **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 the Account Dashboard with the following sections:

- Top Navigation:** Catalog, Account, Connect, Login Help, Internal, Policies, Help, Log Out.
- MY DASHBOARD:** A large title.
- ACCOUNT MEMBERS:** Shows a member named GT PARKS with address 1213 W Civic Center Traverse City, MI 49684. Includes a "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:** States "No recent rental/permit history" with a "View All Rental/Permit History" link.
- Right Sidebar:** A "Browse/Register Now!" button and a list of links:
 - Account Statements
 - Transaction History
 - Manage Memberships
 - Manage Payment Accounts
 - Waiting List Status
 - Check-In History
 - Contact Preferences
 - Event Calendar
- Social Media:** Get Social with Grand Traverse County Par (Facebook icon).