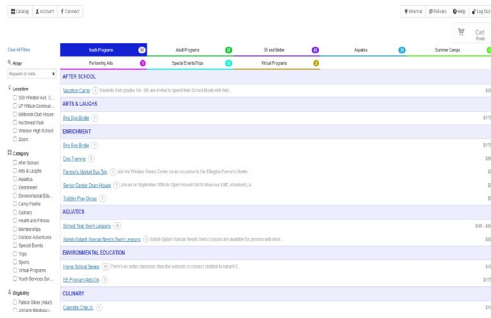


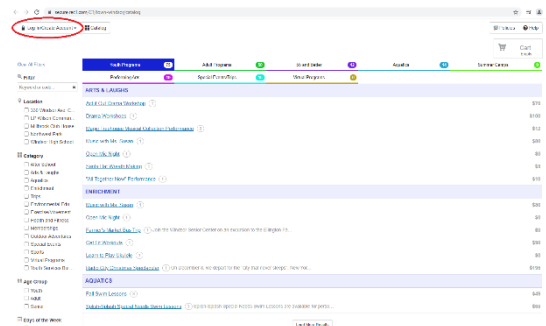
Step by Step Guide to Creating Your CivicRec Account

If you do not have a Town of Windsor Rec1 Account, this document will provide you with instructions to create your account. In order to make your registration experience easier on you, **we strongly encourage you to complete your account set up before registration for the event goes live.**

1. Go to <https://secure.rec1.com/CT/town-windsor/catalog> to load the catalog.

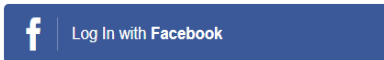


2. Click on the “Log In/Create Account” button at the top, left corner of the screen.



3. Click on the light blue box that says “Create Your Windsor Account” to create your new account.

Town of Windsor uses your Facebook or Google account to login or sign up. We only access your name and email for login purposes.



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Powered by REC1

4. Enter your account information.

Mandatory fields include:

- a) Name
- b) Date of Birth
- c) Gender
- d) Address Line 1
- e) Zip Code, City, State
- f) Primary Email
- g) Password

Windsor Sign-Up

Step 1: Account Holder Step 2: Other Account Members

Account holder must be an Adult.

BASICS

Account Type: Individual Organization

Name: John Middle Na Doe N/A

Date of Birth: 01/01/1966

Gender: Male Female

Organization: [Dropdown]

ADDRESS

Address Line 1: 599 Matianuck Ave

Address Line 2: Address Line 2

Zip Code, City, State: 06095 Windsor AL

CONTACT INFO

Phone 1: (860) 285-1992 Label No Mobile Carrier

Phone 2: Phone 2 Label No Mobile Carrier

Phone 3: Phone 3 Label No Mobile Carrier

Email Preferences: Add Email

Emergency Contacts: Manage Emergency Contacts (0 of 5 selected)

ACCOUNT SETTINGS

Primary Email: seniorservices@townofwindsorct.com

Password: [Masked]

Confirm Password: [Masked]

Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters

Zipcode search powered by GeoNames licensed under CC BY 4.0

Cancel Next Step: Other Account Members

5. Click on **“Save & Close”** on the bottom, right corner of the screen when you are done.

The image shows a screenshot of the Windsor Sign-Up form and the resulting account page. The form is titled "Windsor Sign-Up" and has two steps: "Step 1: Account Holder" and "Step 2: Other Account Members". The form is divided into sections: "BASICS", "ADDRESS", "CONTACT INFO", and "ACCOUNT SETTINGS". The "BASICS" section includes fields for "Account Type" (Individual or Organization), "Name" (First, Middle, Last, and N/A), "Date of Birth", "Gender" (Male or Female), and "Organization". The "ADDRESS" section includes fields for "Address Line 1", "Address Line 2", and "Zip Code, City, State". The "CONTACT INFO" section includes fields for "Phone 1", "Phone 2", and "Phone 3", each with a "Label" and "No Mobile Carrier" checkbox, and an "Email Preferences" section with an "Add Email" button. The "ACCOUNT SETTINGS" section includes fields for "Primary Email", "Password", and "Confirm Password", with a note that passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters. Below the form, there are "Cancel" and "Next Step: Other Account Members" buttons.

6. To review and update your account information, click on **“Account”** at the top, left corner of the screen.

The screenshot shows the account page with a navigation bar at the top. The navigation bar includes "Catalog", "Account" (circled in red), and "Connect". The "Account" link is highlighted with a red circle. The main content area shows a list of programs and services, including "Youth Programs", "Adult Programs", "55 and Better", "Aquatics", and "Summer Camps". The "Account" link is located in the top right corner of the page.

MY DASHBOARD

ACCOUNT MEMBERS

John Doe
599 Matianuck Ave Windsor, CT
06095

Jill Doe
599 Matianuck Ave Windsor, CT
06095

+ Add New Account Member

NEW NOTIFICATIONS
You have no new notifications
[View Inbox](#)

MY UPCOMING EVENTS
No upcoming events to display
[View Full Calendar](#)

MY RECENT REGISTRATIONS
No recent registrations to display
[View All Registrations](#)

MY RECENT RENTAL/PERMIT HISTORY
No recent rental/permit history to display
[View All Rental/Permit History](#)

[Browse/Register Now!](#)

[Account Statements](#)

[Transaction History](#)

[Manage Memberships](#)

[Linked Accounts](#)

[Waiting List Status](#)

[Check-In History](#)

[Contact Preferences](#)

[Event Calendar](#)

Get Social with Windsor



7. **“My Dashboard”** is where you can review and update your account information for yourself and other members of your household, and view you transaction history.

Click on the small pencil that appears to the right of your address to review and edit your account information.

8. Click on **“Browse/Register Now!”** to return to the course catalog.