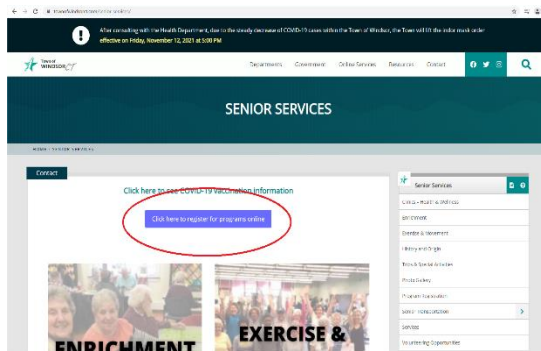


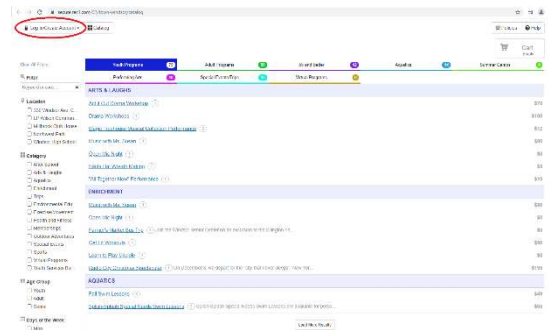
Step by Step Guide to Creating Your CivicRec Account

Your first time registering for Senior Recreation classes in CivicRec? In order to make your first class registration experience easier on you, **we strongly encourage you to complete your account set up prior to registration day.**

1. Go to <https://townofwindsorct.com/senior-services/> and click on the button “Click here to register for programs online”

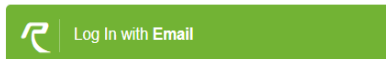
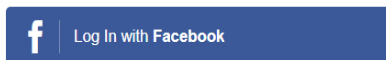


2. Click on the “Log In/Create Account” button at the top, left corner of the screen.



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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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.

BASIC

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]

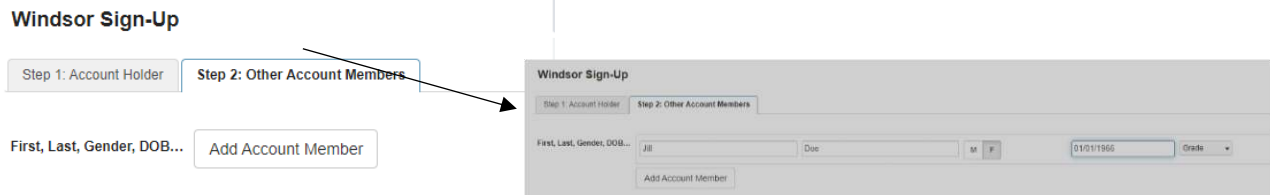
Confirm Password: [Masked]

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

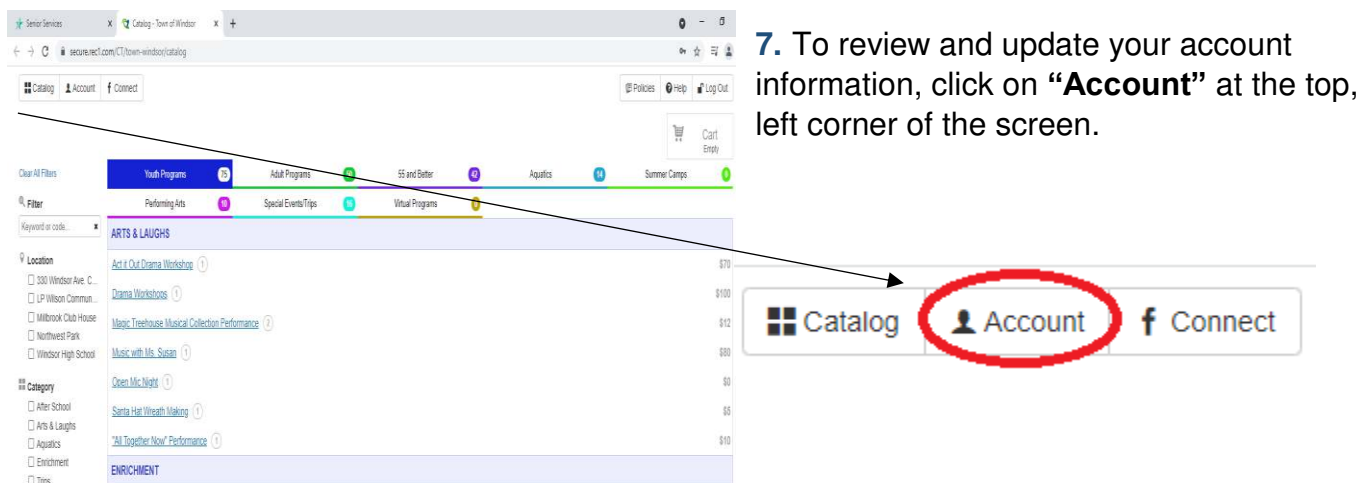
5. Once you enter all of your account information, click on the **“Next Step: Other Account Members”** on the bottom, right corner of the screen.



You can add preliminary information about other members in your household who may be registering for programs.

Tip: You will have a chance to add additional information for other account members once you have completed your account set up.

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



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

8. **“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.

Click on **“Add New Account Member”** to add additional members to your account.

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