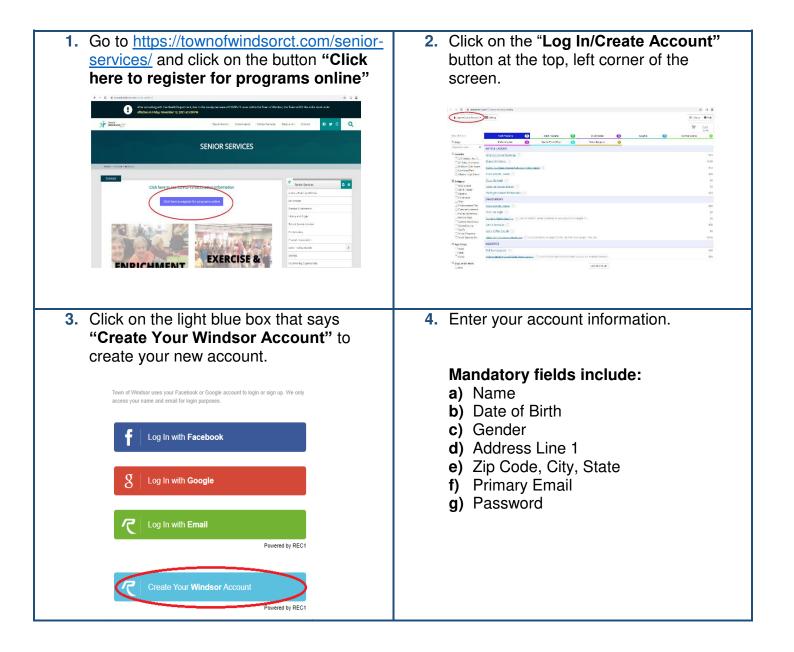
## Step by Step Guide to Creating Your CivicRec Account

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



ASICS					ADDRESS			
Account Type	Individual Organization	n			Address Line 1 * 🕐	599 Matianuck Ave		
Name*	John	Middle Na Doe		N/A 🔻	Address Line 2	Address Line 2		
Date of Birth*	01/01/1966				Zip Code, City, State*	06095	Windsor	AL 👻
Gender*	Male Female							
Organization	-							
NTACT INFO					ACCOUNT SETTINGS			
Phone 1	(860) 285-1992	Label	No Mobile Carri	ier 👻	Primary Email*	seniorservices@tov	wnofwindsorct.com	
Phone 2	Phone 2	Label	No Mobile Carri	ier 👻	Password*			
Phone 3	Phone 3	Label	No Mobile Carri	ier 🔻	Confirm Password*		_	
					Commit asserted	Passwords must be	at loast 9 characters long and cont	ain charactors from at
Email Preferences	Add Email					least 3 of the followin numbers, special ch	at least 8 characters long and cont ng 4 categories: lower case letters, aracters	upper case letters,
Emergency Contacts	Manage Emergency (	Contacts (0 of 5 sele	cted)					
		BY 4.0						
Emergency Contacts		Contacts (0 of 5 sele	cted)			least 3 of the followin numbers, special ch	ng 4 categories: lower case letters, aracters	upper case letters,

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.

Windsor Sign-Up							
Step 1: Account Holder	Step 2: Other Account Members	Windsor Sign-Up					
		Blap 1 Account Holder	Step 2: Other Account Members				
First, Last, Gender, DOB	Add Account Member	First, Last, Gender, DOB	JII	Doe	MF	01/01/1966	Grade •
			Add Account Member				

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

<u>Tip:</u> 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.

📌 Senior Services	x 🔁 Cetalog - Town of Windson 🛛 🗙 🕂	<b>0</b> - 0	<b>- - · · ·</b> · · ·				
$\leftrightarrow$ $\rightarrow$ C $\hat{\mathbf{n}}$ secure.rec	c1.com/C1/ton-windcor/catalog	아 숫 북 🛔	<ol> <li>To review and update your account</li> </ol>				
IConed Account Correct			information, click on "Account" at the top				
		₩ Cart Engly	left corner of the screen.				
Clear All Filters	Youth Programs 👩 Aduk Programs 👩 55 and Bo	rter 🕘 Aquafics 📵 Summer Camps 🧿					
<sup>0</sup> , Filter	Performing Arts 🔞 Special Events/Trips 🚺 Virtual Prog	yans D					
Keyword or code . <b>x</b>	ARTS & LAUGHS						
♀ Location	Act if Out Drama Workshop ①	\$70					
330 Windsor Ave. C     IP Wilson Commun	Drama Workshops ①	\$100					
Milbrook Club House	Magic Treehouse Musical Collection Performance	\$12	Catalog ( 1 Account ) f Connect				
Northwest Park Windsor High School	Music with Ms. Susan ①	\$80					
E Category	Open Mic Night ①	\$0					
After School	Santa Hat Wreath Making	\$5					
Arts & Laughs	"All Together Now" Performance	\$10					
Enrichment	ENRICHMENT						
🗋 Trips							

🔡 Cat	talog 🕹 Account 🕇 Co	nnect		Policies	🕑 Help	🖌 Log Out
MY	DASHBOARD					
ACCOUN	IT MEMBERS	88 NEW NOTIFICATIONS	Browse/Register Now!			
	John Doe	You have no new notifications	Account Statements			
	599 Matianuck Ave Windsor, CT 06095	CT 🖉 🕽 View Inbox	Transaction mixiny			
	Jill Doe 599 Matianuck Ave Windsor,	~~ <b>/</b>	II Manage Memberships			
×	06095	CT # MY UPCOMING EVENTS	f Linked Accounts			
+ Add	New Account Member	No upcoming events to display	✓ Waiting List Status			
			Check-In History			
		View Full Calendar	Contact Preferences			
			iii Event Calendar			
		MY RECENT REGISTRATIONS				
		No recent registrations to display	Get Social with Windsor			
		> View All Registrations	f 🗾 🗉			
		自 MY RECENT RENTAL/PERMIT HISTORY				
		No recent rental/permit history to display				
		> View All Rental/Permit History				

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.