

HOW TO CREATE AN ACCOUNT AT WWW.MHPARKSANDREC.COM

Welcome to the New Morgan Hill Recreation Activity and Reservation Site!

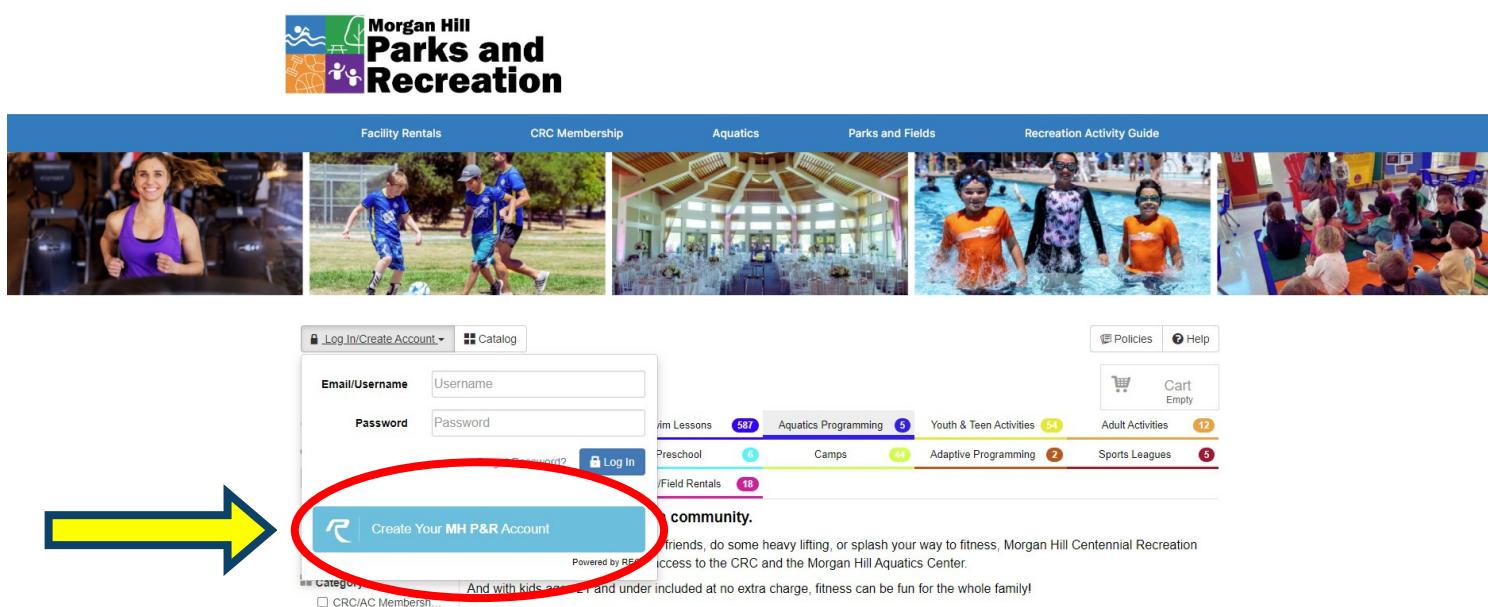
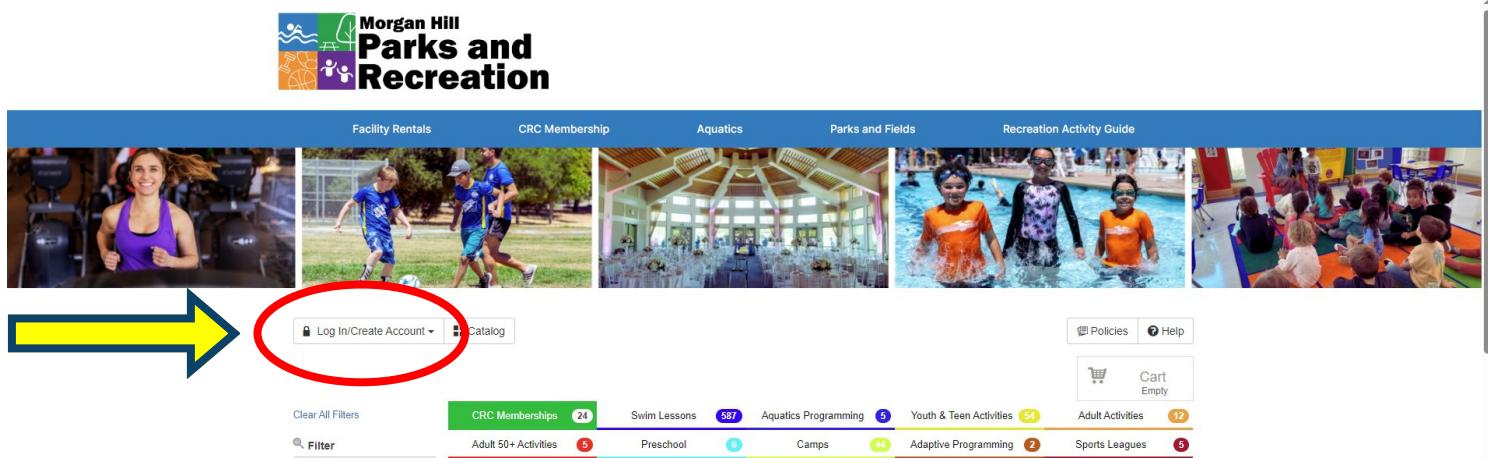
We encourage you to create your account prior to registration date to save you time!

NOTE: IT IS IMPORTANT TO USE CHROME (some functions will not work with other browsers)

NOTE: THIS IS THE DESKTOP GUIDE. Please reference the MOBILE User Guide if you are using a mobile phone or similar device.

1. Visit our website: mhparksandrec.com.
2. Click "Log In/Create Account"

****CURRENT CRC MEMBERS: DO NOT CREATE A NEW ACCOUNT.** Your account is already created. Use the email address associated with your CRC Membership and reset your password. This will ensure you receive the CRC Member Discount for summer registration!



Only 6 EASY STEPS to Create your mhparksandrec account!

STEP 1 Basics

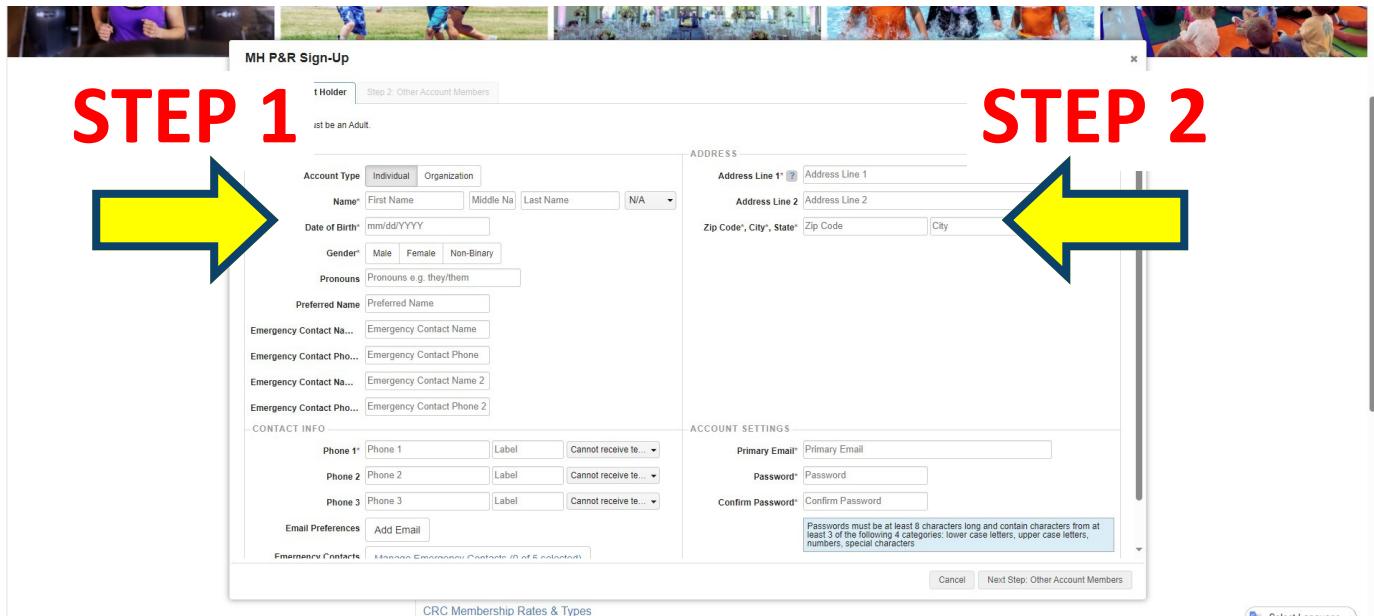
When creating a new account, the first step is to enter the default payer/head of household.

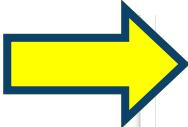
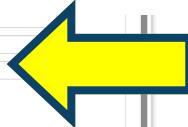
1. Enter the parent's information first. The first person's account created will be the default payer / head of household. This person must be an adult. The primary email address entered into the adult's account will be your username moving forward.
2. Enter your First and Last Name.
3. Enter your Birthdate and Gender

STEP 2 Address

Enter your mailing address here. (If paying online, the billing address for the credit card used must match the home address on the account.)

Currently, a Morgan Hill resident is anyone living in a residence address with the zip code of 95037. This is subject to change. A future update will limit residency to City boundaries only for updated accounts. If you have questions about your residency or think there is a system error, please contact recreation@morganhill.ca.gov. Please be prepared to provide a utility bill or statement with your name and home address for verification.



STEP 1  **STEP 2** 

MH P&R Sign-Up

Step 2: Other Account Members

1 Holder

1st be an Adult.

ACCOUNT TYPE Individual Organization

Name* First Name Middle Name Last Name N/A

Date of Birth* mm/dd/YYYY

Gender* Male Female Non-Binary

Pronouns Pronouns e.g. they/them

Preferred Name Preferred Name

Emergency Contact Name... Emergency Contact Name

Emergency Contact Phone... Emergency Contact Phone

Emergency Contact Name... Emergency Contact Name 2

Emergency Contact Phone... Emergency Contact Phone 2

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 Maximum Emergency Contacts: 10 of 10 available

ADDRESS

Address Line 1* Address Line 1

Address Line 2 Address Line 2

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

ACCOUNT SETTINGS

Primary Email Primary Email

Password Password

Confirm Password Confirm Password

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

CRC Membership Rates & Types

Cancel **Next Step: Other Account Members**

STEP 3 Contact Information and Communication Preferences

- Enter your phone number and label it (work, cell, home).
 - Select whether you can receive text messages.
 - We will only text in the event of an emergency or an urgent message like a class cancellation or facility closure due to instructor illness, weather, air quality, facility issues, etc.
 - You can add up to 3 phone numbers in this section. (see image below)

STEP 3



MH P&R Sign-Up

Account number must be an integer.

BASIC S

Account Type: Individual Organization

Name: Jane Middle Name: Doe N/A

Date of Birth: 01/01/1990

Gender: Male Female Non-Binary

Pronouns: Pronouns e.g. they/them

Preferred Name: Preferred Name

Emergency Contact Name: Emergency Contact Name

Emergency Contact Phone: Emergency Contact Phone

Emergency Contact Name 2: Emergency Contact Name 2

Emergency Contact Phone 2: (408) 310-4169

CONTACT INFO

Phone 1: (408) 310-4169 Cell Cannot receive text messages Can receive text messages

Phone 2: Phone 2 Label Cannot receive text messages Can receive text messages

Phone 3: Phone 3 Label Cannot receive text messages Can receive text messages

EMAIL PREFERENCES

Add Email

EMERGENCY CONTACTS

Manage Emergency Contacts (0 of 5 selected)

ACCOUNT SETTINGS

Primary Email: Primary Email

Password: Password

Confirm Password: Confirm Password

Zipcode search powered by GeoNames licensed under CC BY 4.0

Cancel Next Step: Other Account Members

- Select “Add Email” and enter your email address and select email preferences.
 - Please use the drop-down to select at least “Critical Announcements”. It’s important that you select at least one option to ensure you receive email notifications about class cancellations, membership rate changes, and/or facility alerts.
 - You can change this in your profile at any time.



Recreation

MH P&R Sign-Up

Account Type: Individual Organization

Name: Jane Middle Name: Doe N/A

Date of Birth: 01/01/1990

Gender: Male Female Non-Binary

Pronouns: Pronouns e.g. they/them

Preferred Name: Preferred Name

Emergency Contact Name: Emergency Contact Name

Emergency Contact Phone: Emergency Contact Phone

Emergency Contact Name 2: Emergency Contact Name 2

Emergency Contact Phone 2: (408) 310-4169

CONTACT INFO

Phone 1: (408) 310-4169 Cell Cannot receive text messages Can receive text messages

Phone 2: Phone 2 Label Cannot receive text messages Can receive text messages

Phone 3: Phone 3 Label Cannot receive text messages Can receive text messages

EMAIL PREFERENCES

Email

(3) Courtesy Notices, Critical Announcements, Upcoming Events

EMERGENCY CONTACTS

Manage Emergency Contacts (0 of 5 selected)

ACCOUNT SETTINGS

Primary Email: Primary Email

Password: Password

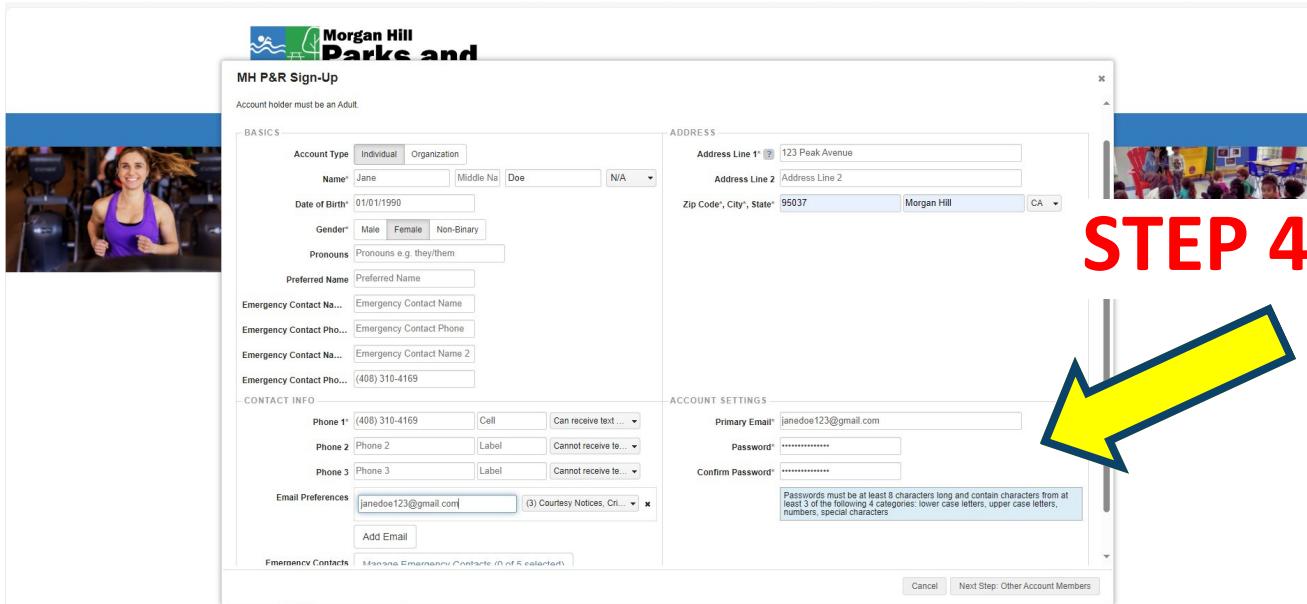
Confirm Password: Confirm Password

Zipcode search powered by GeoNames licensed under CC BY 4.0

Cancel Next Step: Other Account Members

STEP 4 Account Settings

1. Enter your primary email – this will be your Username.
2. Enter your password (must be at least 8 characters and characters from at least 3 of the following: Lower case letters. Upper case letters. Numbers. Special characters.)
3. Confirm your password



STEP 4

MH P&R Sign-Up

Account holder must be an Adult.

BASICS

Account Type: Individual Organization

Name: Jane Middle Name: Doe N/A

Date of Birth: 01/01/1990

Gender: Male Female Non-Binary

Pronouns: Pronouns e.g. they/them

Preferred Name:

Emergency Contact Name:

Emergency Contact Phone:

Emergency Contact Name 2:

Emergency Contact Phone 2: (408) 310-4169

CONTACT INFO

Phone 1: (408) 310-4169 Cell Can receive text ...

Phone 2: Phone 2 Label Cannot receive text ...

Phone 3: Phone 3 Label Cannot receive text ...

Email Preferences: janedoe123@gmail.com (3) Courtesy Notices, Cr...

Add Email

Emergency Contacts: 1 of 5 selected

ADDRESS

Address Line 1*: 123 Peak Avenue

Address Line 2: Address Line 2

Zip Code*, City*, State: 95037 Morgan Hill CA

ACCOUNT SETTINGS

Primary Email: janedoe123@gmail.com

Password:

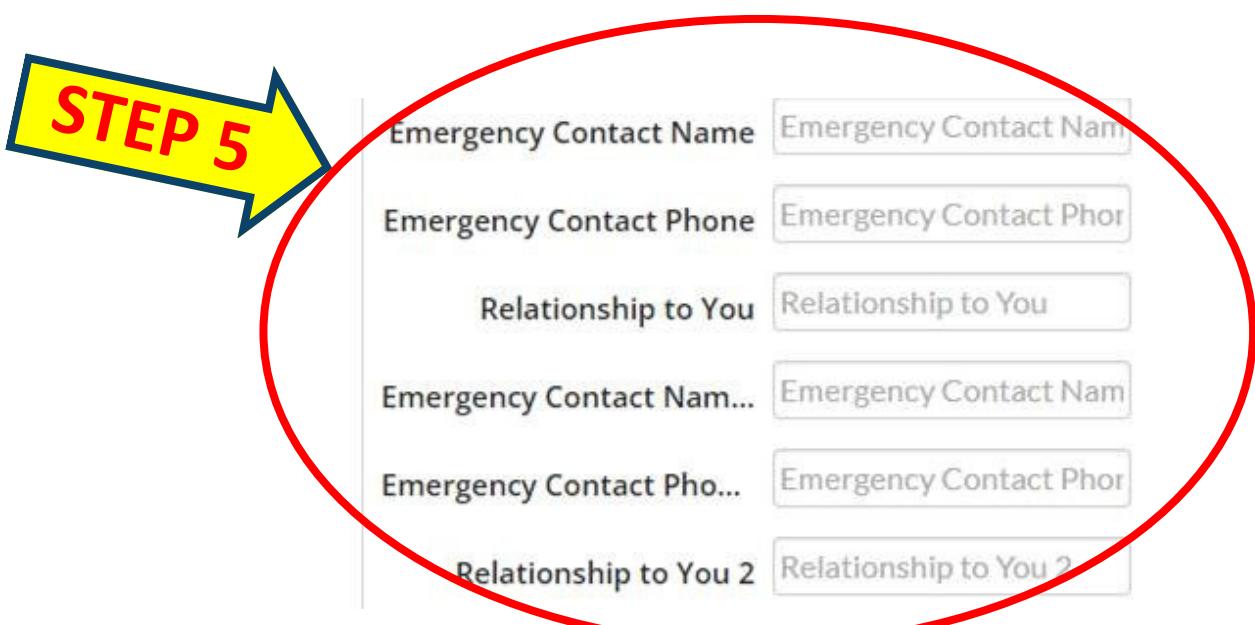
Confirm Password:

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.

Cancel Next Step: Other Account Members

STEP 5 Enter Emergency Contact Information

Add two emergency contacts. Enter their full name, phone number, and relation to you (cell phone is best).



STEP 5

Emergency Contact Name

Emergency Contact Phone

Relationship to You

Emergency Contact Name...

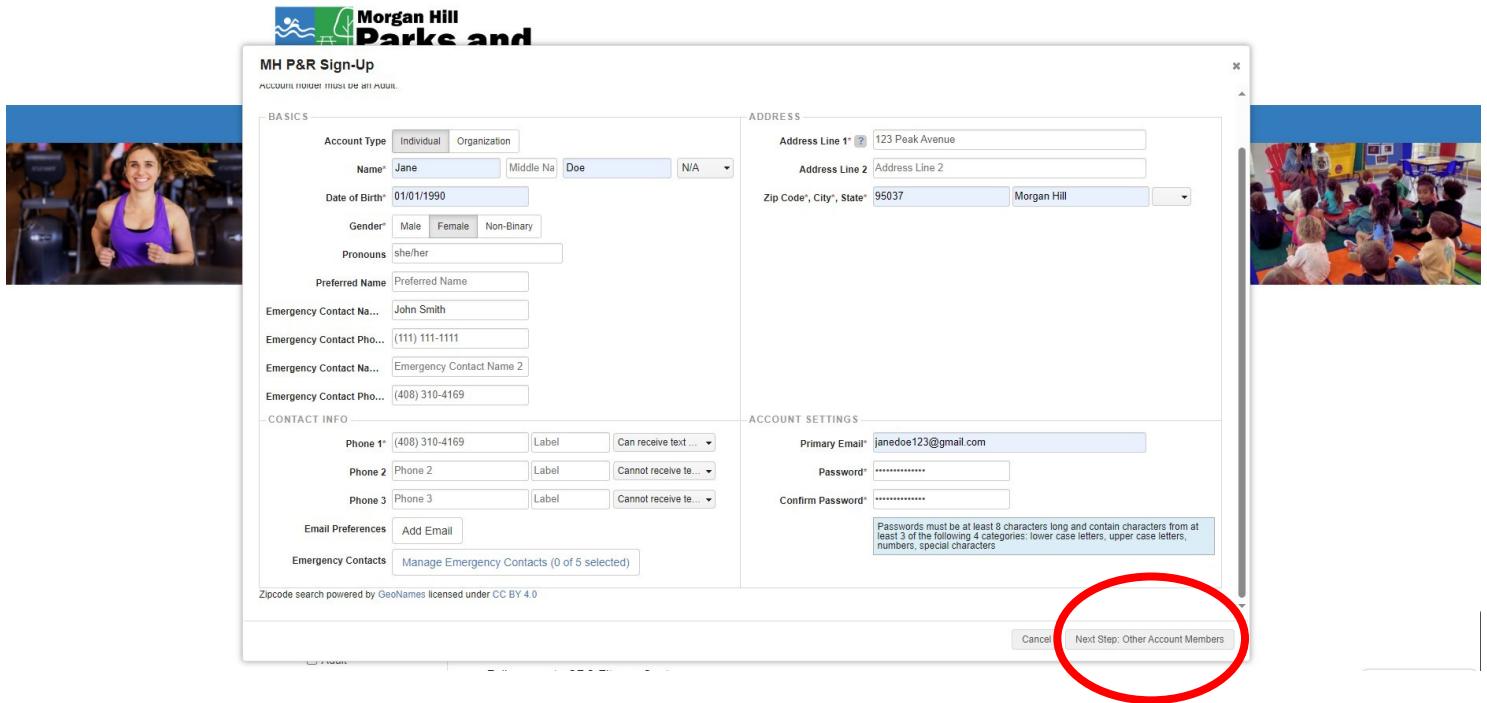
Emergency Contact Phone...

Relationship to You 2

Almost there....Don't Forget to Add Children or Spouses to Your Account!

Review Information and Proceed to Last Step

Review the information and click **Next Step: Other Account Members** in the lower right corner.



BASICS

Account Type Individual Organization

Name* Jane Doe Middle Name N/A

Date of Birth* 01/01/1990

Gender* Male Female Non-Binary

Pronouns she/her

Preferred Name Preferred Name

Emergency Contact Name... John Smith

Emergency Contact Pho... (111) 111-1111

Emergency Contact Name 2 Emergency Contact Name 2

Emergency Contact Pho... (408) 310-4169

CONTACT INFO

Phone 1* (408) 310-4169 Label Can receive text ...

Phone 2 Phone 2 Label Cannot receive text ...

Phone 3 Phone 3 Label Cannot receive text ...

Email Preferences

Emergency Contacts

ADDRESS

Address Line 1* 123 Peak Avenue

Address Line 2 Address Line 2

Zip Code*, City*, State* 95037 Morgan Hill

ACCOUNT SETTINGS

Primary Email* janedoe123@gmail.com

Password* *****

Confirm Password* *****

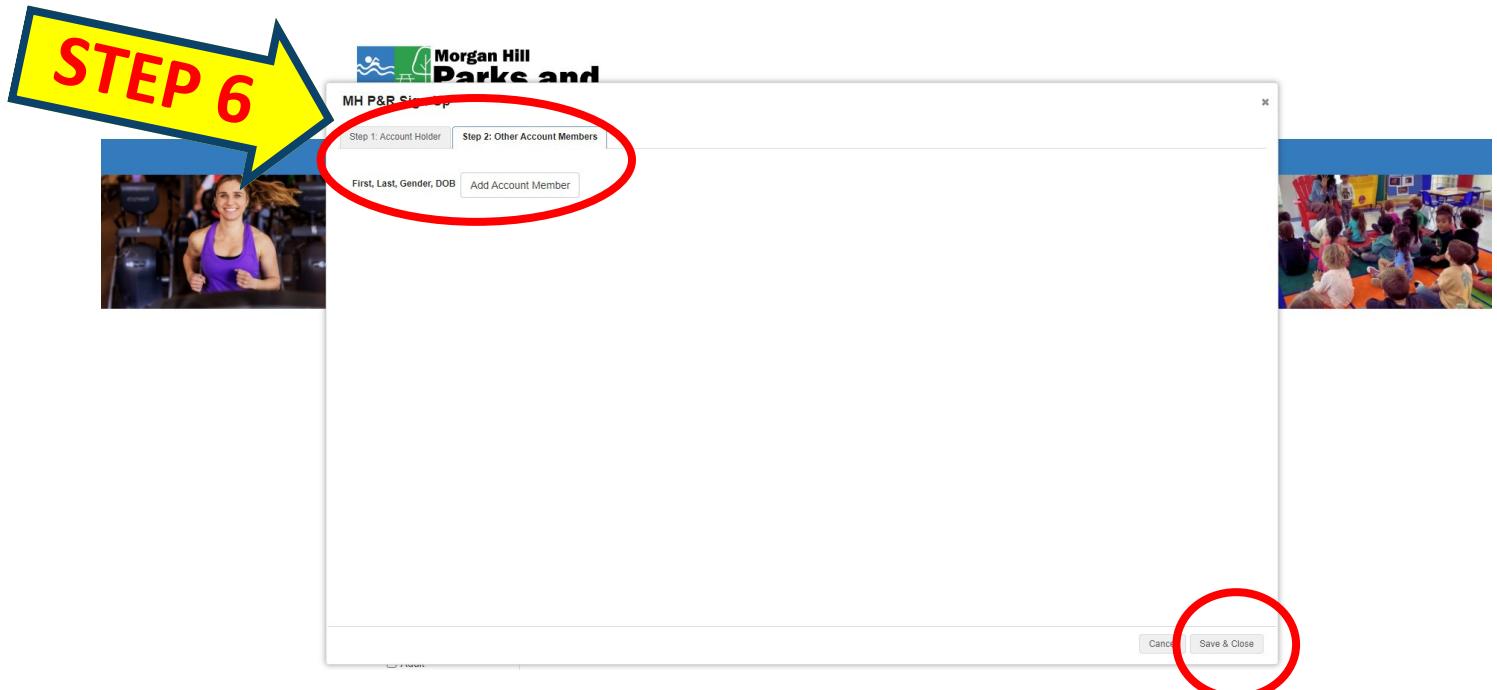
Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters

Step 6: Add Household Members to your Account

If you don't have family members to include to your profile, you are done! Click **Save & Close**.

Registering children for activities? If you have children or spouses to add to your account, select **Add Account Member** and complete the required information.

When complete, select **Save & Close**.



Step 1: Account Holder Step 2: Other Account Members

First, Last, Gender, DOB