

# HOW TO CREATE AN ACCOUNT AT WWW.MHPARKSANDREC.COM

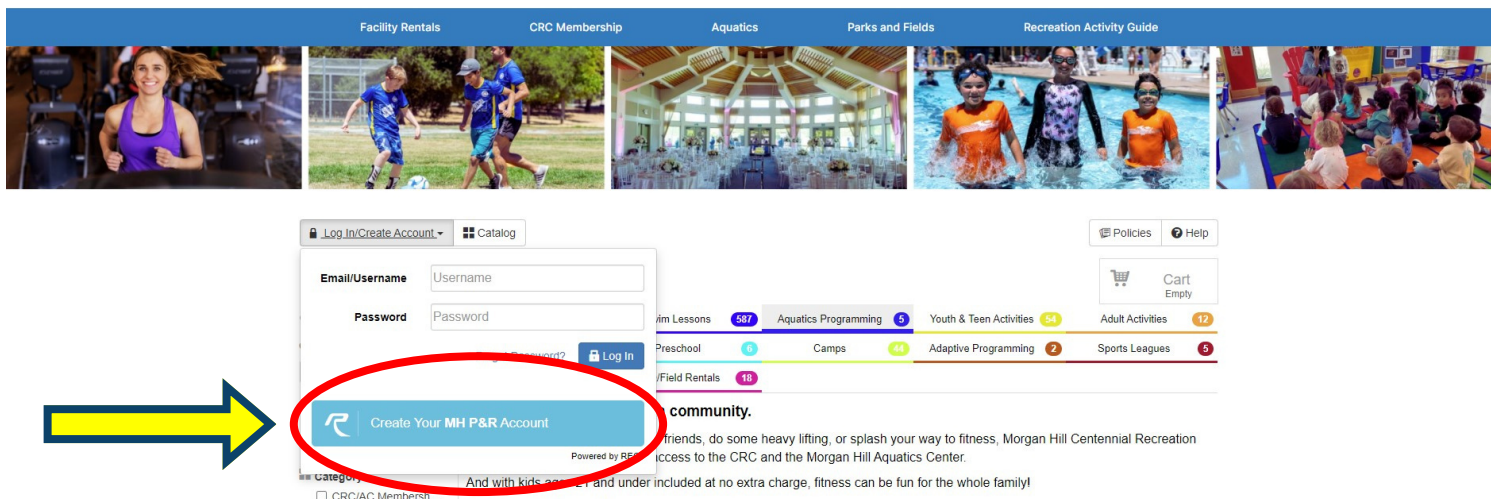
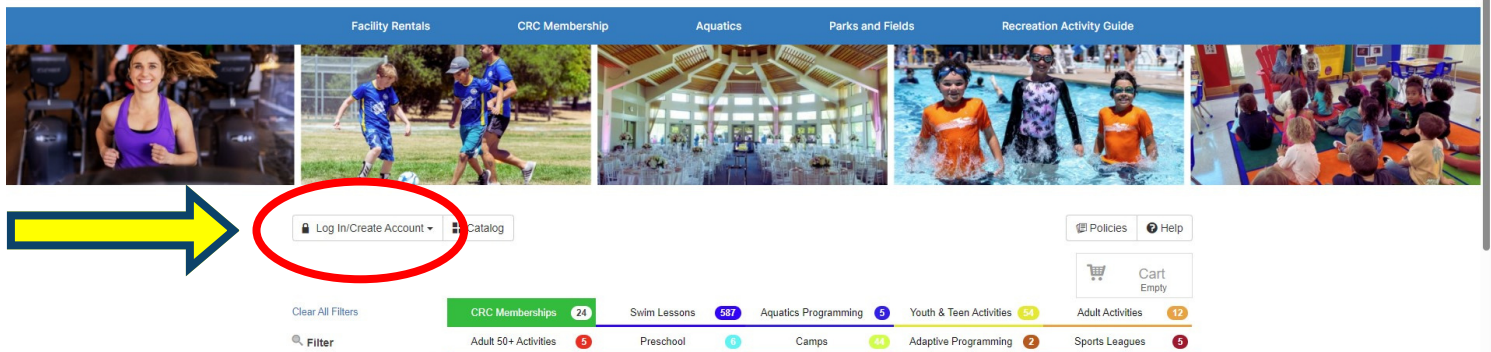
Welcome to the New Morgan Hill Recreation Activity and Reservation Site!  
We encourage you to create your account prior to registration date to save you time!

**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](http://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.)

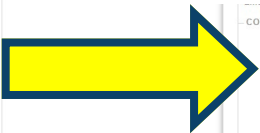
Currently, a Morgan Hill resident is anyone living in a residence address with the zip code of 95037. This is subject to change. A future update will limit residency to City boundaries only for updated accounts. If you have questions about your residency or think there is a system error, please contact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

The screenshot shows the 'MH P&R Sign-Up' form. A large yellow arrow labeled 'STEP 1' points to the 'Basics' section on the left, which includes fields for Account Type (Individual/Organization), Name (First, Middle, Last, N/A), Date of Birth (mm/dd/yyyy), Gender (Male/Female/Non-Binary), Pronouns (e.g. they/them), Preferred Name, Emergency Contact Name and Phone, and CONTACT INFO (Phone 1, 2, 3 with labels and 'Cannot receive text' options). Another large yellow arrow labeled 'STEP 2' points to the 'Address' section on the right, which includes Address Line 1, Address Line 2, Zip Code, City, and State. Below the address section is the 'ACCOUNT SETTINGS' section with Primary Email, Password, and Confirm Password fields. A password requirement note states: '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'. At the bottom are 'Cancel' and 'Next Step: Other Account Members' buttons. The footer includes 'CRC Membership Rates & Types' and a 'Select Location' dropdown.

### 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**

Log In/Create Account Catalog Policies Help

**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: 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 ☐ Can receive text messages ☒ Can receive text messages

Phone 2: Phone 2 Label

Phone 3: Phone 3 Label

Email Preferences: [Add Email](#)

Emergency Contacts: [Manage Emergency Contacts \(0 of 5 selected\)](#)

**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: 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

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**

Log In/Create Account Catalog Policies Help

**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: 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 ☐ Can receive text messages ☒ Can receive text messages

Phone 2: Phone 2 Label

Phone 3: Phone 3 Label

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

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

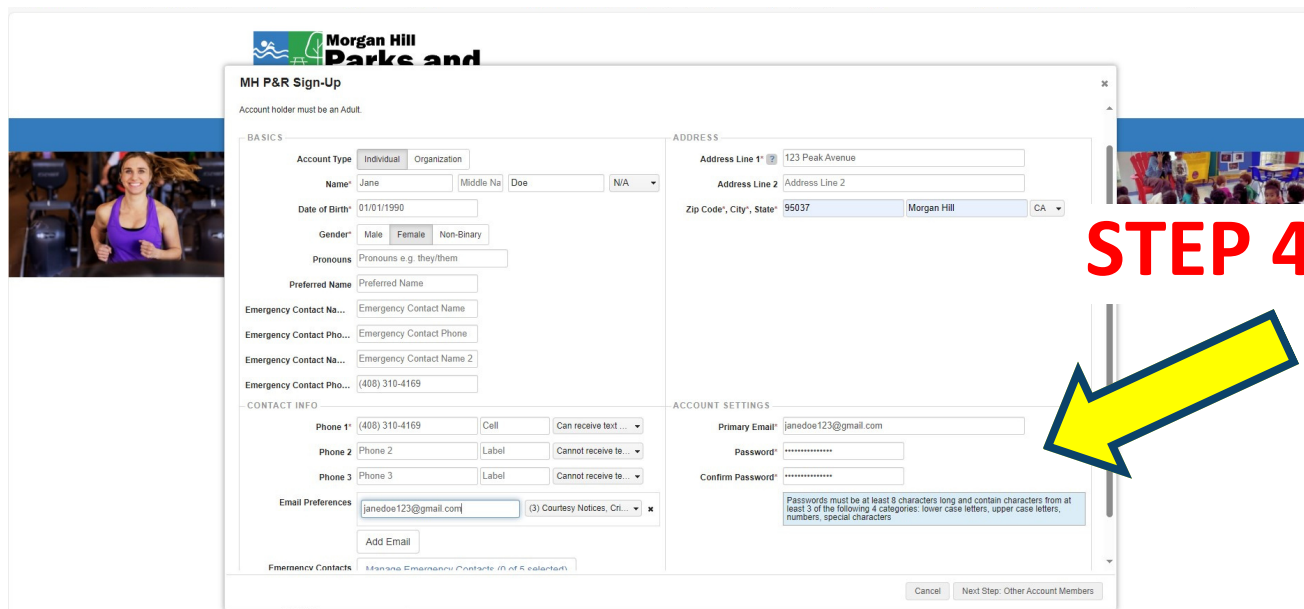
**Email Preferences**

Email: Email

☒ (3) Courtesy Notices, Cr...  
☒ Courtesy Notices  
☒ Critical Announcements  
☒ Upcoming Events

## 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



**Morgan Hill Parks and Recreation**  
MH P&R Sign-Up

Account holder must be an Adult.

**BASICS**

Account Type: ☐ Individual ☐ Organization

Name: First Name: Jane Middle Name: Doe Last Name: 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: (408) 310-4169

**CONTACT INFO**

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

Phone 2: Phone 2 Label Cannot receive te ...

Phone 3: Phone 3 Label Cannot receive te ...

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

Add Email

Emergency Contacts: Maxima Emergency Contacts (0 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: Password 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

Confirm Password: Password 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

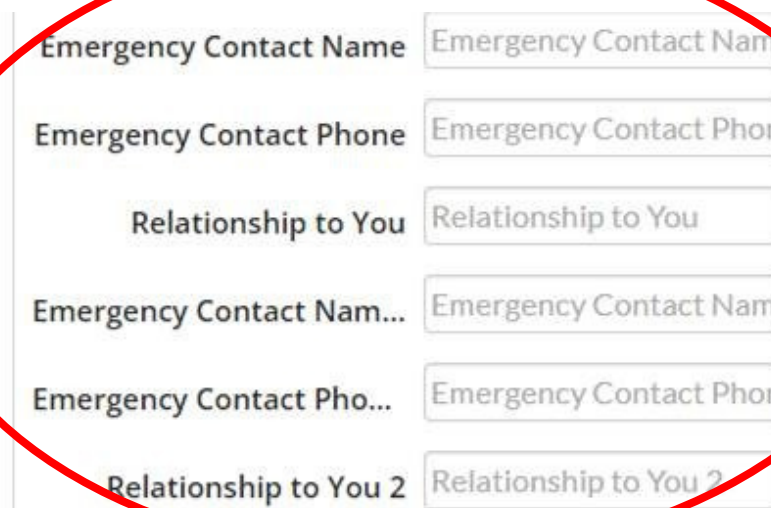
Cancel Next Step: Other Account Members

**STEP 4**

## 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 Name

Emergency Contact Phone: Emergency Contact Phone

Relationship to You: Relationship to You

Emergency Contact Name: Emergency Contact Name

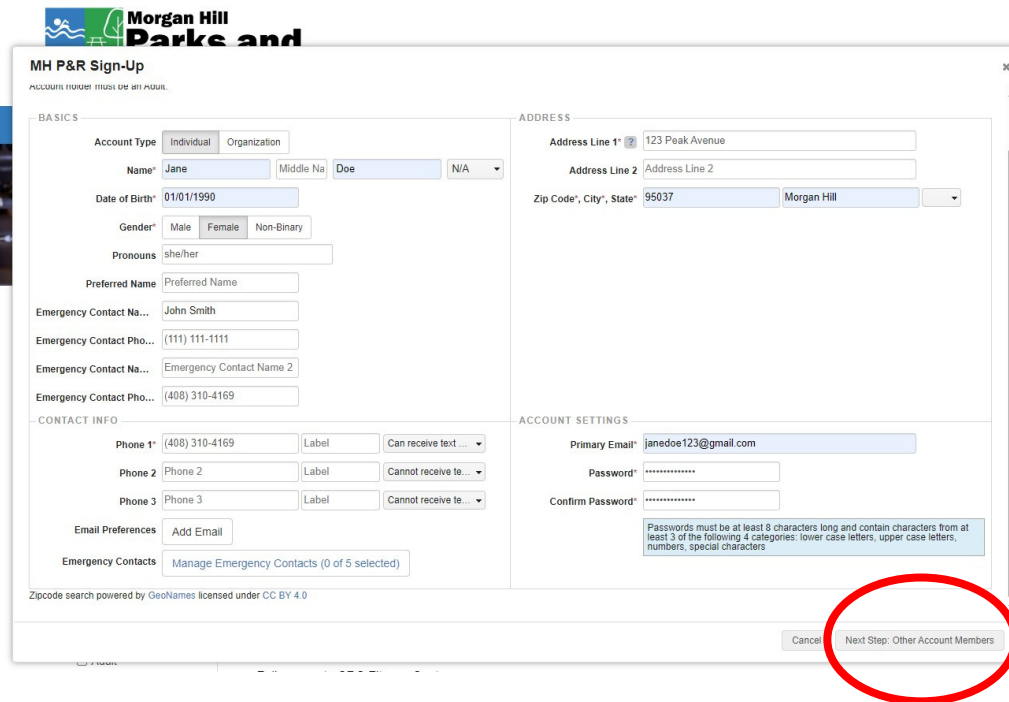
Emergency Contact Phone: Emergency Contact Phone

Relationship to You 2: 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.



Morgan Hill Parks and Recreation

MH P&R Sign-Up

ACCOUNT HOLDER MUST BE AN ADULT.

BASIC

Account Type: Individual Organization

Name: Jane Doe 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 Phone: (111) 111-1111

Emergency Contact Name 2: Emergency Contact Name 2

Emergency Contact Phone 2: (408) 310-4169

CONTACT INFO

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

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 5 selected)

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: Password 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

Confirm Password:

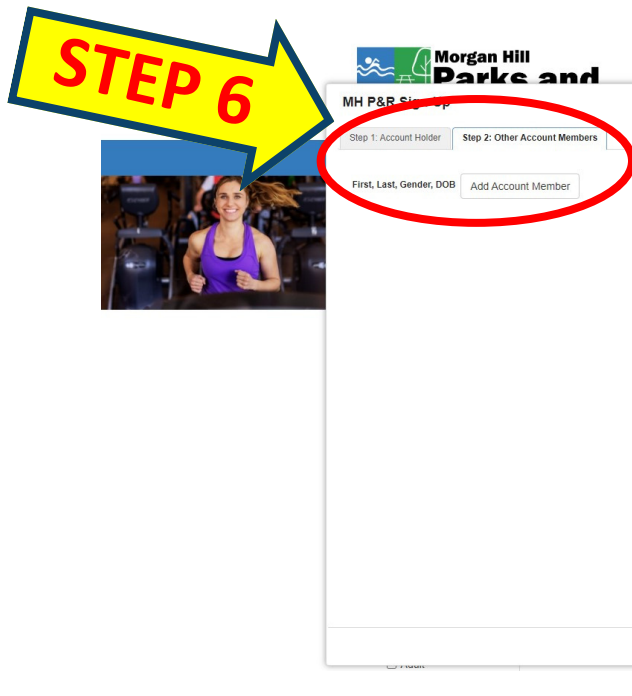
Cancel Next Step: Other Account Members

### 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**.



Morgan Hill Parks and Recreation

MH P&R Sign-Up

Step 1: Account Holder Step 2: Other Account Members

First, Last, Gender, DOB Add Account Member

Cancel Save & Close