

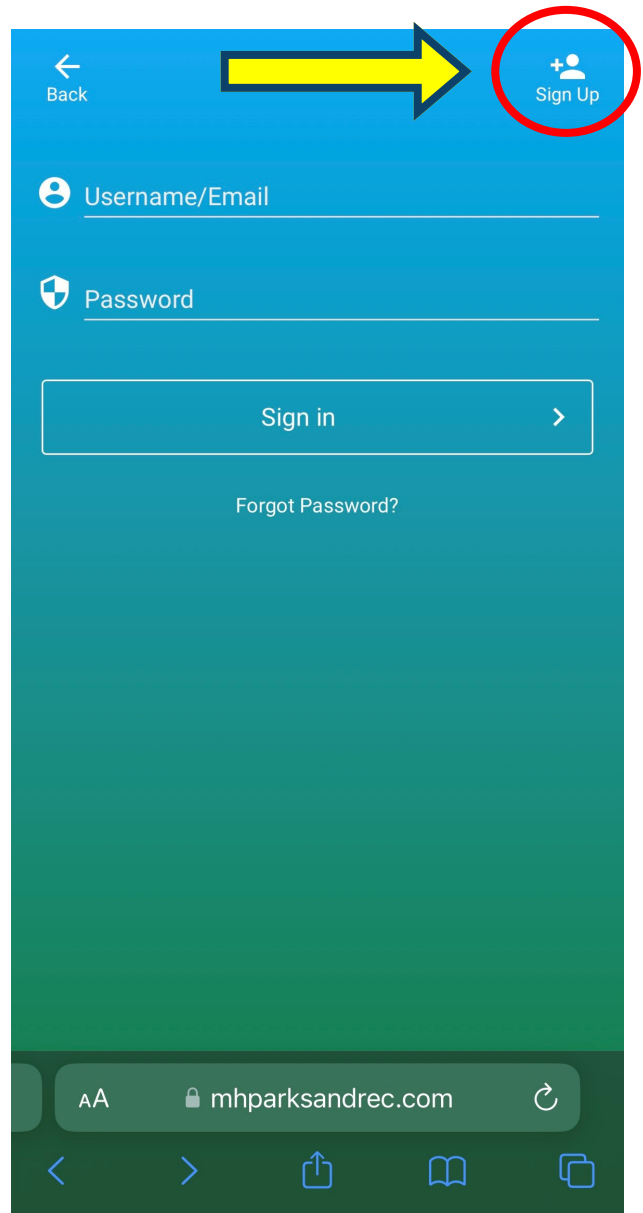
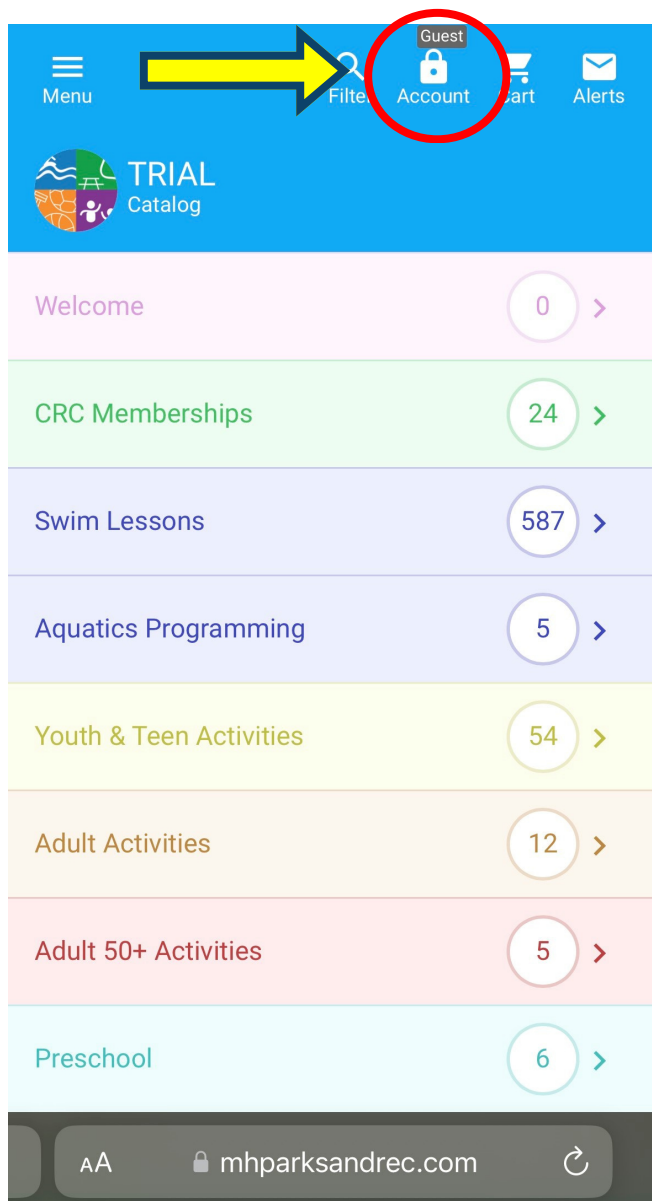
HOW TO CREATE AN ACCOUNT AT WWW.MHPARKSANDREC.COM

****If you are a current CRC member, your account is already created, please use the email address associated with your membership.**

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: THIS IS THE MOBILE PHONE GUIDE. Please reference the Chrome Desktop User Guide if you are using a laptop or desktop computer.

1. Visit our website: mhparksandrec.com.
2. Click "Account" and then click "Sign Up".



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 Account Settings:

1. Enter your primary email – this will be your “Username” information for the future.
2. Enter your password (Note: 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

The screenshot shows the 'Create User' form with a blue header bar containing a back arrow, the title 'Create User', and a 'Catalog' link. The form is divided into two main sections: 'Account' and 'Basic Info'.

Account Section:

- E-mail Address:** Labeled 'E-mail Address' with a green envelope icon. The input field contains the placeholder text 'Enter email address'. A large yellow arrow points to this field from the right, with the text 'STEP 2' in red above it.
- Password:** Labeled 'Password' with a green shield icon. The input field contains the placeholder text 'Password'.
- Confirm Password:** Labeled 'Confirm Password' with a green shield icon. The input field contains the placeholder text 'Password'.

Basic Info Section:

- Firstname:** Labeled 'Firstname' with a green person icon. The input field contains the placeholder text 'Firstname'. A large yellow arrow points to this field from the left, with the text 'STEP 1' in red above it.
- Middlename:** Labeled 'Middlename' with a green person icon. The input field contains the placeholder text 'Middlename'.
- Lastname:** Labeled 'Lastname' with a green person icon. The input field contains the placeholder text 'Lastname'.
- Suffix:** Labeled 'Suffix' with a green person icon. The input field contains the placeholder text 'Suffix'.
- Gender:** Labeled 'Gender' with a green person icon. It includes three radio button options: 'Male', 'Female', and 'Non-Binary'.
- Pronouns:** Labeled 'Pronouns' with a green person icon. The input field is empty and has a red 'X' icon to its right.
- Birthdate:** Labeled 'Birthdate' with a green calendar icon. It includes three input fields for 'Month' (placeholder 'MM'), 'Day' (placeholder 'DD'), and 'Year' (placeholder 'YYYY'), separated by slashes.

STEP 3 Enter Emergency Contact Information: Add 2 people as your emergency contacts in this section. You will need First Name, Last Name, relation to person, phone number (we would prefer a cell phone number), and email for the emergency contact. When complete you select “add new emergency contact” then repeat for the next emergency contact or select “account profile” to return to your account.

The screenshot shows a mobile app interface with a green header bar displaying the time 1:53 and status icons for signal, Wi-Fi, and battery. The main content area consists of seven white input fields arranged vertically. The first three fields are for the first contact: 'Preferred Name', 'Emergency Contact Name', and 'Emergency Contact Phone' (with a sub-label 'Enter phone number'). The next three fields are for the second contact: 'Relationship to You', 'Emergency Contact Name 2', and 'Emergency Contact Phone 2' (with a sub-label 'Enter phone number'). The final field is 'Relationship to You 2'. Each of the six name and relationship fields has a green document icon on the left and a red 'X' icon on the right. The bottom of the screen features a dark green browser bar with the address 'mhparcsandrec.com' and standard navigation icons (back, forward, share, tabs, and a home indicator).

STEP 3



STEP 4 Contact Info: **IMPORTANT** Section:

- Enter your **phone number** in the category that applies to you (i.e. work, cell, home). If this is your **cell phone, please select whether you can or can not receive text messages**. Our new system allows for text messaging, this will only be used in the event of needing to communicate an urgent message like a class cancellation due to instructor illness, weather, air quality, facility issues etc. You can add up to 3 phone numbers in this section. (see below)

Contact

Primary Phone
Enter phone number **STEP 4**

Mobile Carrier
Cannot receive text messages

Mobile Phone
Enter phone number

Mobile Carrier
Cannot receive

Mobile Carrier

Cannot receive text messages

Work Phone
Enter pho Can receive text messages

Mobile Carrier
Cannot receive text messages

Address

Address
Enter address

AA mhparksandrec.com

STEP 5 Address:

Enter your mailing address here. (Hint: This address needs to match your credit card billing address otherwise you'll have challenges using your credit card). Currently, for new and existing accounts, a Morgan Hill resident is anyone living in a residence with the zip code of 95037.* If paying online, the billing address for the credit card used must match the home address on the account. If you have questions about your residency or think there is a system error, please contact recreation@morganhill.ca.gov to verify your resident status. Residency may be subject to verification.

*Subject to change: future enhancements will limit residency to City boundaries only.

Address **STEP 5**

Address
Enter address

Address 2
Enter address

City State Zip
City State Zip

Apply Address Changes To Other Household Members ☒

Manage Emergency Contacts (0 of 5 selected) >

CREATE ACCOUNT

AA mhparksandrec.com

Review the information you have provided and click "Create Account" at the bottom of the browser.

Add Household Members to your Account

Registering children for activities? If you have children or spouses to add to your account, click the ACCOUNT icon at the top of the main screen. Scroll to the bottom of the account screen and click the plus symbol where it says ACCOUNT MEMBERS.

Complete the form, including full name, gender, date of birth, emergency contacts, and address. When completed, click CREATE ACCOUNT.

The screenshot displays the mhparcsandrec.com mobile application interface. At the top, the browser address bar shows the URL. Below it, the 'Address' section includes a field for 'Address 2', a location pin for 'Morgan Hill, CA 95037', and a checkbox to 'Apply Address Changes To Other Household Members'. The 'Emergency Contacts' section features a button to 'Manage Emergency Contacts (0 of 5 selected)'. The 'Upload Documents' section has a 'Manage Documents' button. The 'Account Members' section at the bottom contains a list of members, starting with 'Sample Child Account' (M, 4). A green circular button with a white plus sign is located to the right of the 'Account Members' header, circled in red. A large yellow arrow points from the right towards this button.