# 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".
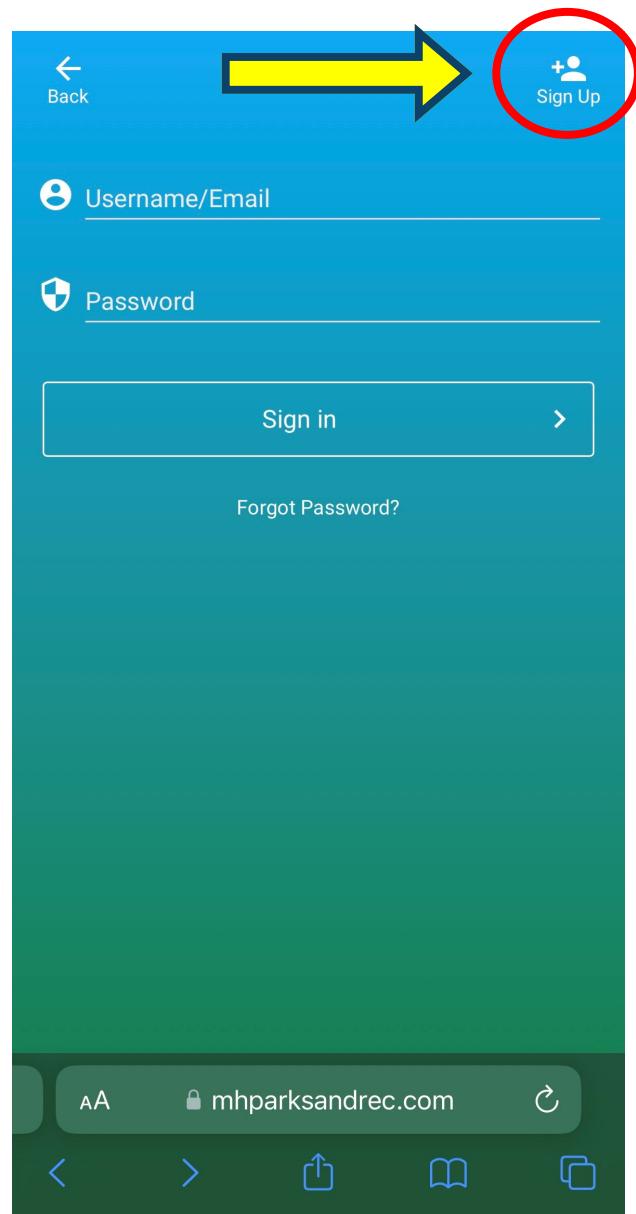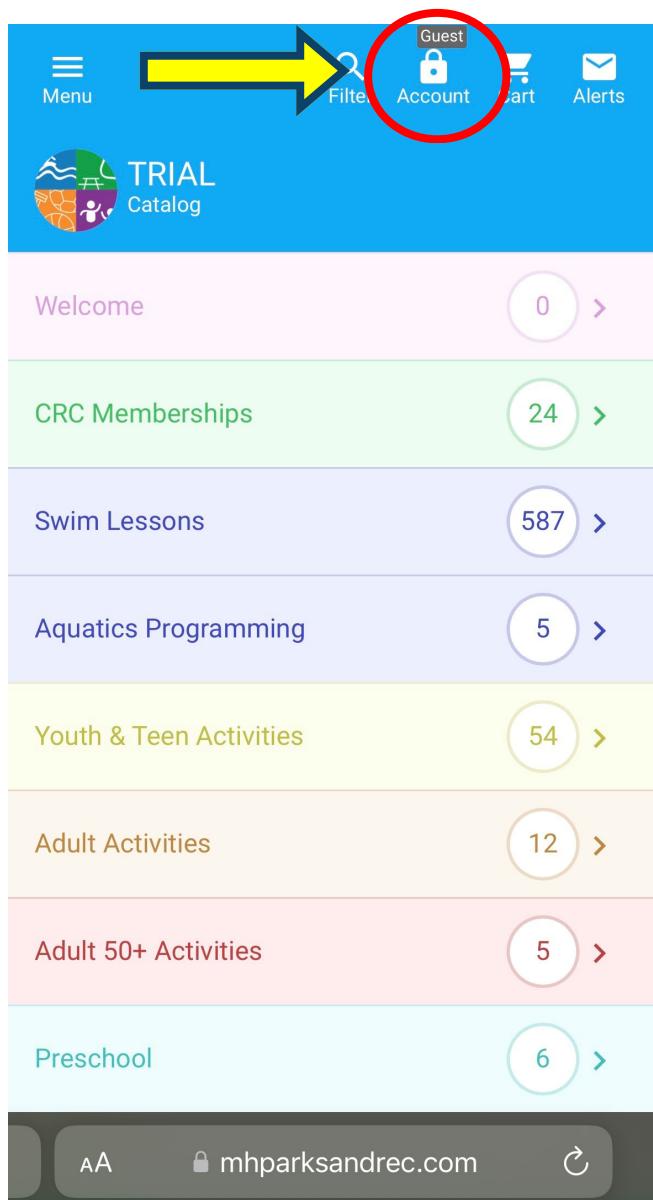
STEP 1 **Basics**:

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

1. <u>Enter the parent's information first</u>. 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 by 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 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.

STEP 3

Preferred Name

Emergency Contact Name

Emergency Contact Phone Phone
Enter phone number

Relationship to You

Emergency Contact Name 2

Emergency Contact Phone 2 Phone
Enter phone number

Relationship to You 2

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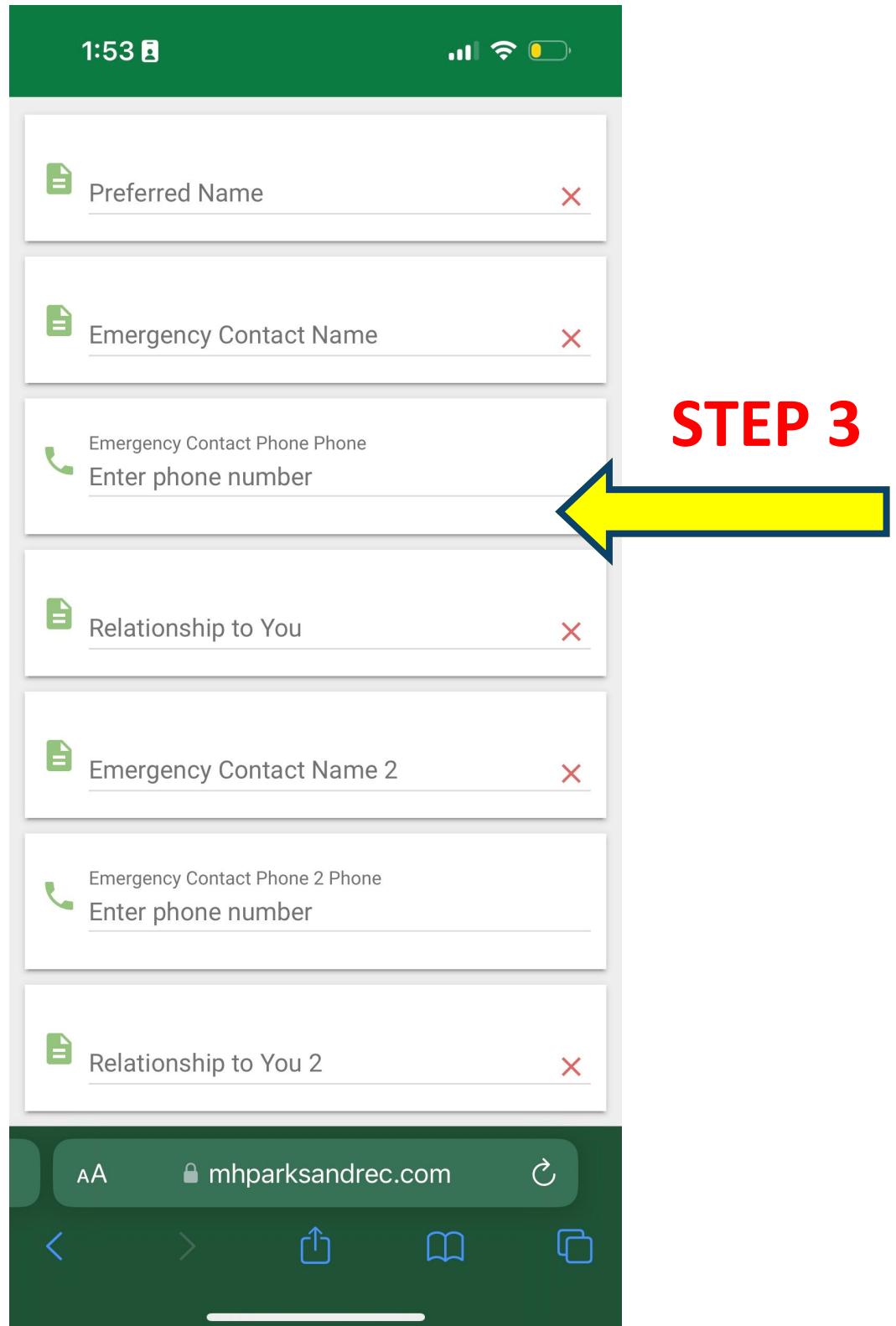
STEP 4 **Contact Info: IMPORTANT Section:**

- 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)

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.

Contact

	Primary Phone
	Enter phone number
	Mobile Carrier
	Cannot receive text messages

STEP 4

	Mobile Phone
	Enter phone number
	Mobile Carrier
	Cannot recei...

Mobile Carrier

Cannot receive text messages

Can receive text messages

	Work Phone
	Enter pho...
	Mobile Carrier
	Cannot receive text messages

Address

	Address
	Enter address

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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

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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.