

HOW TO EDIT AN ACCOUNT AT WWW.MHPARKSANDREC.COM

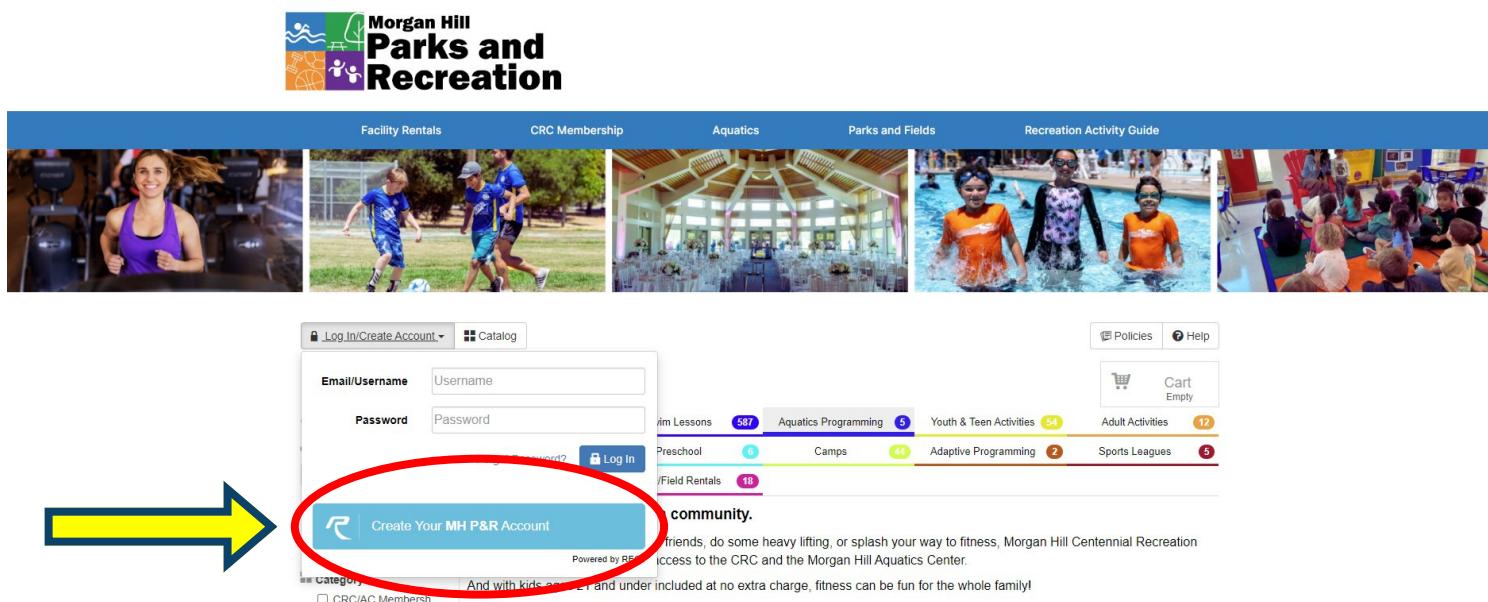
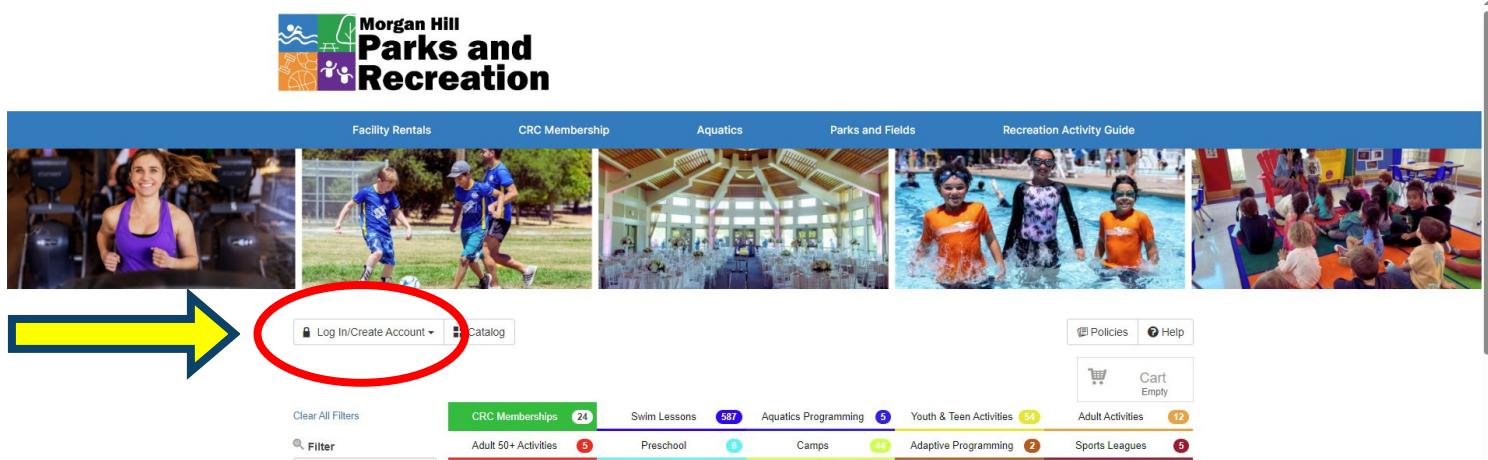
Welcome to the New Morgan Hill Recreation Activity and Reservation Site!
We encourage you to create your account prior to registration date to save you time!

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!



Accessing MY DASHBOARD

Once signed in, click ACCOUNT. This will take you to the MY DASHBOARD screen. You should see the account members on the left hand side, notifications and upcoming events in the middle, and a menu on the right hand side.

MY DASHBOARD

ACCOUNT MEMBERS

- SAMPLE ACCOUNT
SAMPLE ADDRESS Morgan Hill, CA 95037
- Sample Child Account
SAMPLE ADDRESS Morgan Hill, CA 95037

[+ Add New Account Member](#)

NEW NOTIFICATIONS

Mar 21, 2024 - 02:00 PM - Welcome!

[View Inbox](#)

MY UPCOMING EVENTS

No upcoming events to display

[View Full Calendar](#)

MY RECENT REGISTRATIONS

No recent registrations to display

Browse/Register Now!

- Account Statements
- Transaction History
- Manage Memberships
- Manage Payment Accounts
- Linked Accounts
- Waiting List Status
- Check-In History
- Contact Preferences
- Event Calendar
- Upload Documents

REVIEW HOUSEHOLD NAMES

- The list of household names are located on the left hand side of the MY DASHBOARD screen.
- Click the pencil icon next to the Account Member to edit name, date of birth, gender, emergency contacts, etc.
- Click Save User once your action is completed.

MY DASHBOARD

ACCOUNT MEMBERS

- SAMPLE ACCOUNT
SAMPLE ADDRESS Morgan Hill, CA 95037
- Sample Child Account
SAMPLE ADDRESS Morgan Hill, CA 95037

[+ Add New Account Member](#)

NEW NOTIFICATIONS

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[View Inbox](#)

MY UPCOMING EVENTS

No upcoming events to display

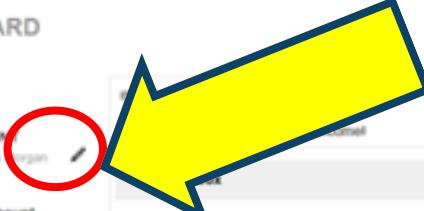
[View Full Calendar](#)

MY RECENT REGISTRATIONS

No recent registrations to display

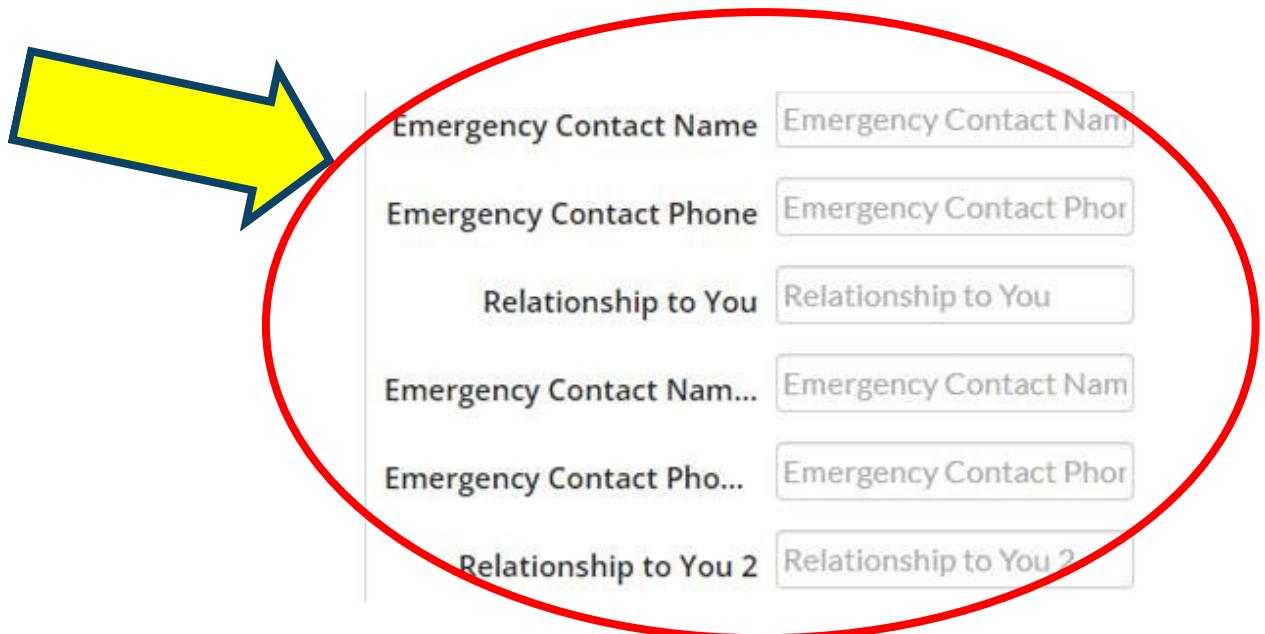
Browse/Register Now!

- Account Statements
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Enter Emergency Contact Information

- The list of household names are located on the left hand side of the MY DASHBOARD screen.
- Click the pencil icon next to the Account Member.
- Add two emergency contacts. Enter their full name, phone number, and relation to you (cell phone is best).
- Click Save User once your action is completed.

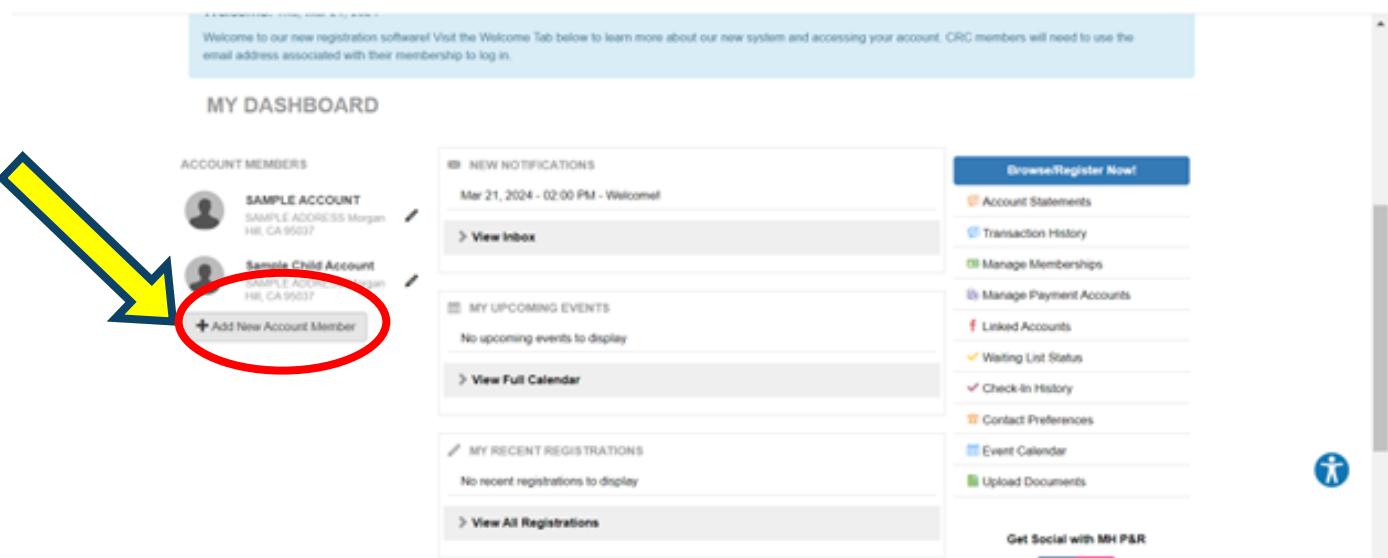


Emergency Contact Name	<input type="text" value="Emergency Contact Name"/>
Emergency Contact Phone	<input type="text" value="Emergency Contact Phor"/>
Relationship to You	<input type="text" value="Relationship to You"/>
Emergency Contact Nam...	<input type="text" value="Emergency Contact Nam"/>
Emergency Contact Pho...	<input type="text" value="Emergency Contact Phor"/>
Relationship to You 2	<input type="text" value="Relationship to You ?"/>

ADD ACCOUNT MEMBER

- The list of household names are located on the left hand side of the MY DASHBOARD screen.
- To add a new account member, click the “Add New Account Member” button under the list of Account Members listed on the left hand side of the dashboard screen.

*****Please note: adding an account member does not add them to your membership. All membership changes must be requested online at www.morganhill.ca.gov/managemymembership.**



Welcome to our new registration software! Visit the Welcome Tab below to learn more about our new system and accessing your account. CRC members will need to use the email address associated with their membership to log in.

MY DASHBOARD

ACCOUNT MEMBERS

	SAMPLE ACCOUNT SAMPLE ADDRESS Morgan Hill, CA 95037
	Sample Child Account SAMPLE ADDRESS Morgan Hill, CA 95037

+ Add New Account Member

NEW NOTIFICATIONS
Mar 21, 2024 - 02:00 PM - Welcome!

View Inbox

MY UPCOMING EVENTS
No upcoming events to display

View Full Calendar

MY RECENT REGISTRATIONS
No recent registrations to display

View All Registrations

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Get Social with MH P&R

ADD ACCOUNT MEMBER

- Enter the New User's name, date of birth, gender, and additional information.
- Click Save Account Member

MY DASHBOARD

Create User

Account Holder Organization

BASIC S

Name* Sample Child Middle Na Account N/A

Date of Birth 01/01/2020

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

Relationship to You Relationship to You

Emergency Contact Na... Emergency Contact Name 2

Emergency Contact Pho... Emergency Contact Phone

ADDRESS

Use Parent Address

Address Line 1* 123 Peak Avenue

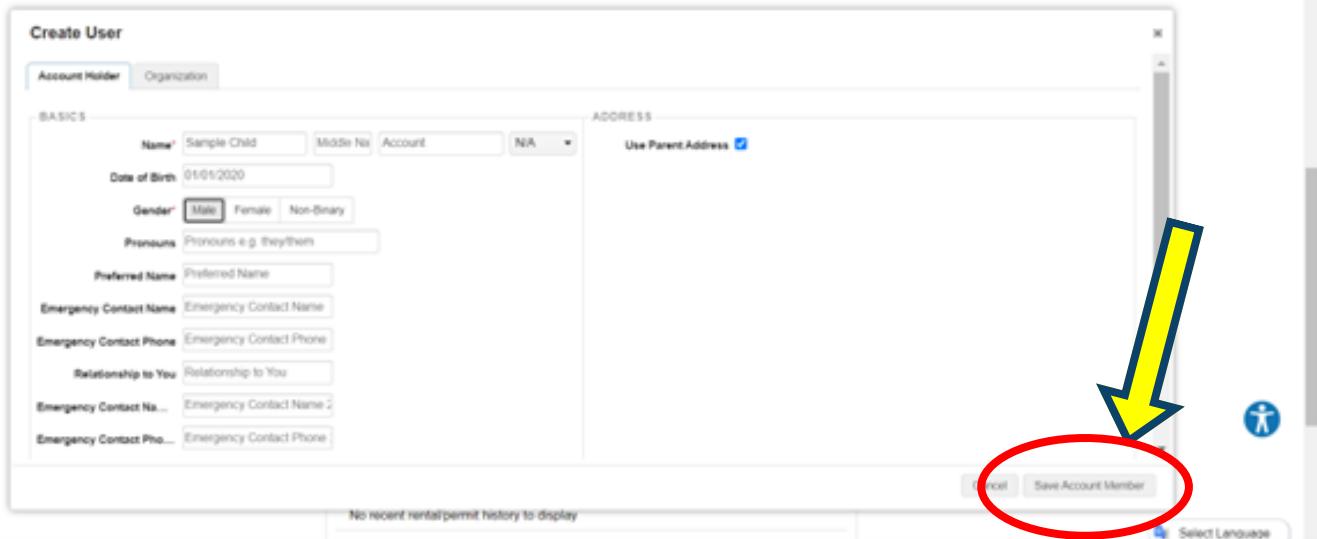
Address Line 2 Address Line 2

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

CONTACT

Save Account Member

Select Language



CONTACT PREFERENCES - EMAIL COMMUNICATIONS

We will email important announcements about programs you're enrolled in or facility or pool closures or schedule changes.

- Click the small pencil icon to the right of the Account Member's name. This will open the EDIT USER screen. Under the CONTACT INFO section, there is an option for EMAIL PREFERENCES.
- If you have an email address listed, click the dropdown list to select or unselect your preferences. If you do not have an email address listed, click the ADD EMAIL button to enter your email address and select your preferences from the drop-down menu.
- Click Save when completed.

Recreation

MH P&R Sign-Up

Account Type Individual Organization

Name* Jane Middle Na 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 Na... Emergency Contact Name

Emergency Contact Pho... Emergency Contact Phone

Emergency Contact Na... Emergency Contact Name 2

Emergency Contact Pho... (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

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

Add Email

Emergency Contacts Manage Emergency Contacts

ACCOUNT SETTINGS

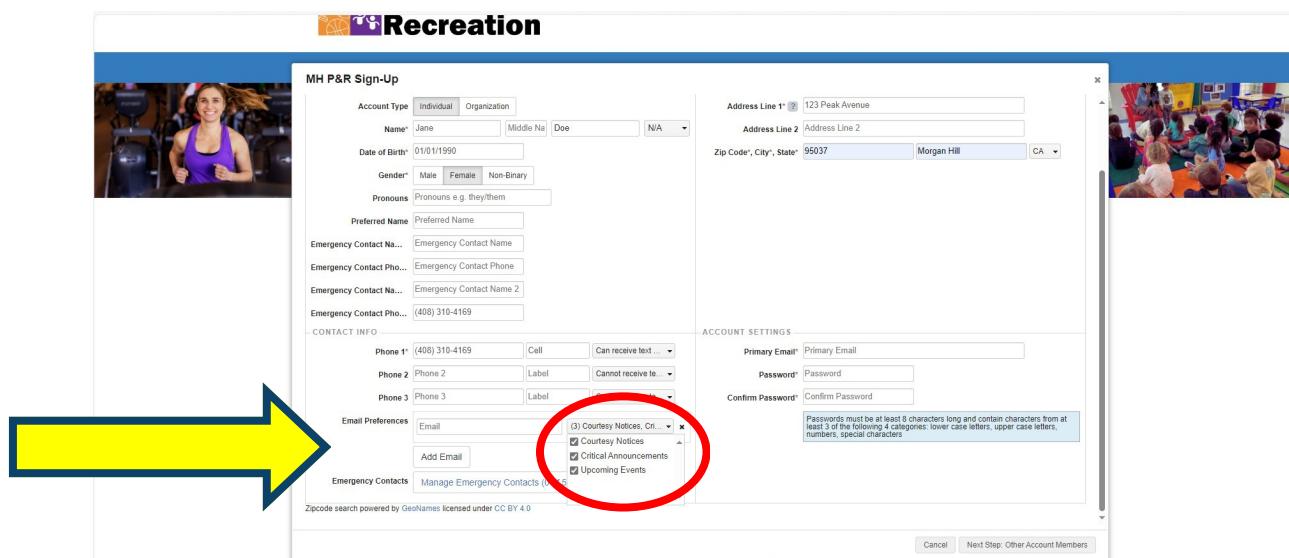
Primary Email Primary Email

Password* Password

Confirm Password* Confirm Password

Zipcode search powered by Geonames licensed under CC BY 4.0

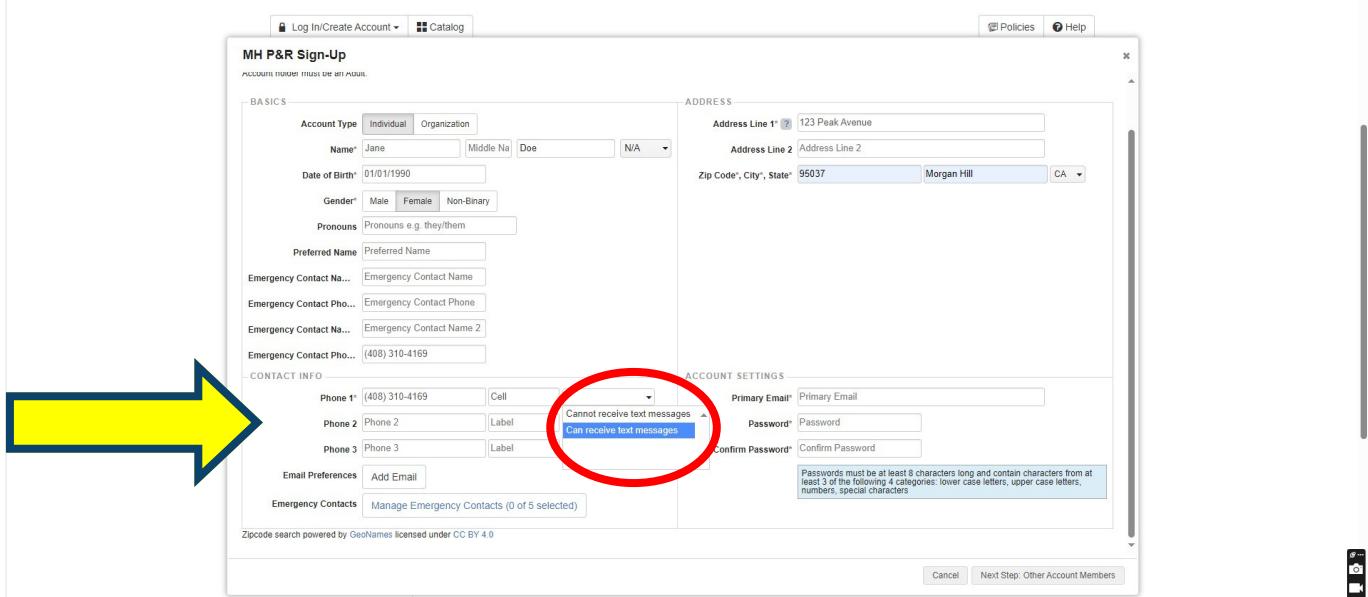
Cancel Next Step: Other Account Members



CONTACT PREFERENCES - TEXT COMMUNICATIONS

We will only send time-sensitive program or facility updates via text message in very limited situations.

- Click the small pencil icon to the right of the Account Holder's name. This will open the EDIT USER screen. Under the CONTACT INFO section, there is an option to enter up to three phone numbers.
- One phone number is required. Under each phone number, you can include a label, such as home, mobile, etc. Below the label, you can select your text message preferences such as if the number can or cannot receive text messages.
- Click Save when completed.



MH P&R Sign-Up
Account holder must be an adult.

BASIC

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
Phone 2: Phone 2 Label Can receive text messages
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
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

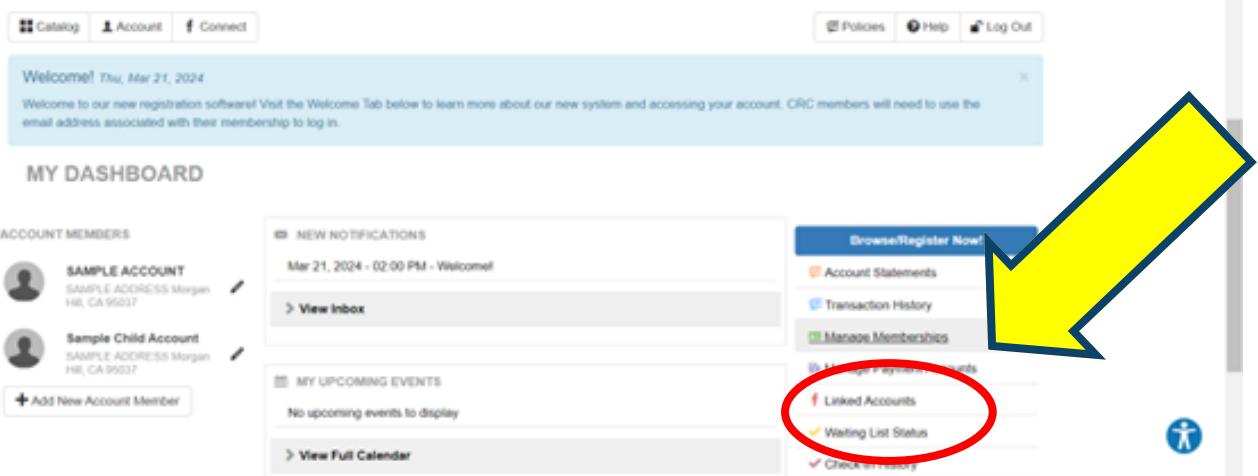
Zipcode search powered by GeoNames licensed under CC BY 4.0

Cancel Next Step: Other Account Members

CRC MEMBERS - MANAGE MEMBERSHIPS

Please note: adding an account member does not add them to your membership. All membership changes must be requested online at www.morganhill.ca.gov/managemymembership.

- Only the Account Holder/Primary Member will be listed in this section. This section does not list all users included in the membership.



MY DASHBOARD

ACCOUNT MEMBERS:

- SAMPLE ACCOUNT
SAMPLE ADDRESS Morgan Hill, CA 95037
- Sample Child Account
SAMPLE ADDRESS Morgan Hill, CA 95037

NEW NOTIFICATIONS:
Mar 21, 2024 - 02:00 PM - Welcome!
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MY UPCOMING EVENTS:
No upcoming events to display
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Browse/Register Now!

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- Manage Memberships
- Manage Payment Accounts
- Linked Accounts
- Waiting List Status
- Check-in

Manage Memberships

No results.

#	Membership	Member	Status	Payment
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Browse/Register Now!	
	Account Statements
	Transaction History
	Manage Memberships
	Manage Payment Accounts