

HOW TO EDIT AN ACCOUNT AT WWW.MHPARKSANDREC.COM

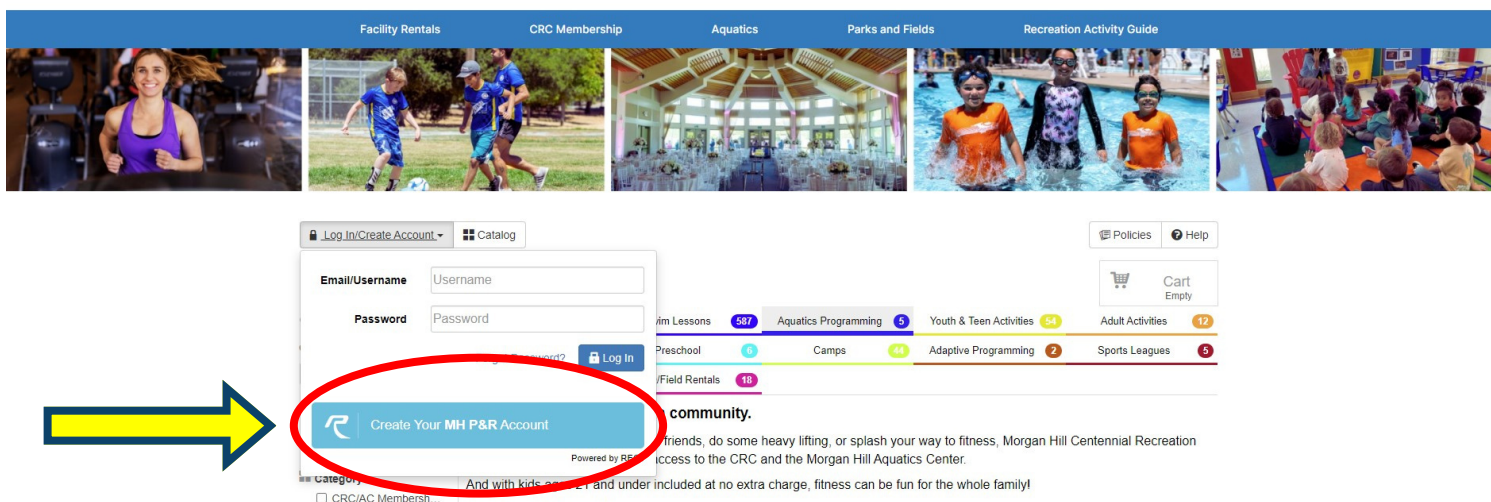
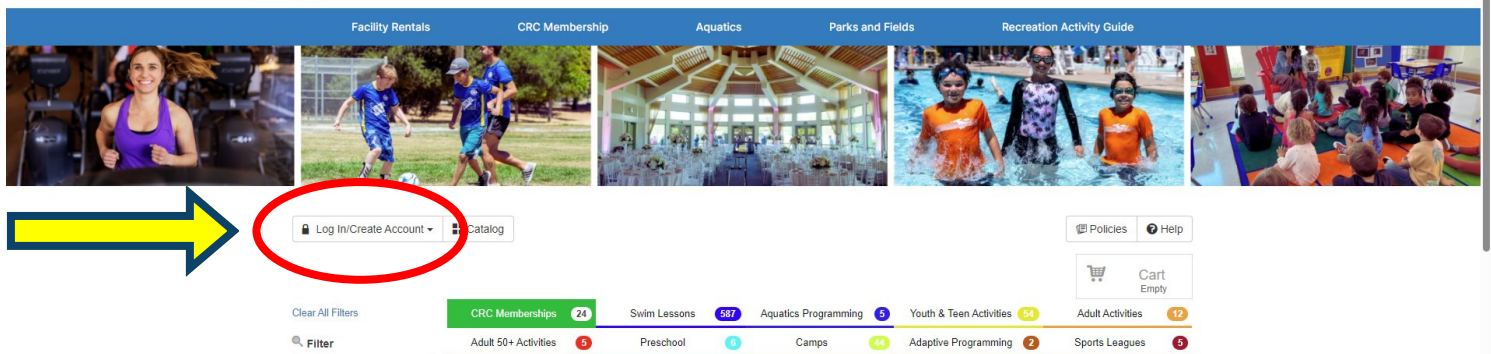
Welcome to the New Morgan Hill Recreation Activity and Reservation Site!
We encourage you to create your account prior to registration date to save you time!

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.

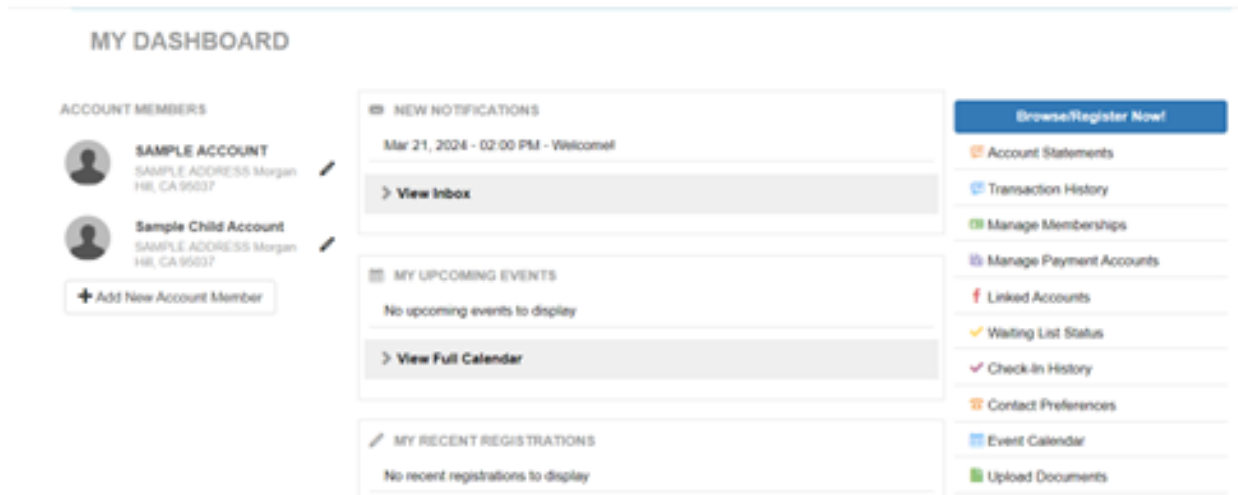
1. Visit our website: mhparksandrec.com.
2. Click "Log In/Create Account"

****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!



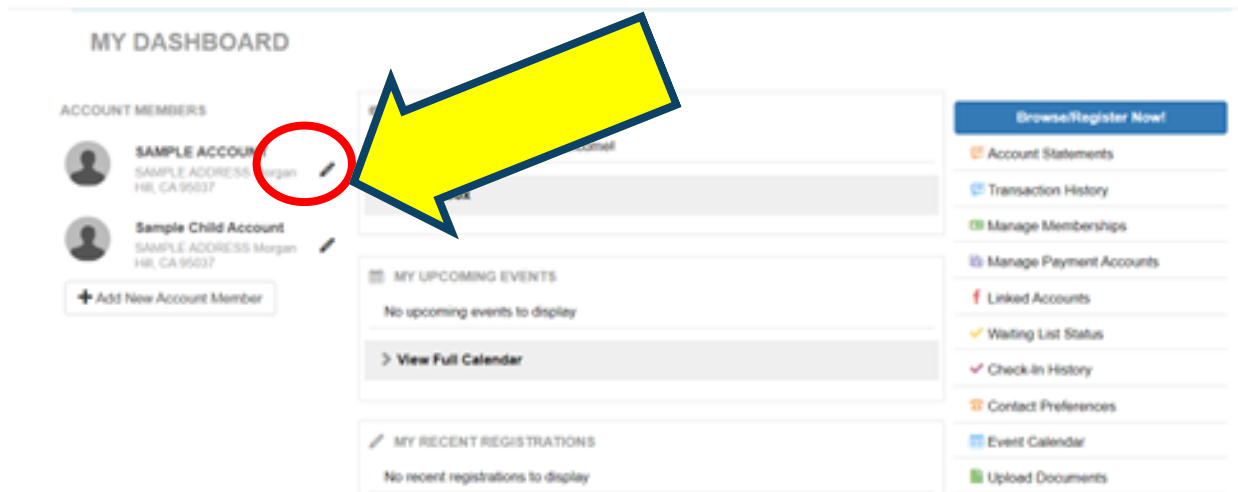
Accessing MY DASHBOARD

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.



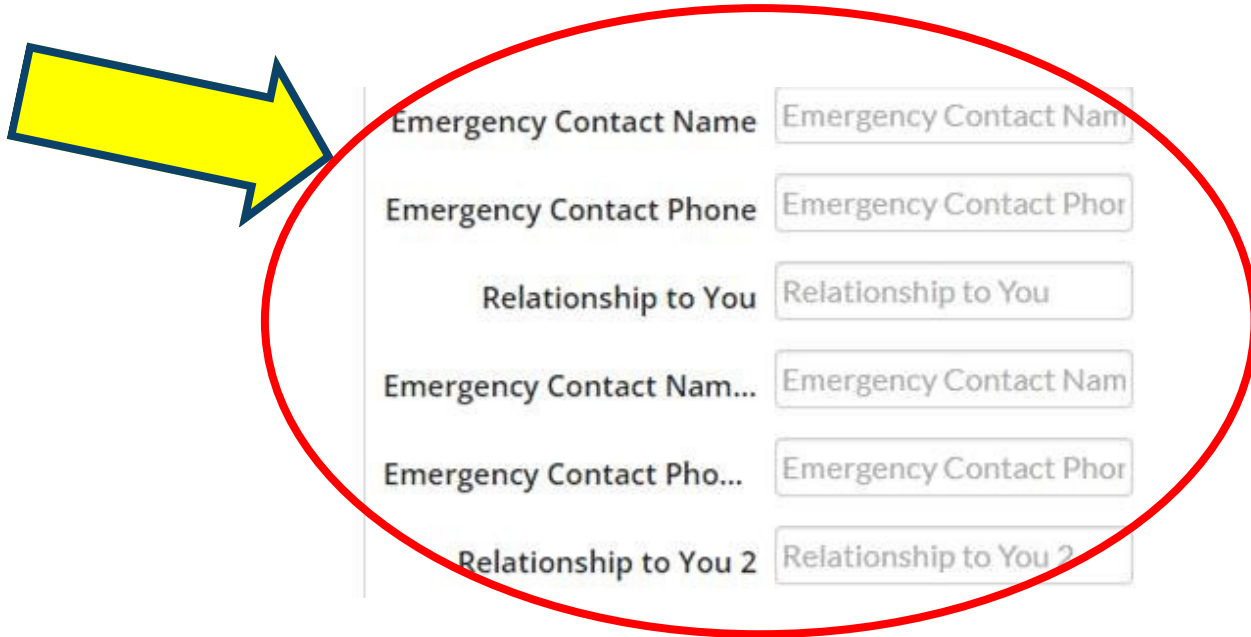
REVIEW HOUSEHOLD NAMES

- 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.



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.



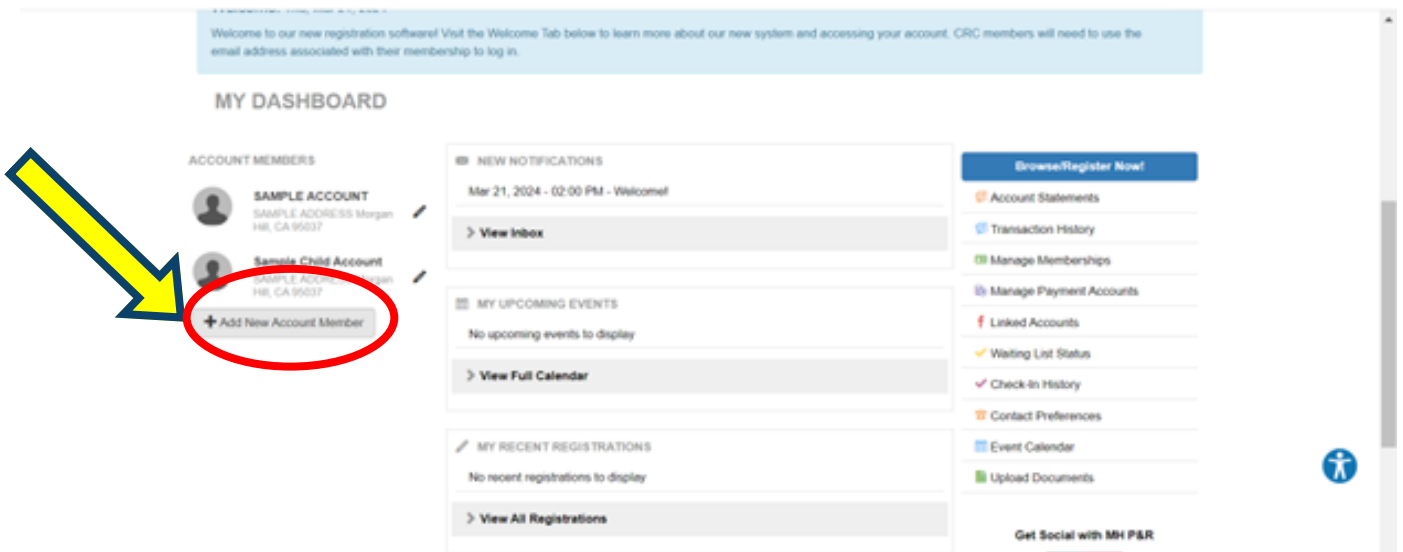
The screenshot shows a form for adding emergency contacts. A red circle highlights the input fields for two contacts. A yellow arrow points to the form from the left. The form fields are:

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

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.*



The screenshot shows the MY DASHBOARD screen. A red circle highlights the “Add New Account Member” button under the ACCOUNT MEMBERS section. A yellow arrow points to the button from the left. The dashboard includes sections for NEW NOTIFICATIONS, MY UPCOMING EVENTS, MY RECENT REGISTRATIONS, and a sidebar with links like Account Statements, Transaction History, and Manage Memberships.

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

BASICS

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 ☒

Cancel Save Account Member

No recent rental/permit history to display

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... Critical Announcements Upcoming Events

Add Email

Emergency Contacts Manage Emergency Contacts

Zipcode search powered by GeoNames licensed under CC BY 4.0

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

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.

The screenshot shows the 'MH P&R Sign-Up' form. The 'CONTACT INFO' section is highlighted with a red circle around the 'Can receive text messages' option. A yellow arrow points to this option. The form includes fields for Account Type, Name, Date of Birth, Gender, Pronouns, Preferred Name, Emergency Contact Name, Phone 1, Phone 2, Phone 3, and Email Preferences. The 'ACCOUNT SETTINGS' section includes Primary Email, Password, and Confirm Password fields.

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.

The screenshot shows the 'Manage Memberships' page. A yellow arrow points to the 'Manage Memberships' link in the sidebar. The 'Manage Memberships' section is circled in red. The page includes a 'MY DASHBOARD' section with 'ACCOUNT MEMBERS' and 'NEW NOTIFICATIONS'. The 'Manage Memberships' section shows a table with columns for #, Membership, Member, Status, and Payment. The table is currently empty, showing 'No results'.