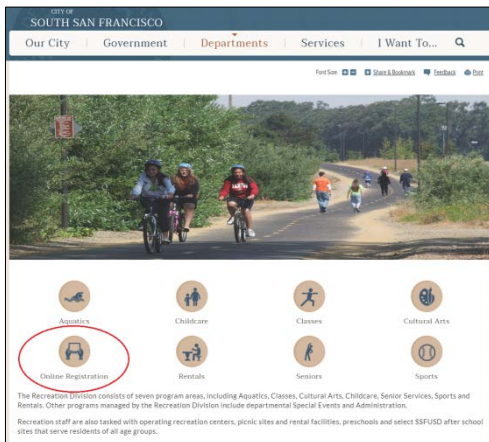


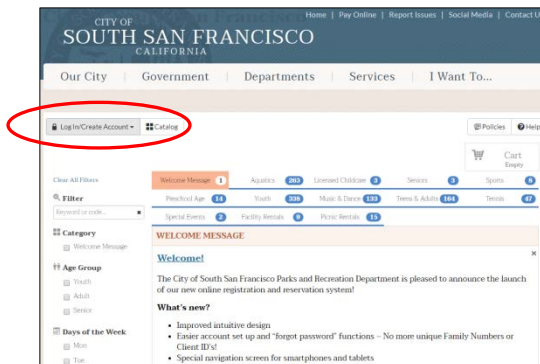
Step by Step Guide to Creating Your CivicRec Account

Is this your first time registering for Parks and Recreation classes in CivicRec? In order to make your first class registration experience easier on you, **we strongly encourage you to complete your account set up prior to registration day.**

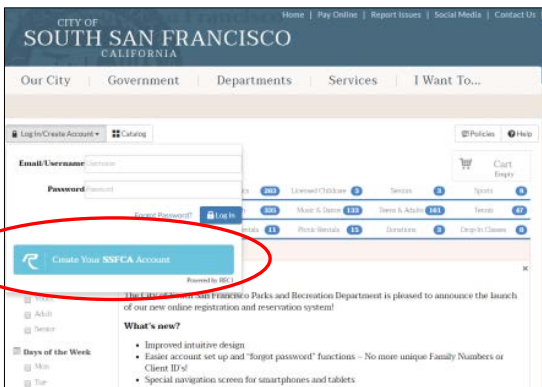
1. Go to www.ssf.net/rec and click on the button for “Online Registration”.



2. Click on the “Log In/Create Account” button at the top, left corner of the screen.



3. Click on the light blue box that says “Create Your SSFCA Account” to create your new account.



4. Enter your account information.

Mandatory fields include:

- Name
- Date of Birth
- Gender
- Emergency Contact Name*
- Emergency Contact Phone Number*
- Address Line 1
- Zip Code, City, State
- Primary Email
- Password

SSFCA Sign-Up

Step 1: Account Holder | Step 2: Other Account Members

Account holder must be an Adult.

BASICS

Account Type: Individual | Organization

Name*: John | Middle | Doe | N/A

Date of Birth*: 03/03/1971

Gender*: Male | Female

Family Emergency #: Jane Doe

Emergency Contact #: 1-80-222-2222

CONTACT INFO

Phone 1: 503-222-4567 | Land | No Mobile Carrier

Phone 2: | Land | No Mobile Carrier

Phone 3: | Land | No Mobile Carrier

Email Preferences: Add Email

ADDRESS

Address Line 1*: 400 Grand Avenue

Address Line 2: -Address Line 2

Zip Code, City, State*: 94010 | South San Francisco | CA

ACCOUNT SETTINGS

Primary Email*: john.doe@gmail.com

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

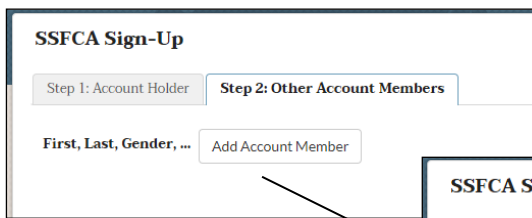
***Tip:** If you are not sure who to enter in the emergency contact fields upon signup, you can temporarily enter:

Emergency Contact Name:
TBD

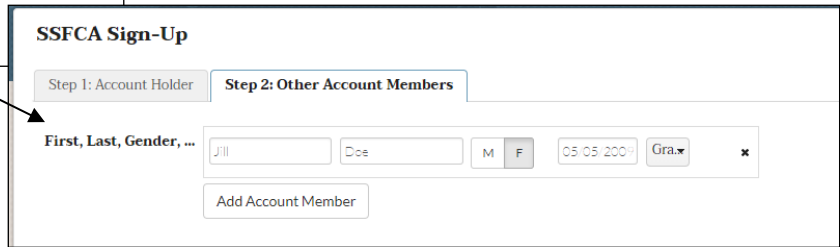
Emergency Contact Phone:
(111)111-1111

Remember to access your account at another time to update this information.

- Once you enter all of your account information, click on **“Next Step: Other Account Members”** on the bottom, right corner of the screen.

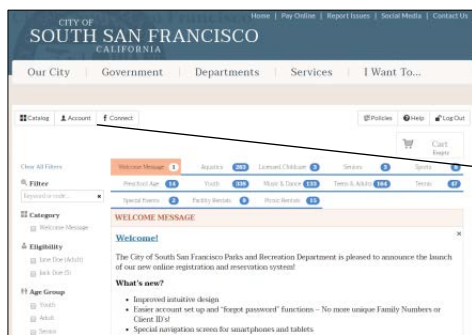


You can add preliminary information about other members in your household who may be registering for recreation programs.

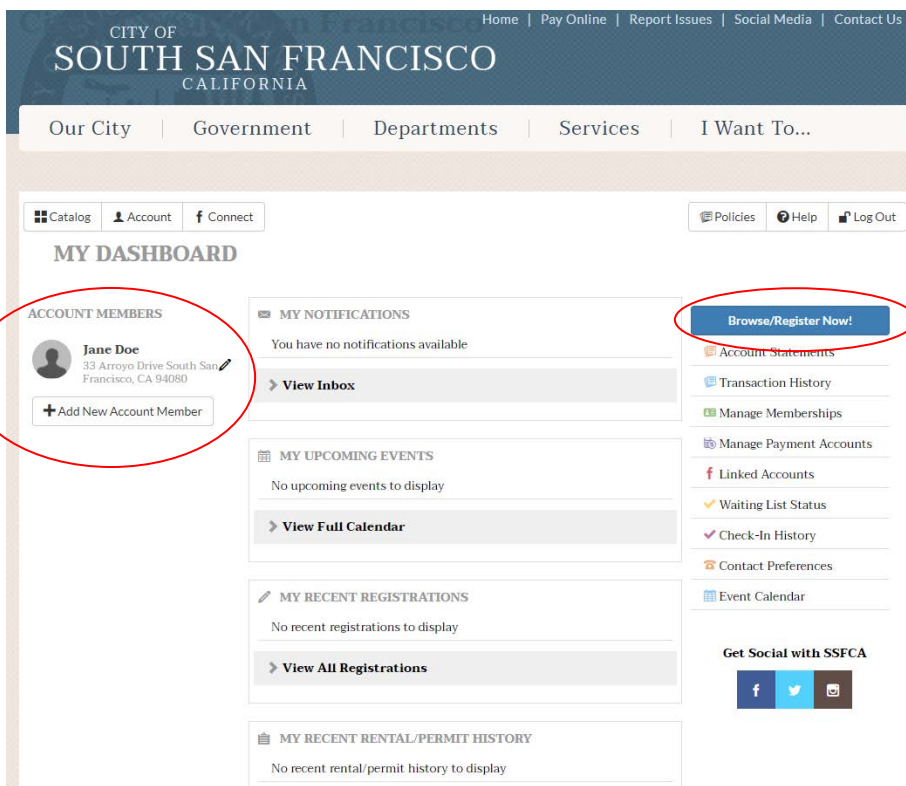
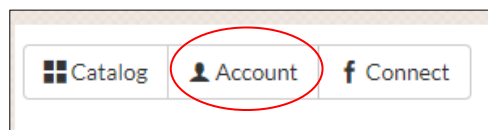


Tip: You will have the chance to add additional information for other account members once you complete your account setup.


Click on **“Save & Close”** on the bottom, right corner of the screen when you are done.



- To review and update your account information, click on **“Account”** at the top, left corner of the screen.



7. **“My Dashboard”** is where you can review and update account information for yourself and other members of your household, and view your transaction history.

Click on the small pencil  that appears to the right of your address to review and edit your account information.

Click on **“Add New Account Member”** to add additional members to your account.

8. Click on **“Browse/Register Now!”** to return to the course catalog.