

Instructions to Sign Up a Primary Account Member:

1. Click the Sign-Up link in the upper right-hand corner of the Parks and Rec website.
2. As the Primary Account member, add all required account information and click the Create Account button.
3. A verification email will be sent to the email provided in the Primary Account.
4. Once the account has been verified, the Primary Account holder can then add all additional members to the primary account.

Instructions to Add members to the Primary Account:

1. Log in as the Primary Account member.
2. Click the Account icon in the upper right-hand corner, and in the dropdown, click on the Members – You will be directed to the Edit Primary Member page.
3. On the left-hand side, click the Add New Member button and add all required account information – then click save.
4. Repeat step 3. for each member for the account.
5. When finished, you can click the Recreation Department link on the top left side of the website to return to the main menu.