



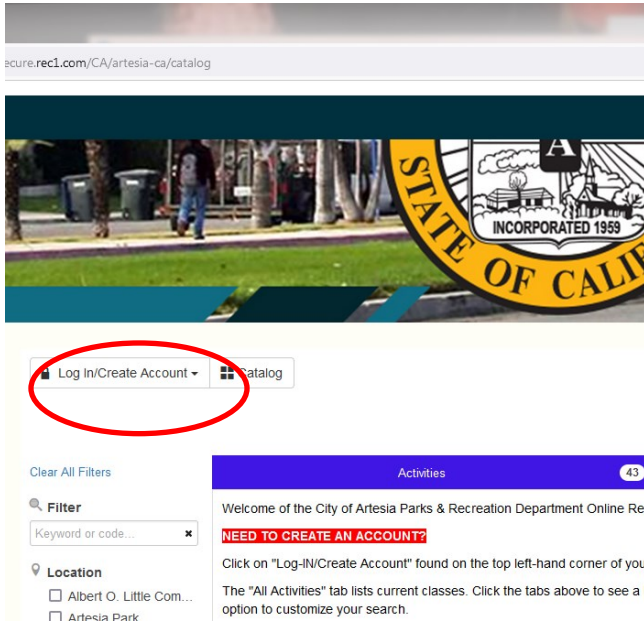
City of Artesia Parks & Recreation

Parks
Make
Life
Better!

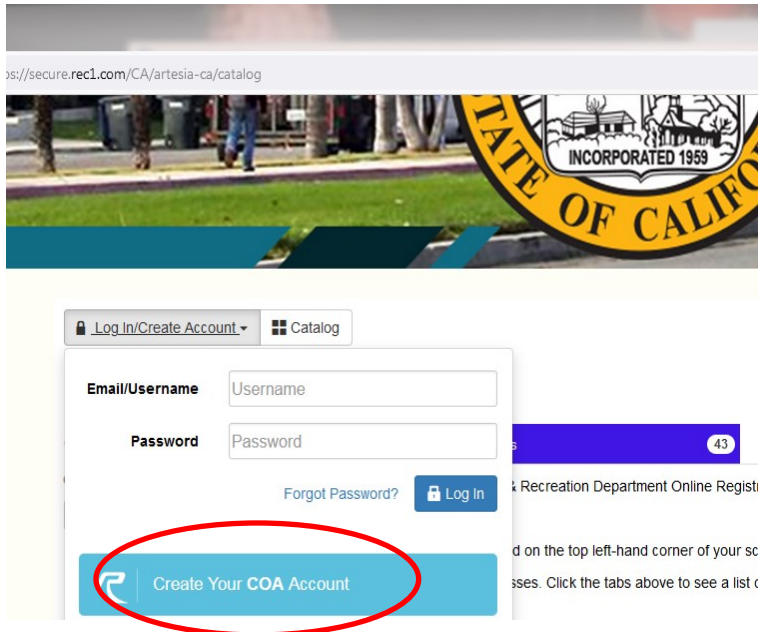
Guide to Creating your New CivicRec Account

1. Go to <https://secure.rec1.com/CA/artesia>

Click on Log In/Create Account at the top left hand side of the screen



2. Click on Create Your COA Account



3. Enter your account information Mandatory fields include :

Name, Date of Birth, Gender, Emergency Contact Info, Address, Primary Email, Password

COA Sign-Up

Step 1: Account Holder Step 2: Other Account Members

Account holder must be an Adult.

<p>BASICS</p> <p>Account Type: <input type="radio"/> Individual <input type="radio"/> Organization</p> <p>Name*: <input type="text"/> First Name <input type="text"/> Middle Na <input type="text"/> Last Name <input type="text"/> N/A</p> <p>Date of Birth*: <input type="text"/> mm/dd/YYYY</p> <p>Gender*: <input type="radio"/> Male <input type="radio"/> Female</p>	<p>ADDRESS</p> <p>Address Line 1*: <input type="text"/> Address Line 1</p> <p>Address Line 2: <input type="text"/> Address Line 2</p> <p>Zip Code, City, State*: <input type="text"/> Zip Code <input type="text"/> City <input type="text"/> AL</p>
<p>CONTACT INFO</p> <p>Phone 1*: <input type="text"/> Phone 1 <input type="text"/> Label <input type="text"/> No Mobile Carrier</p> <p>Phone 2: <input type="text"/> Phone 2 <input type="text"/> Label <input type="text"/> No Mobile Carrier</p> <p>Phone 3: <input type="text"/> Phone 3 <input type="text"/> Label <input type="text"/> No Mobile Carrier</p> <p>Email Preferences: <input type="button" value="Add Email"/></p> <p>Emergency Contacts: <input type="button" value="Manage Emergency Contacts (0 of 5 selected)"/></p>	<p>ACCOUNT SETTINGS</p> <p>Primary Email*: <input type="text"/> Primary Email</p> <p>Password*: <input type="password"/> Password</p> <p>Confirm Password*: <input type="password"/> Confirm Password</p> <p><small>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</small></p>

Zipcode search powered by GeoNames licensed under CC BY 4.0

4. Once you enter all of your account information, click on “Next Step: Other Account Members”

COA Sign-Up

Step 1: Account Holder Step 2: Other Account Members

Account holder must be an Adult.

BASICS

Account Type: Individual Organization

Name*: First Name Middle Na Last Name

Date of Birth*: mm/dd/YYYY

Gender*: Male Female

CONTACT INFO

Phone 1*: Phone 1 Label No Mobile Carri

5. Click on Add Account Member and enter their information

COA Sign-Up

Step 1: Account Holder Step 2: Other Account Members

First, Last, Gender, DOB

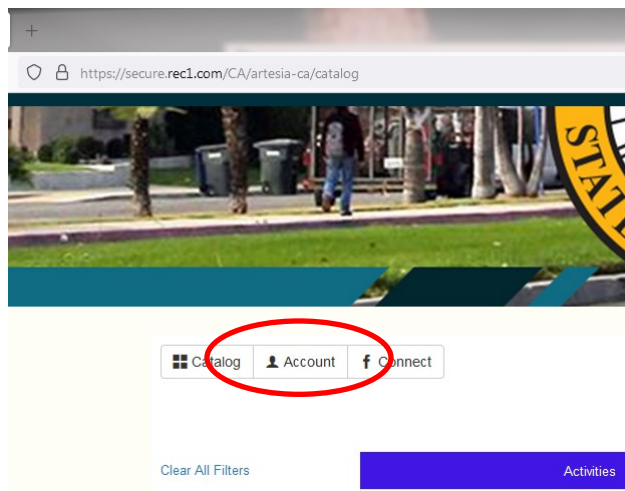
First Last

Add Account Member

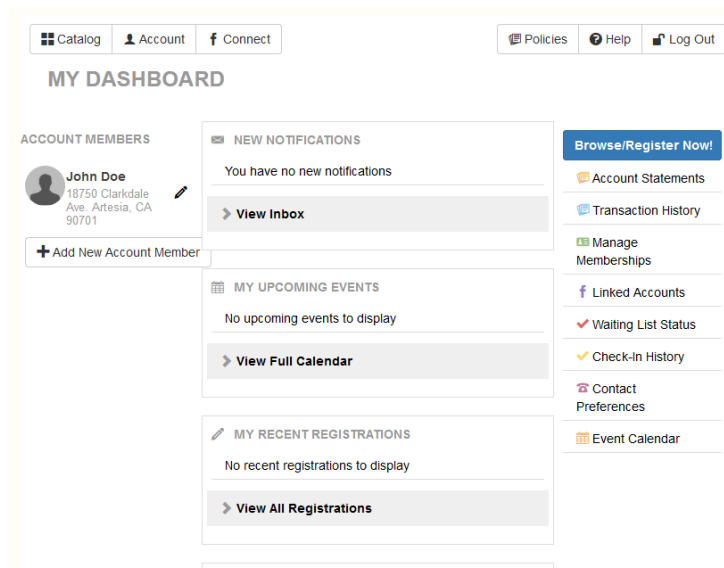
* You will have an opportunity to enter additional info for other account members once you complete your account setup.

Click on Save & Close on the bottom when you are done

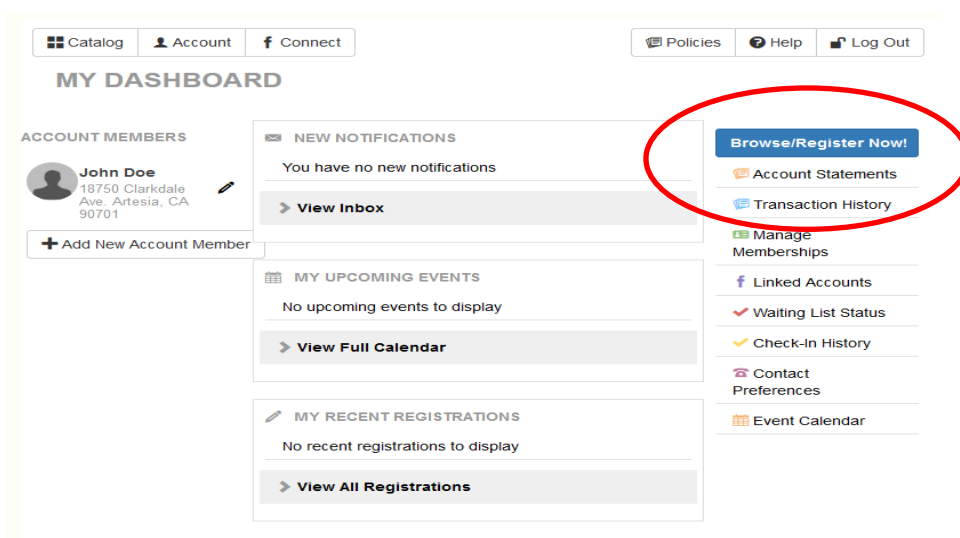
6. To review your account info, click on “Account” at the top left side of the screen.



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.



8. Click on “Browse/Register Now” the view the City of Artesia Class offerings and register for programming!



If you have any questions regarding the online registration system, please contact the parks office at 562-860-3361, or via email at recreation@cityofartesia.us