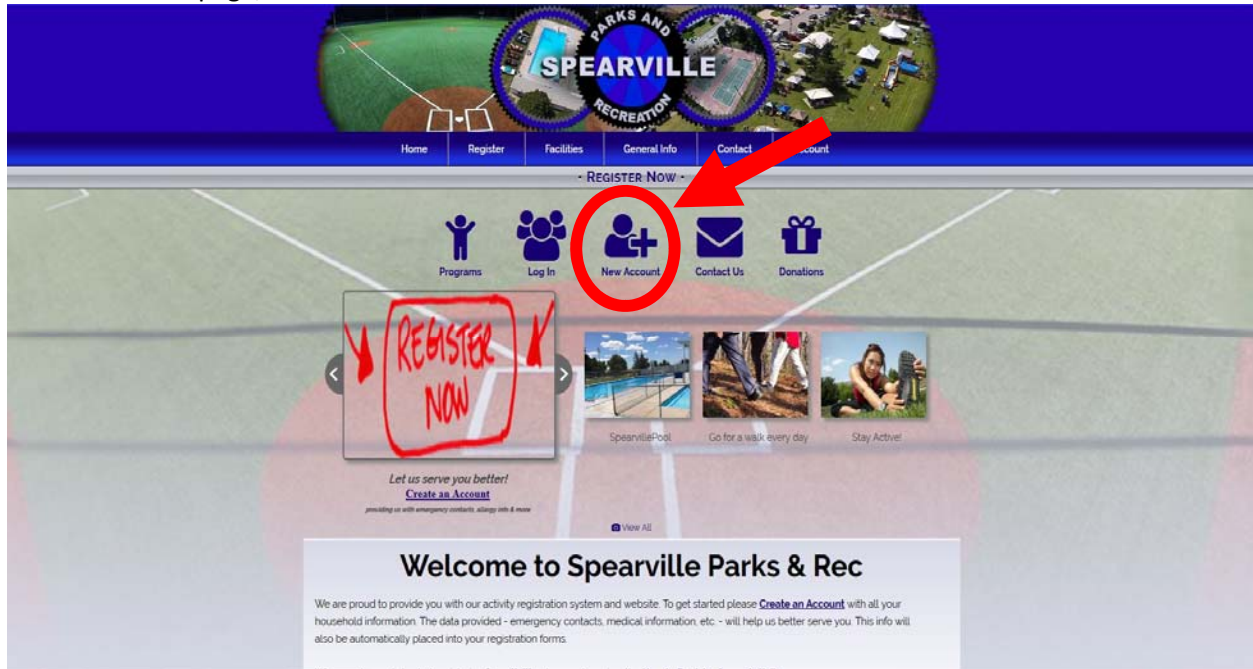


Creating Your Main Household Account

Begin by going to www.spearvillerec.com

From the home page, click on “New Account”



Select the “Account Type”

- Household or Organization

Enter the information for the PRIMARY account holder (this person must be 18 to create the account)

- First Name
- Last Name
- Gender
- Birth Date

Enter the information for the Billing Address

- If you have a PO Box, or mailing address other than your physical home address, please put that in the “Address” field.
- Please put your physical address in the “Apt/Unit” field if it was NOT previously entered in the “Address” field. If your physical address is the same as your mailing address, the “Apt/Unit” field is not required.

Billing Address		
Address	Apt/Unit	City
<input type="text" value="MAILING address"/>	<input type="text" value="PHYSICAL address"/>	<input type="text"/>
State/Province	Zip Code	Country
<input type="text" value="Kansas"/>	<input type="text"/>	<input type="text" value="U.S.A."/>

Select your "Residency Status"

ResidencyStatus
<input type="radio"/> I am Resident of Spearville, Kansas
<input type="radio"/> I am NOT a Resident Spearville, Kansas

Complete the "Contact Information" section by entering your "Email Address", "Primary Phone" number and "Type" of phone. ("Ext" is not required)

-Opt in to receive notifications via e-mail when a general notice of information is sent by an Administrative user or when there is a cancellation of a program, if you choose (recommended that you select both options).

Billing Email Address	Primary Phone	Ext	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	Cell
Receive Emails For:			<input checked="" type="checkbox"/> Text Notifications
<input checked="" type="checkbox"/> General Notices <input checked="" type="checkbox"/> Cancellations			--Select a Carrier

-Enter your "Primary Phone" number and select the "Type" of phone service, if any choice with "Cell" is selected, the option to receive text notifications will be given. If you would like to receive text notifications (recommended), check the box and select your cell phone service provider. If your provider is NOT listed as an option, please e-mail spearvillerec@gmail.com and we will get it added.

Billing Email Address	Primary Phone	Ext	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	Cell
Receive Emails For:			<input checked="" type="checkbox"/> Text Notifications
<input checked="" type="checkbox"/> General Notices <input checked="" type="checkbox"/> Cancellations			--Select a Carrier

Complete the "Account Login Information" section with a username and password that will be easy for you to remember.

Account Login Information		
Username	Password	Confirm Password
<input type="text"/>	<input type="text"/>	<input type="text"/>

Answer the simple math question given to ensure you are not a robot, and click “Submit & Add Member” if there are other members of your household you need to add to the account (i.e. spouse, children), or just click “Submit” if you are the only one in the household and are finished creating the account.

Please provide an answer below to let us know you're not a robot.

1 + 2 =

All fields required for Households except Apt and Ext.

If you have any questions regarding this process, please send an e-mail to spearvillerec@gmail.com!

CONTINUE BELOW TO ADD ADDITIONAL MEMBERS TO YOUR HOUSEHOLD ACCOUNT!!

Adding Members to Your Account

If adding a member during initial account creation, the appropriate page should come up after clicking “Submit & Add Member” from the previous “Primary Account Setup” page. Adding a new member can also be initiated from the “Household/Account Overview” section after logging into your account.

Household

Overview Calendar Register Reserve Notifications Log Out

Account Finance Members Balances Registrations Memberships Reservations Products Cart

Account Overview

Account	Members	Balances	Registrations	Other Purchases
Finance	Add Member Add Payer	All Paid Up!	No Current Registrations	Redeem Gift Certificate

From the “Add Member” screen:

- Enter the “First Name”
- Enter the “Last Name”
- Enter the “Birth Date” of the member being added
 - Please note that if the birthday is entered incorrectly, an Administrator from the Rec will be the only one able to change it.
 - Ages are automatically updated in the system each year on the birthday of the member.
- Enter the “Grade” in school if the member is in school
 - Please note that if the grade is entered incorrectly, an Administrator from the Rec will be the only one able to change it.
 - Grades are automatically updated in the system each year during the first part of June. Please enter the grade accordingly.
- Select the “Gender” of the member being added.

Add Member		
*First Name	*Last Name	
<input type="text"/>	<input type="text"/>	
*Birth Date	Grade	*Gender
<input type="text"/> (mm/dd/yyyy)	None <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
Grades automatically advance to the next grade on June 1 . Enter grade accordingly.		

Complete the “Additional Information” section

- Enter an “Emergency Contact” and their “Emergency Phone” number.
- If you have an additional emergency contact, please check the box and enter the appropriate Information
- If the member being added is an adult, parent or guardian, select the box. This will remove the “Primary Parent or Guardian” option for this member.
- Select if the member is a resident of Spearville or not
- If the member being added is a child, select a primary parent or guardian

Additional Information		
Emergency Contact	Emergency Phone	
<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Enter Second Emergency Contact		
Member Type	*Primary Parent or Guardian:	
<input type="checkbox"/> Member is an Adult, Parent or Guardian	<input checked="" type="radio"/> I am Resident of Spearville, Kansas <input type="radio"/> I am NOT a Resident Spearville, Kansas	-- Select a Parent or Guardian: <input type="button" value="v"/>

Complete the “Medical Information” section.

-If the member being added has any medical information that would be useful to a coach or emergency services staff in the event of an emergency, please select “Enter Medical Information” to open a text box where relevant information can be given. Otherwise, select “No Medical Information”.

Medical Information: *
Include conditions** coaches/instructors should be aware of and provide physician's name & phone number if applicable.
<input type="radio"/> Enter Medical Information
<input type="radio"/> No Medical Information
** Conditions may include allergies, disabilities, hearing loss, or other emotional, mental, physical, and learning issues. Be sure to provide any information a coach or instructor would need to know in case of injury or incident.

Complete the “Notification Email” section

-If the member being added is 12 years old or older, they are eligible to receive notifications.

Notification Email	
Notification Email	Opt In
<input type="text"/>	<input checked="" type="checkbox"/> General Notices <input checked="" type="checkbox"/> Cancellations
Member must be 12 years or older to enter notifications. If needed, you can add more email addresses on a later page.	

After completing all fields, select “Complete” or “Add Another” if you have additional members to add to your household.

<input type="button" value="Complete"/>	<input type="button" value="Add Another"/>	<input type="button" value="Cancel"/>
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If you have any questions regarding this process, please send an e-mail to spearvillerec@gmail.com!