

HOW TO EDIT AN ACCOUNT AT WWW.MHPARKSANDREC.COM

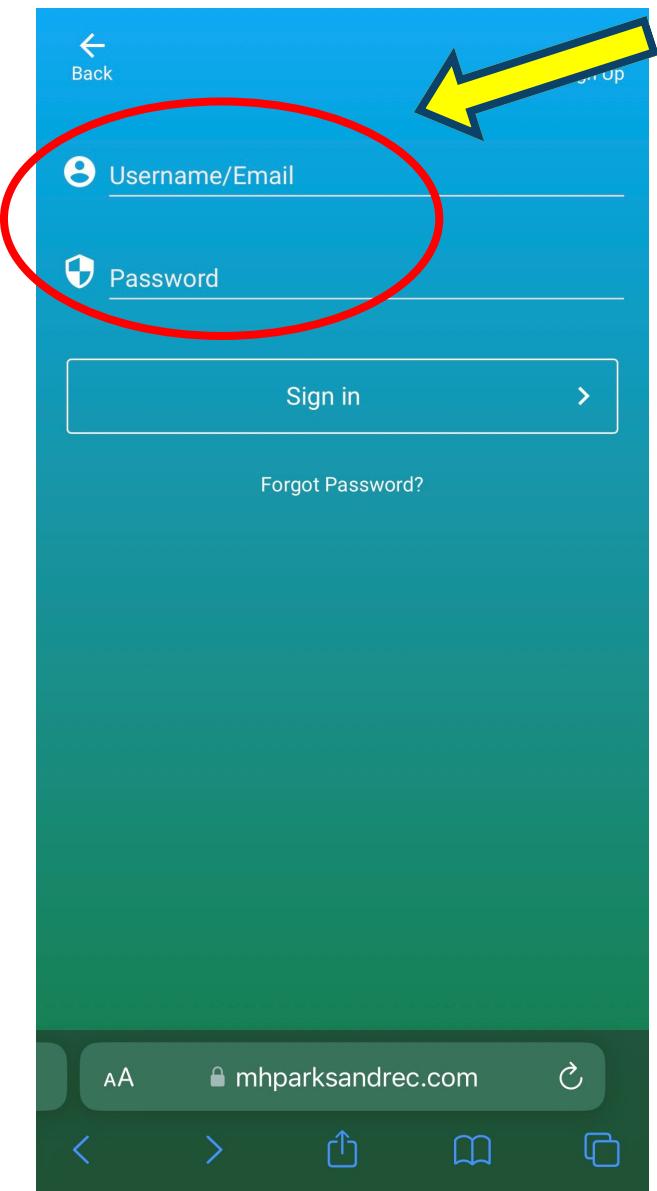
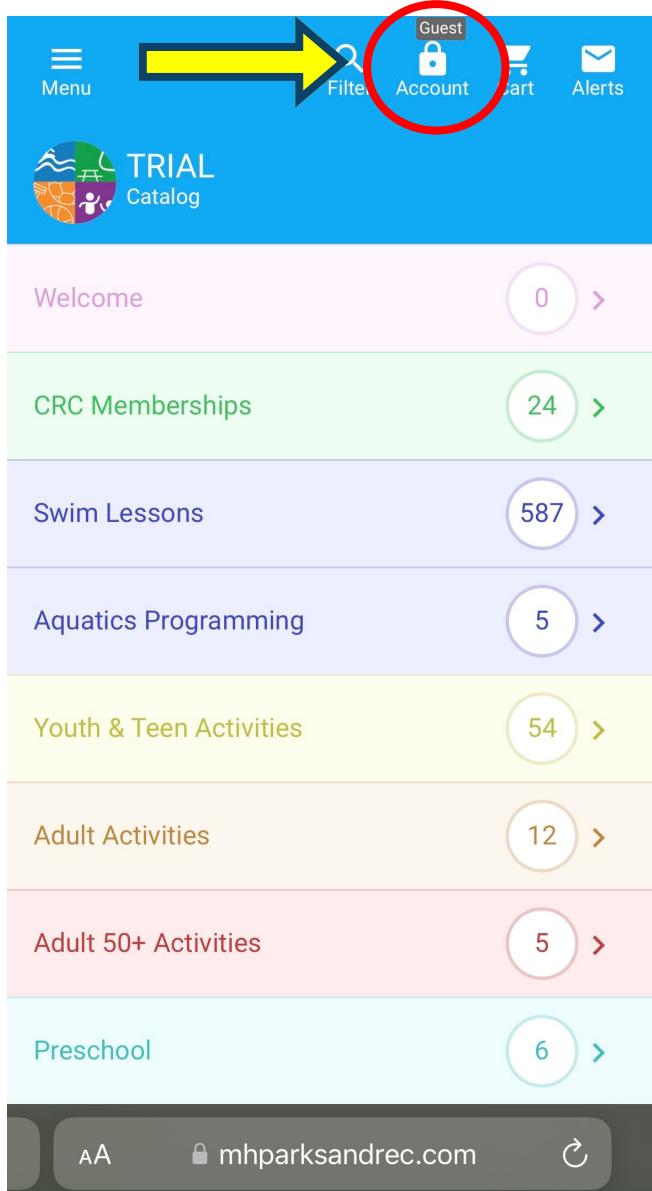
****If you are a current CRC member, your account is already created, please use the email address associated with your membership.**

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: THIS IS THE MOBILE PHONE GUIDE. Please reference the Chrome Desktop User Guide if you are using a laptop or desktop computer.

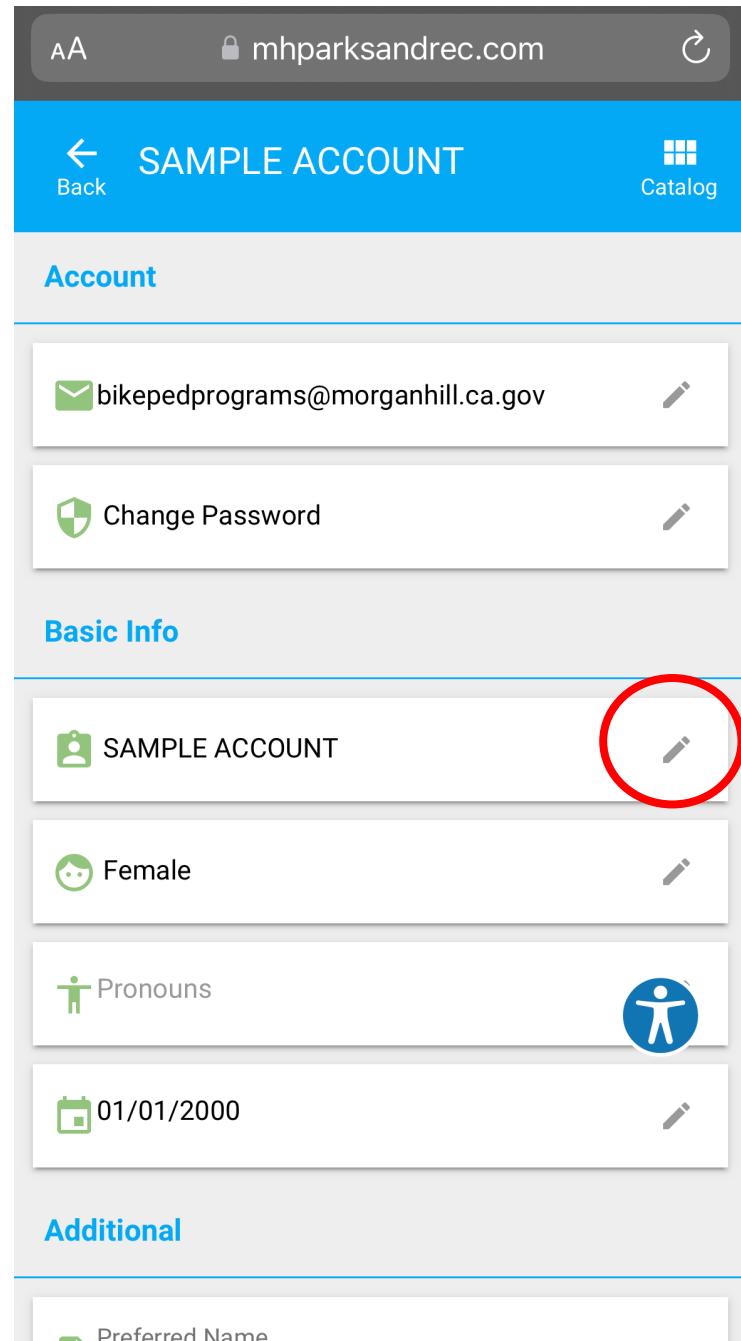
1. Visit our website: mhparksandrec.com.
2. Click "Account" and enter your email and password.



Accessing Your Account

Once signed in, click ACCOUNT. This will take you to the ACCOUNT screen. You should see the log in email, BASIC INFO, ADDITIONAL, and Account Members at the very bottom (viewable by scrolling to the bottom of the screen).

You can edit these sections by clicking the pencil icon next to the information.



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SAMPLE ACCOUNT

Account

bikepedprograms@morganhill.ca.gov

Change Password

Basic Info

SAMPLE ACCOUNT

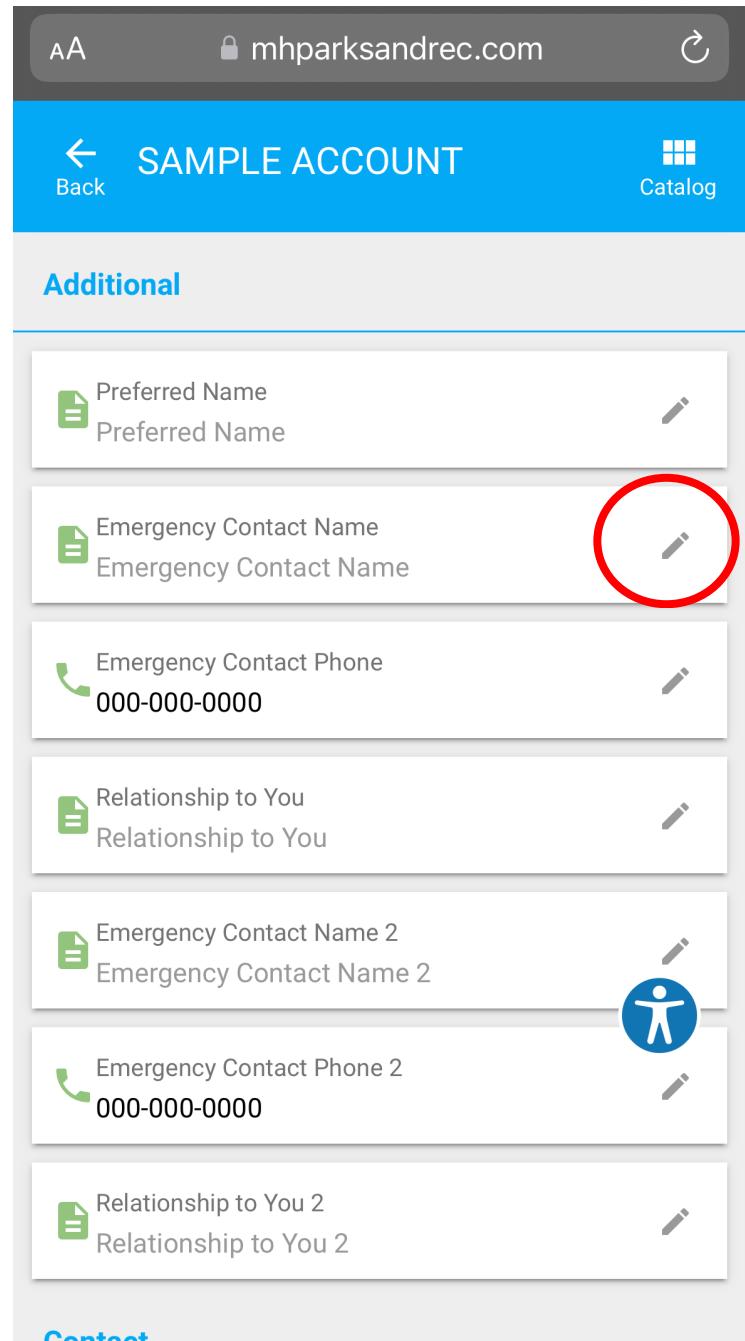
Female

Pronouns

01/01/2000

Additional

Preferred Name



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SAMPLE ACCOUNT

Additional

Preferred Name

Emergency Contact Name

Emergency Contact Phone
000-000-0000

Relationship to You

Emergency Contact Name 2

Emergency Contact Phone 2
000-000-0000

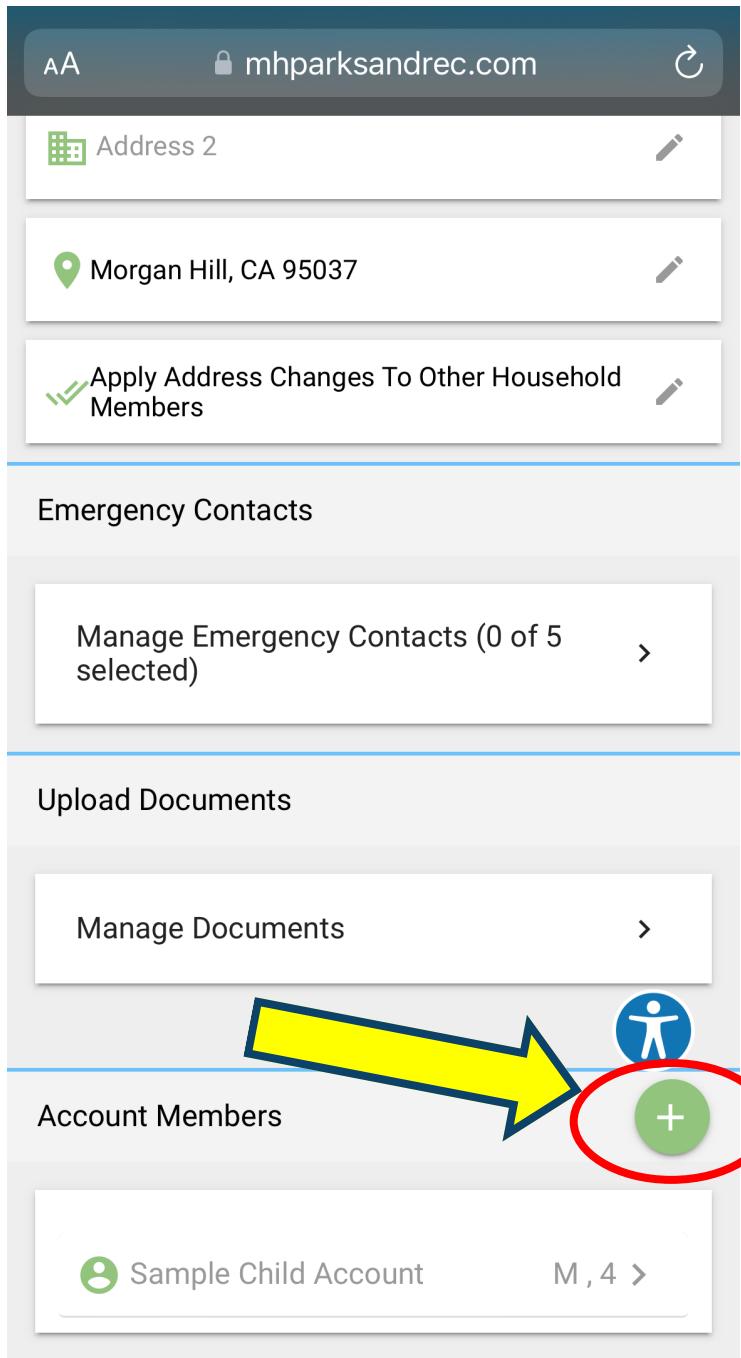
Relationship to You 2

Contact

Add Household Members to your Account

Registering children for activities? If you have children or spouses to add to your account, click the ACCOUNT icon at the top of the main screen. Scroll to the bottom of the account screen and click the plus symbol where it says ACCOUNT MEMBERS.

Complete the form, including full name, gender, date of birth, emergency contacts, and address. When completed, click CREATE ACCOUNT.



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Address 2

Morgan Hill, CA 95037

Apply Address Changes To Other Household Members

Emergency Contacts

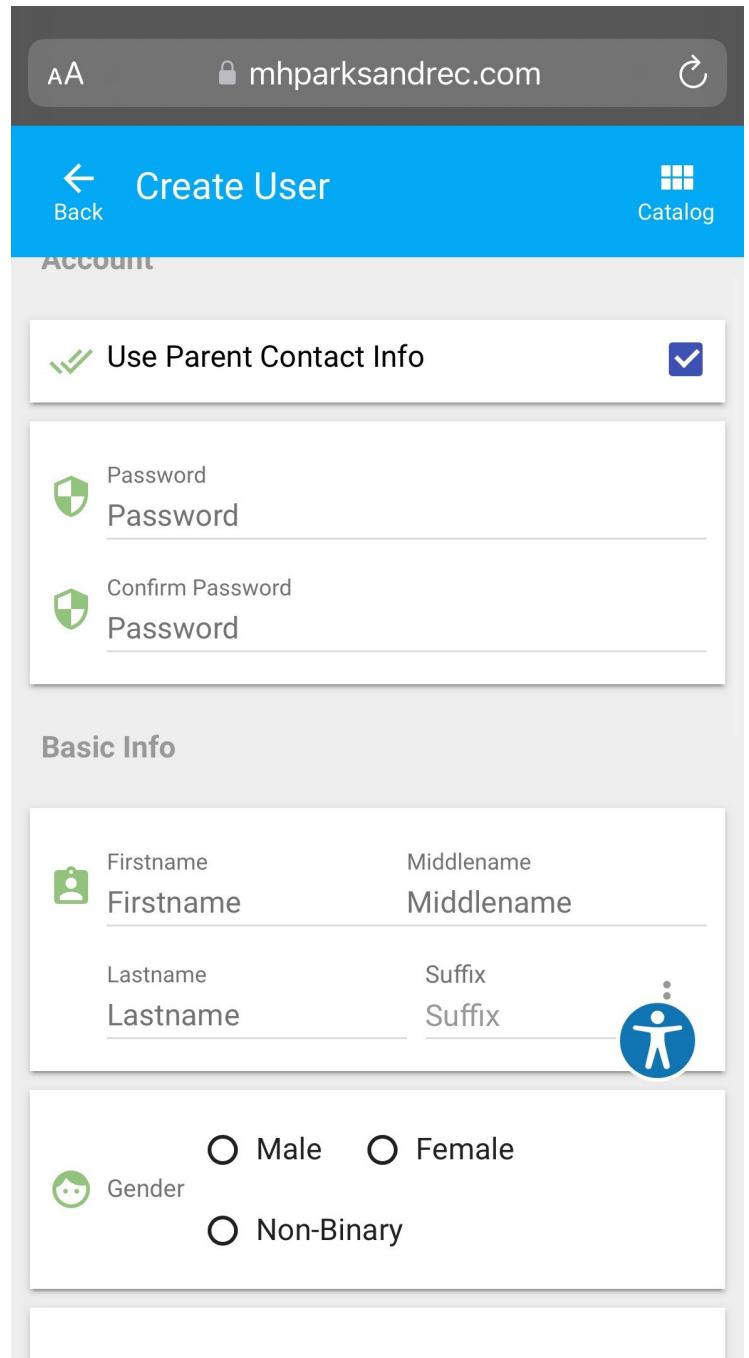
Manage Emergency Contacts (0 of 5 selected)

Upload Documents

Manage Documents

Account Members

Sample Child Account M , 4 >



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Back Create User Catalog

Account

Use Parent Contact Info

Password

Confirm Password

Basic Info

| | |
|-----------|------------|
| Firstname | Middlename |
| Firstname | Middlename |
| Lastname | Suffix |
| Lastname | Suffix |

Male Female

Gender Non-Binary

Repeat this step as needed to add children and other individuals to the household.