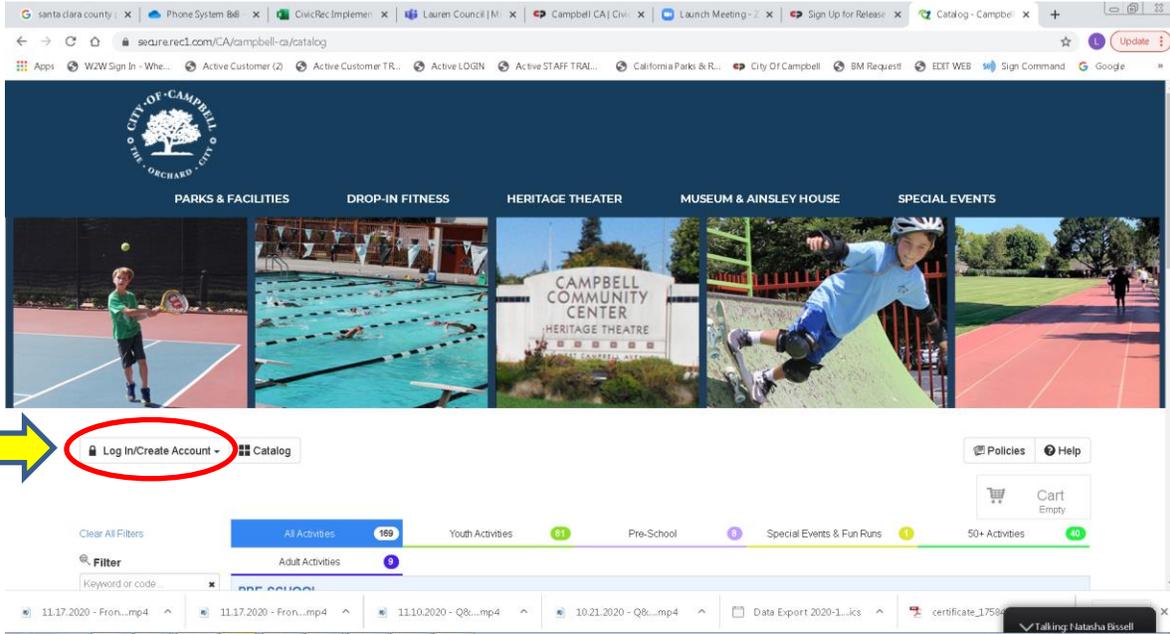


Welcome to the New Campbell Recreation Activity and Reservation Site!

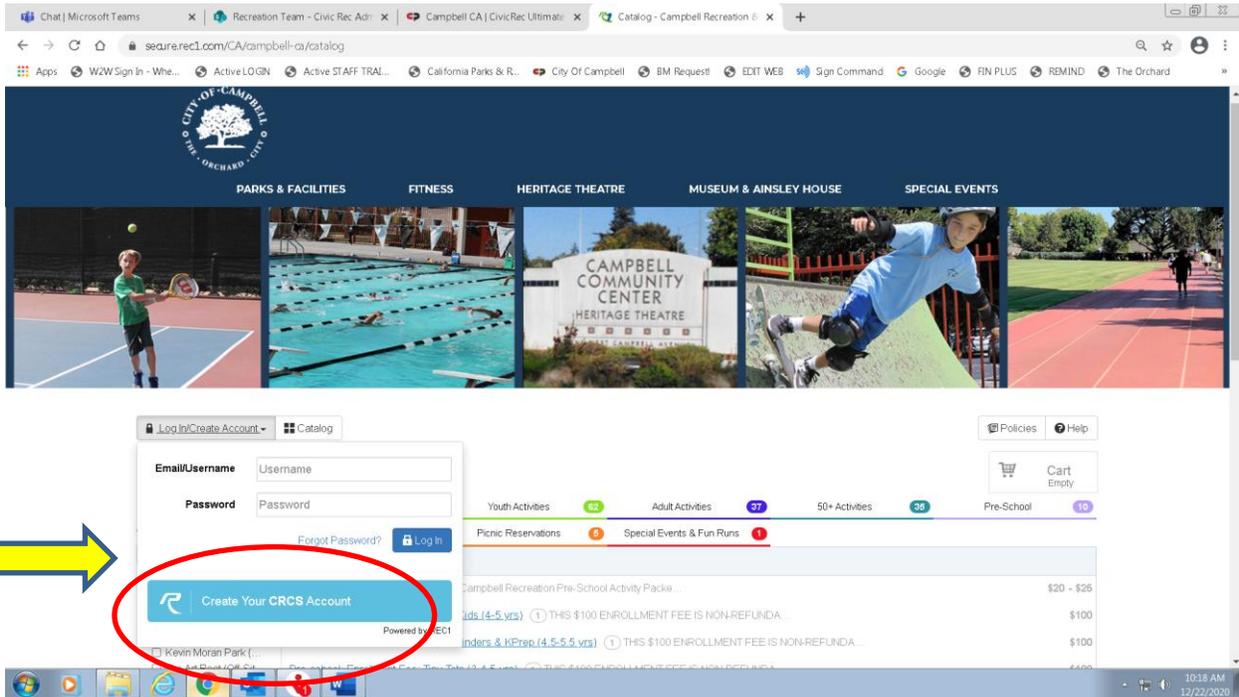
We encourage you to create your account prior to registration date to save you time!

NOTE: IT IS IMPORTANT TO USE CHROME (several functions will not work with Internet Explorer)

1. Use the following link: [New Campbell Recreation Registration Link](#) or visit our website.
2. Click “Log In/Create Account”



Choose: One of the methods to login (using the Facebook or Google options will link your login credentials)



Only 5 EASY STEPS to Create your account!

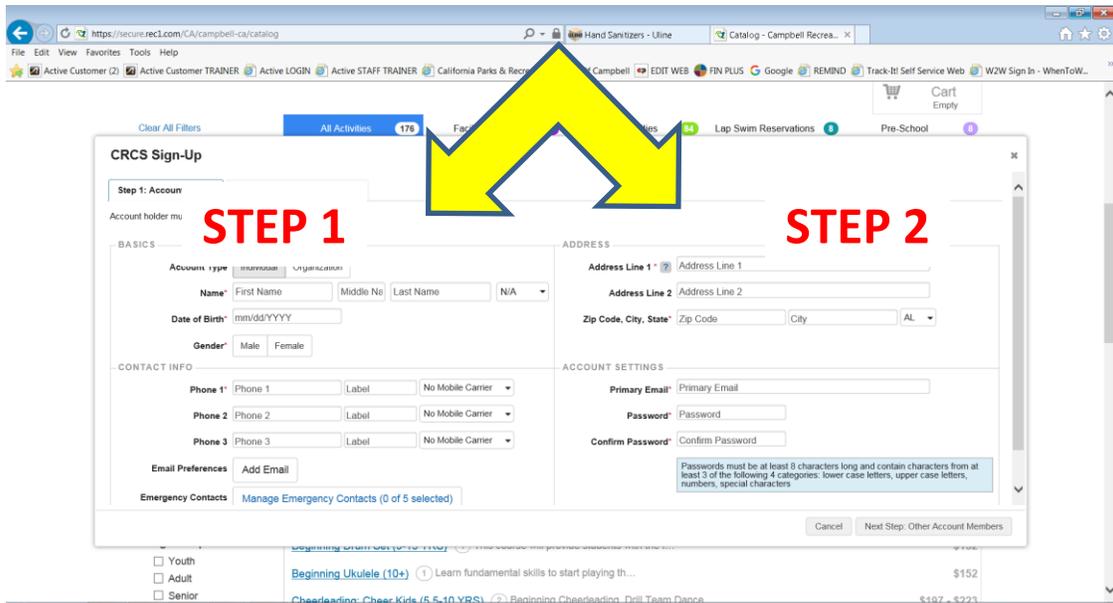
STEP 1 Basics:

1. Enter your First and Last Name
2. Enter your Birthdate and Gender

Please Note: Adults that plan to make reservations for Lap Swimming will need to create separate accounts for each adult (one account for each adult that plans to lap swim)

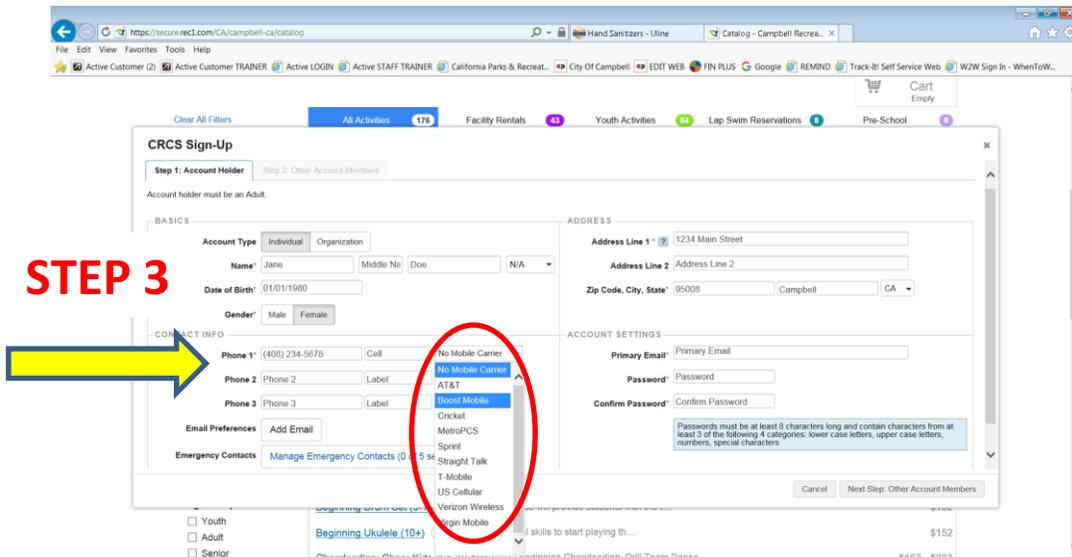
STEP 2 Address:

Enter your mailing address here. (Hint: This address needs to match your credit card billing address otherwise you'll have challenges using your credit card). If you are a Campbell resident, but have a San Jose address (you pay Campbell property taxes) please enter your address and complete the process and send us an email at recreation@campbellca.gov so we can assign your residency manually.



STEP 3 Contact Info: **IMPORTANT** Section:

- Enter your **phone number**, and label it (i.e. work, cell, home) If this is your **cell phone please select the carrier**. Our new system allows for text messaging, this will only be used in the event of needing to communicate an urgent message like a class cancellation due to instructor illness, weather, air quality, facility issues etc. If you don't select a carrier, this messaging won't work. You can add up to 3 phone numbers in this section. (see below)



- Select “Add Email” and enter your **email address**: please use the drop-down section to select at least “Critical Announcements” in this list (feel free to select all three options, you can always change this in your profile at a later time). It’s extremely important that you select at least one of these options so that we can communicate with you about your registered activities. If you don’t select anything you won’t get the email notifications about class cancellations, class announcements etc.

**Please be assured this email communication will only be used to communicate about your activities, and important updates for our participants. You can separately subscribe to our E-Newsletter if you wish to be kept up to date about different department opportunities.

The screenshot shows the 'CRCS Sign-Up' form. The 'Email Preferences' dropdown menu is open, showing the following options:

- (3) Courtesy Notices, Cr...
- Courtesy Notices
- Critical Announcements
- Upcoming Events

 A red circle highlights this dropdown menu. A yellow arrow points to the 'Add Email' button. The form also shows fields for Name, Date of Birth, Gender, Contact Info, and Account Settings.

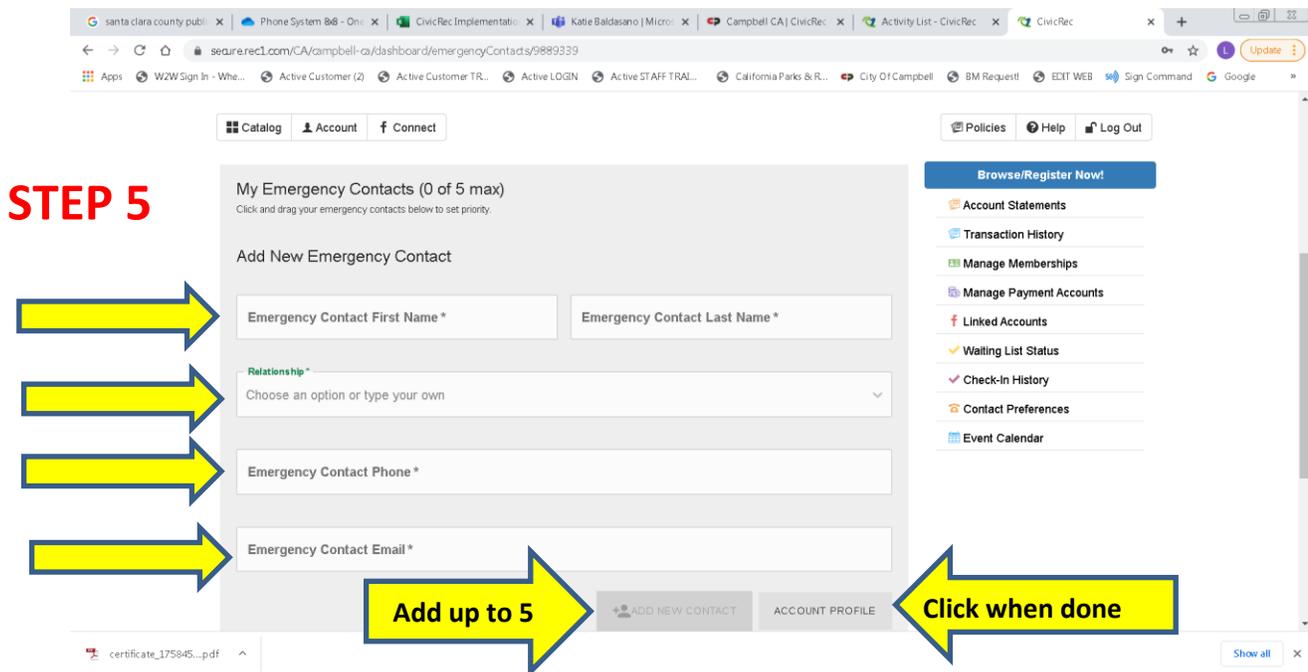
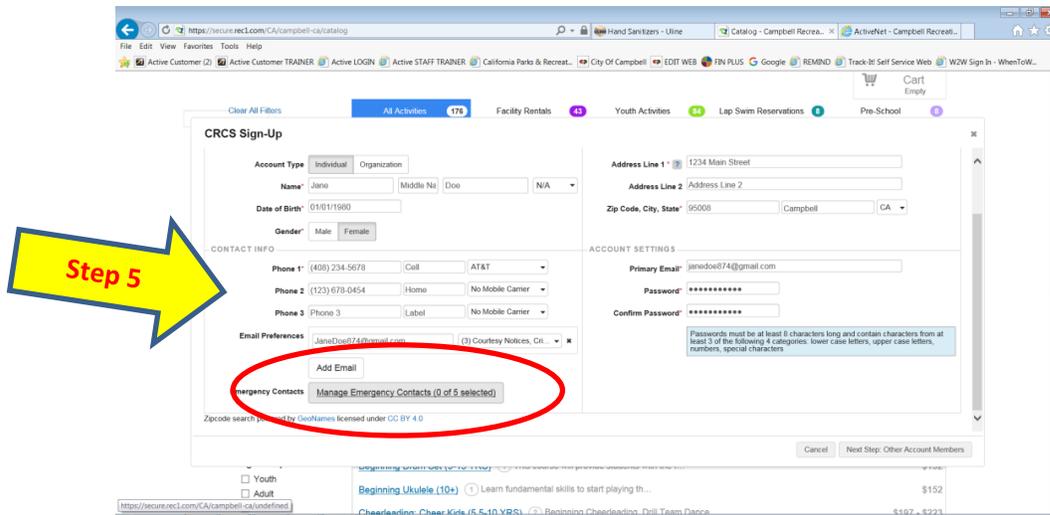
STEP 4: Account Settings:

1. Enter your primary email – this will be your “Username” information for the future.
2. Enter your password (this needs to be at least 8 characters in length includes lower case, upper case and at least 1 number)
3. Confirm your password

The screenshot shows the 'CRCS Sign-Up' form with the 'Account Settings' section filled out. The 'Primary Email' field contains 'jaredo674@gmail.com', the 'Password' field contains '*****', and the 'Confirm Password' field contains '*****'. A yellow arrow points to the 'Primary Email' field. The form also shows fields for Name, Date of Birth, Gender, Contact Info, and Email Preferences.

STEP 5: Enter Emergency Contact Information: You can add up to 5 people as your emergency contacts in this section. You will need First Name, Last Name, relation to person, phone number (we would prefer a cell phone number), and email for the emergency contact. When complete you select “add new emergency contact” then repeat for the next emergency contact or select “account profile” to return to your account.

Note: we are aware of an issue where users are unable to modify these contacts once entered, we are working on this. Please feel free to call us and we can manually modify emergency contact info if needed.



This will take you back to your account profile

You are almost there...

Review the information you have provided and click “Next Step: Other Account Members” in the lower right corner.

The screenshot shows a web browser window with the URL <https://secure.recl.com/CA/campbell-ca/catalog>. The page displays a "CRCS Sign-Up" form with the following sections:

- Account Type:** Individual (selected) / Organization
- Name:** Jane Doe (Middle Name: N/A)
- Date of Birth:** 01/01/1980
- Gender:** Male / Female
- CONTACT INFO:**
 - Phone 1: (408) 234-5678 (Cell, AT&T)
 - Phone 2: (123) 678-0454 (Home, No Mobile Carrier)
 - Phone 3: Phone 3 (Label, No Mobile Carrier)
 - Email Preferences: JaneDoe074@gmail.com (3) Courtesy Notices, Cr...
 - Emergency Contacts: Manage Emergency Contacts (0 of 5 selected)
- ACCOUNT SETTINGS:**
 - Address Line 1: 1234 Main Street
 - Address Line 2: Address Line 2
 - Zip Code, City, State: 95008 Campbell CA
 - Primary Email: janedoe074@gmail.com
 - Password: [Redacted]
 - Confirm Password: [Redacted]

A red circle highlights the "Next Step: Other Account Members" button at the bottom right of the form. A note below the password fields states: "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."

If you have children to add into your account, select “Add Account Member” and complete the required information like the steps above. When complete, select “Save & Close”.

If you don't have family members to include to your profile, you are done! Click “Save & Close” You can repeat the process if there is another adult in your household that will reserve for lap swim, remember each lap swim adult needs their own account.

The screenshot shows the "CRCS Sign-Up" form at a later stage. The "Step 1: Account Member" section is highlighted with a red circle and contains the text "First, Last, Gender, DOB..." and an "Add Account Member" button. The "Step 2: Other Account Members" section is also visible. At the bottom right, the "Save & Close" button is circled in red. The background shows a list of activities with prices, such as "Music Together Canta Y Baila Conmigo 'Virtual' (0-5 yrs)" for \$240 and "Pre-Tap & Ballet 'Virtual' (3-5 yrs)" for \$120.

YOU DID IT!!!!!!