

## Public Side New Account Creation

To enter an account on the public side:

1. Click Create New Account
2. In the Adult, Parent, or Guardian information screen, enter the following required fields:

**Adult, Parent or Guardian Information**

**Account Creation Basics:** Creating an account is a one-time event that allows you to register for activities. It is not a registration by itself. Need help? Watch a [video guide](#).

1. Create an account. Enter the primary billing contact first.
2. Add other members of your household from the Add/Edit Members link of your account.
3. Visit the activities page and choose an activity to register for.

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**Account Type:**  Household  Organization

**Account Name:** (Household Last Name)  
  
Hint: family last name

**First Name:**  **Last Name:**

**Address:**

**City:**  **State/Province:**  **Zip Code:**

**Country:**  **Birth Date:**  (mm/dd/yyyy) **Gender:**

**Billing Email Address:**  **Primary Phone:**  **Ext:**  **Type:**

**Receive Email Notifications for the following:**  
 Cancellations  General Announcements

Watch a video guide.

**Account Type-** Household or Organization

**Account Name** – Usually Household Last Name or Organization name if organizational account

**First name and last name** of the primary account holder

**Address**

**City, State, Zip Code, Country** (Default USA)

**Birthdate and Gender**

**Billing Email Address**

**Primary Phone Number and type**, which includes home, work, cell, and also special types such as mom, dad or guardian cell phone

**Receive Email Notifications for Cancellations the following-** default is checked, uncheck to opt out

After entering information click Next.

- After clicking Next, there is a feature to automatically validate the address against known addresses. If the address cannot be confirmed, there will be a screen that gives suggestions for possible correct addresses. It also has an option that the address given was correct because an address can be correct, but for some reason, not in the postal service database. Select either the corrected address or The address I entered was Correct option and click next, or click the back button to make corrections to the address.

Once the address is found to be correct, clicking Next will proceed to the contact information screen.

#### Confirm Address- Showing an incorrect address

Confirm Address

The following address could not be confirmed:

**Address Line 1:** 100 South Main Street  
**Address Line 2:**  
**City:** Norwich  
**State:** CT  
**Zip Code:** 06360  
**Country:** US

**Select the option that applies:**

My address is: **100 MAIN ST, NORWICH, CT, 06360, US**

My address is: **100 N MAIN ST, NORWICH, CT, 06360, US**

My address is: **100 W MAIN ST, NORWICH, CT, 06360, US**

The address I entered is correct.

- Next, you will be asked to complete the contact information. If you had selected Cell as a phone type, you will be asked to select the carrier. There is a checkbox to receive text notifications also.

Parent or Guardian Contact Information

**Primary Phone:** (000) 123-4568 **Ext:**  **Type:** Cell

Receive Text Notifications **--Select a Carrier**

Add Additional Phone #'s  Add Additional Email

**Billing Email Address:** jsmith@xxxx.com **Receive Email Notifications for the following:**

Cancellations  General Announcements

**Emergency Contact:**  **Emergency Contact Phone:**

- If you wish to add more phone numbers, check the Add Additional Phone #'s checkbox. The Add Additional email checkbox will allow more emails to be added. This example has both checkboxes checked:

**Parent or Guardian Contact Information**

**Primary Phone:** (000) 123-4568    **Ext:**     **Type:** Cell    **Alt. Phone 1:**     **Ext:**     **Type:** -- Select --  
 **Receive Text Notifications**    --Select a Carrier--  
**Alt. Phone 2:**     **Ext:**     **Type:** -- Select --    **Alt. Phone 3:**     **Ext:**     **Type:** -- Select --  
 **Add Additional Phone #'s**     **Add Additional Email**  
**Billing Email Address:** jsmith@xxxxx.com    **Receive Email Notifications for the following:**  
 Cancellations     General Announcements  
**Secondary Email Address:**      Cancellations     General Announcements  
**Emergency Contact:**     **Emergency Contact Phone:**

- Enter Emergency Contact name and phone number.
- In the next section, Additional Information, go to Medical Information.

**Additional Information**

**Medical Information: \***  
 Include conditions\*\* coaches/instructors should be aware of and provide physician's name & phone number if applicable.

Enter Medical Information  
 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.

I am a local Resident of Easton, CT

- If you have no medical information to enter, click the option No Medical Information. If the member has a known medical condition, click the option to Enter Medical Information. This will open a textbox, enter any relevant medical information.

#### Additional Information

##### Medical Information: \*

Include conditions\*\* coaches/instructors should be aware of and provide physician's name & phone number if applicable.

Enter Medical Information

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.

I am a local Resident of Easton, CT

Note: If you entered Medical Information and wish to change it to no medical information, change the option, but this does not delete the text that was entered previously.

- Also in additional information, there might be a checkbox for residential status, this might vary depending on your department.
- Depending on your department, there might be questions to be answered. Please answer if they are present.
- Public login information- enter username and password. The username is usually the email address.

#### Account Login Information

**Username:**

jsmith@xxxxx.com

**Password:**

\*\*\*\*\*

**Confirm Password:**

\*\*\*\*\*

- When all information is entered correctly, click submit to create the new account.