



Parks & Recreation

CITY OF ANN ARBOR

www.a2gov.org/parks

Feb. 1, 2017

How to create an account on Rec1

- Navigate to the City's Parks and Recreation registration portal:
<https://secure.rec1.com/MI/city-of-ann-arbor/catalog>

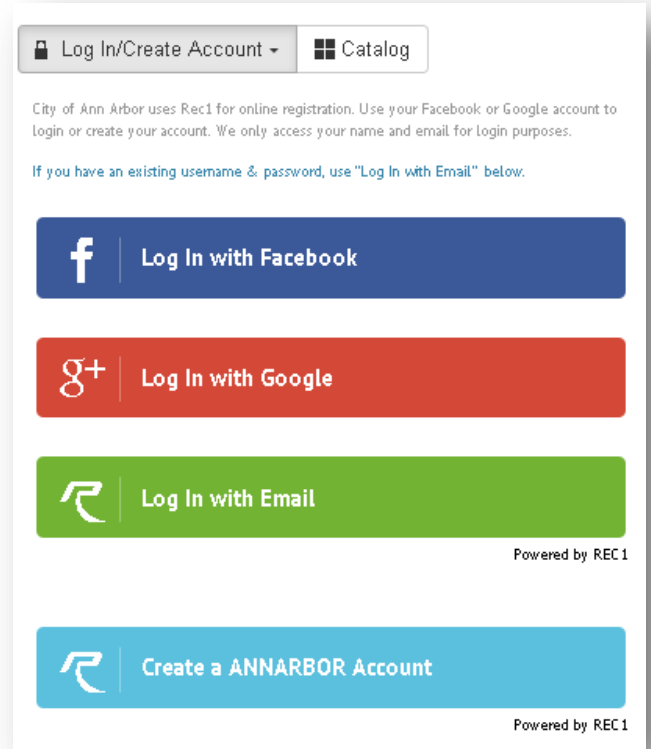
The screenshot shows the website interface for Parks and Recreation. At the top, there is a navigation bar with the City of Ann Arbor logo and buttons for 'ENJOY ANN ARBOR', 'BUSINESS IN ANN ARBOR', 'DEMOCRACY IN ANN ARBOR', 'SERVICES', and 'DEPARTMENTS'. Below this is a banner for 'Parks and Recreation'. In the top right corner, there are links for 'Policies' and 'Help', and a 'Cart Empty' icon. On the left side, there is a 'Filter' section with options for 'Location' and 'Category'. The main content area displays a list of programs under the heading 'Programs & Activities'. The 'Log In/Create Account' button is circled in red in the top left corner of the page.

- On the left, Click Log In/Create Account

Log In/Create Account ▾

The following options will appear:

- Users of Facebook or Google + can simplify the account creation process by clicking the appropriate button. The system will prompt for permission to use your email address and password associated with the account as the login information for your City of Ann Arbor Parks and Recreation online account. The system will not post on social media on your behalf. The system will then prompt you to complete the rest of the required information.



Or, you can use "Create an ANNARBOR Account" button as follows:

A screenshot of a web form titled "Edit User". At the top, a light blue banner says: "Your account is almost complete! Please fill out the required fields below:". Below this is a tab labeled "Account Holder" with the text "Account holder must be an Adult." The form is divided into four sections: "BASICS", "ADDRESS", "CONTACT INFO", and "ACCOUNT SETTINGS".
- "BASICS": "Account Type" (Individual, Organization), "Name*" (Ann, Middl, Arbor, N/A), "Date of Birth*" (mm/dd/YYYY), "Gender" (Male, Female).
- "ADDRESS": "Address Line 1*" (Address Line 1), "Address Line 2*" (Address Line 2), "ZIP, City, State*" (5 Digit Zip Cc, City), "Apply Address Changes..." (checked).
- "CONTACT INFO": "Phone 1*" (Phone 1, Label, No Mobile Carrier), "Phone 2" (Phone 2, Label, No Mobile Carrier).
- "ACCOUNT SETTINGS": "Email*" (annArbor@a2.mi), "Password" (Password), "Confirm Password" (Confirm Password).
At the bottom right are "Cancel" and "Save User" buttons.

- Enter all the required fields (Marked with *)
- If you have additional family members that will be registering for programs, click and enter their information as well.
- Click Next, then Save & Close. You will then be logged into the system automatically

