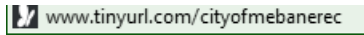




## Civic Rec Software

### Sign Up Tutorial

1. In your browser's address bar, type in [www.tinyurl.com/CityofMebaneRec](http://www.tinyurl.com/CityofMebaneRec)



2. Midway down the webpage on the left click 

3. A larger box will show up, click the 

4. Begin filling out your basic information as an individual account type, you must fill in each of these items including birthdate and gender

**BASICS**

Account Type  Individual  Organization

Name\*  First Name  Middle Na  Last Name  N/A

Date of Birth\*  mm/dd/YYYY

Gender  Male  Female

5. In the Allergies section, you are required to enter text, please list N/A if you do not have any allergies.

Please list any Allergies...

6. Please list all phone numbers that you could possibly be reached by. Label them based on type and select your cell phone carried if you are interested in receiving text message updates.

**CONTACT INFO**

Phone 1  Phone 1  Label  No Mobile Carrier

Phone 2  Phone 2  Label  No Mobile Carrier

Phone 3  Phone 3  Label  No Mobile Carrier

7. Enter your primary e-mail address and select then selected the communication type box to choose the reasons you would like to be notified. You may enter multiple e-mail addresses.

Email Preferences   Communication Type

Communication Type

- Courtesy Notices
- Critical Announcements
- Upcoming Events

8. Enter the complete address of your residence, PO boxes will not be accepted as a form of residency and if entered will place your account on a non-resident list.

**ADDRESS**

Address Line 1 \*  Address Line 1

Address Line 2  Address Line 2

Zip Code, City, State\*  Zip Code  City  NC

9. Enter your e-mail address and select a private password, . We have no way to knowing what your password is, so if you forget, you will need to as to have your password reset by the Recreation and Parks Department or by selecting the forgot password option on the home screen.

- ACCOUNT SETTINGS

Primary Email\*

Password\*

Confirm Password\*

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

10. On the bottom right portion of the page, please select

Next Step: Other Account Members

11. If you have children you would like to add to your account or another member of your household, please select

Add Account Member

- a. If you do not have anyone to add to your account, please skip to the final step of this set of instructions

12. Fill out the information below for the new account member, you can add multiple account members by continuing to click the Add Account Member button

First, Last, Gender, DOB

Last

13. When you are finished adding all of your account members, please click

Save & Close

Congrats! You now have a City of Mebane Civic Rec Profile and are ready to use this portal for registrations, reservations, applications and tickets! Please visit the [City of Mebane website](#) for more tutorials and instructions about the Civic Rec Software. If you have any questions or need assistance, please e-mail [adavis@cityofmebane.com](mailto:adavis@cityofmebane.com)

