

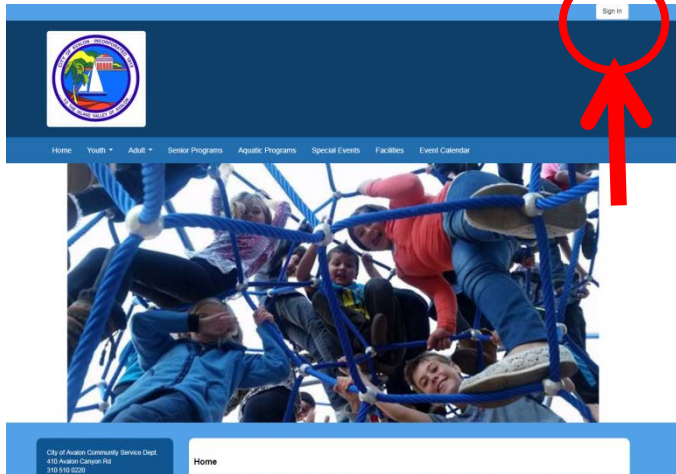


City of Avalon Recreation Department Account Set-Up Guide

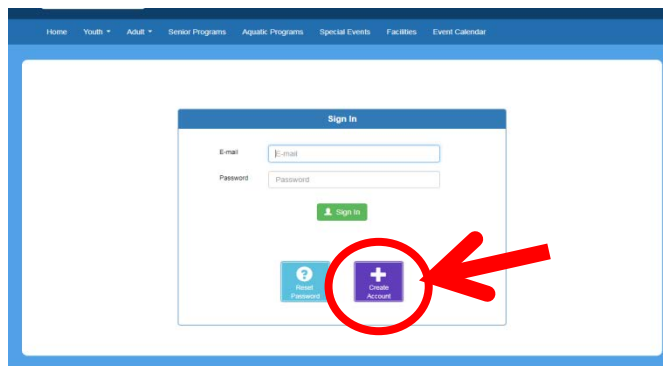
Creating Primary Account

Step 1: Go to <http://recreation.cityofavalon.com/>

Step 2: Click on the “Sign In” button located on the Top Right Corner of Page



Step 3: Click on “Create Account” Button.



Step 4: Completely fill out all the Information needed.

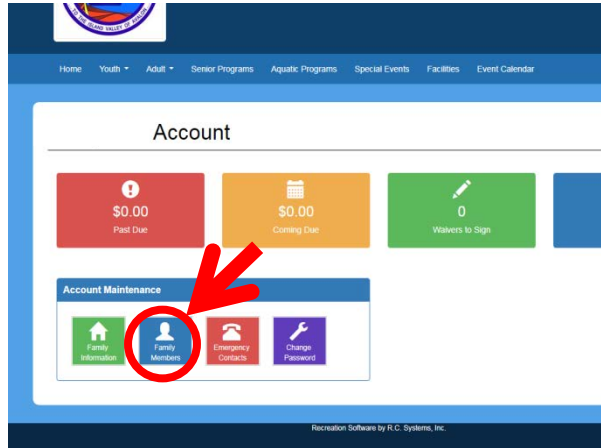
- **First, Last Name**
- **Birthdate**
- **Gender - Age**
- **Address** (use P.O.Box if you live on Catalina Island)
- **Municipality** (use “Catalina Island” if you are resident)
- **Phone** (please include 2 phone numbers for emergency purposes)
- **Email** (must have email to create account)

Step 5: Click on “Create Profile”

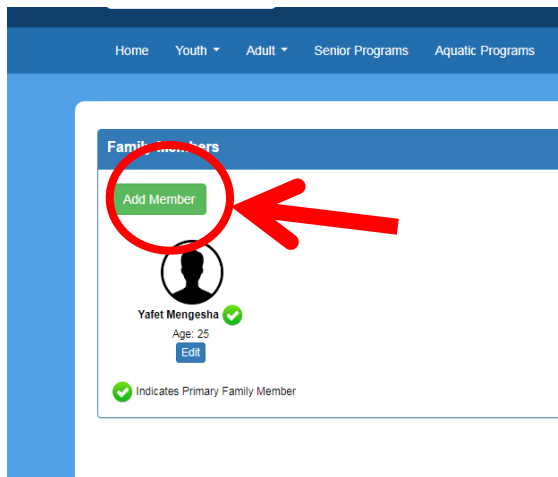


Adding Family Members

Step 1: On the Account Maintenance box Click on “Family Members” button



Step 2: Click on the green “Add Members” button



Step 3: Completely fill out the Information boxes

- **First, Last Name**
- **Birthdate**
- **Gender**
- **Grade**
- **School** (you don't need to fill this part out)
- **Phone** (Phone # can be same as Parents/Guardian's)
- **Email** (Email can be the same as Parent/Guardian's)

Step 4: Click “Save”

To add more family members repeat the “Adding Family Members” Steps