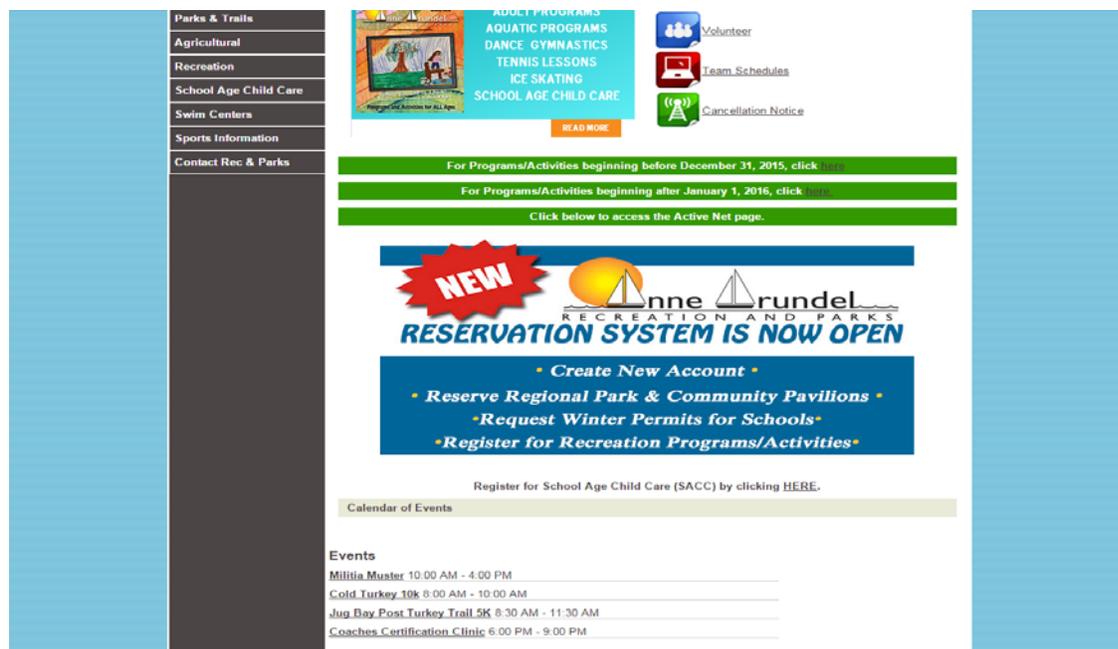


CREATING A NEW PARTICIPANT ACCOUNT

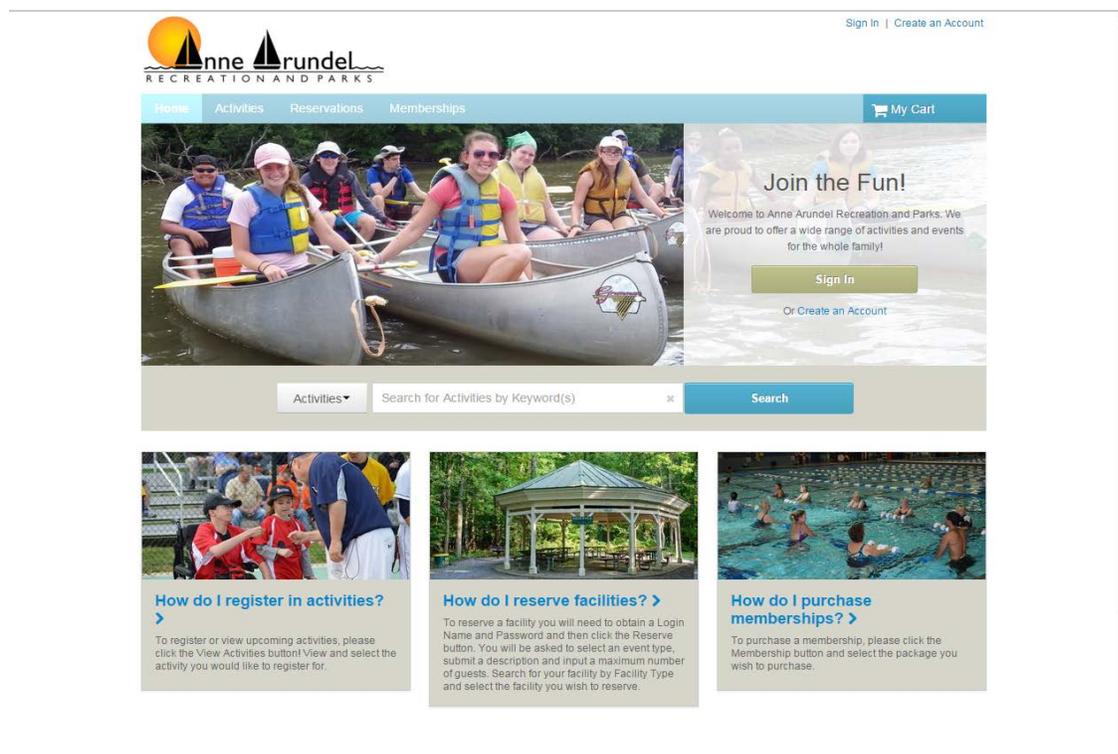
Go to www.aacounty.org/recparks. If you are creating an account for a child, please first create an account for yourself and then you may add your child to your account. This will give us all the pertinent information in case of an emergency.

Click on Active Net in the middle of the 1st screen.



The screenshot shows the website's home page with a navigation menu on the left and a central banner. The banner features a 'NEW' starburst and the text 'RESERVATION SYSTEM IS NOW OPEN'. Below this, there are several bullet points: 'Create New Account', 'Reserve Regional Park & Community Pavilions', 'Request Winter Permits for Schools', and 'Register for Recreation Programs/Activities'. A link to 'Register for School Age Child Care (SACC) by clicking HERE.' is also present. The left sidebar contains links for Parks & Trails, Agricultural, Recreation, School Age Child Care, Swim Centers, Sports Information, and Contact Rec & Parks. The top right has links for Volunteer, Team Schedules, and Cancellation Notice. A central section lists programs like Aquatic Programs, Dance, Gymnastics, Tennis Lessons, Ice Skating, and School Age Child Care.

Once you have clicked on Active Net, you should have a screen displayed as follows:



The screenshot shows the website's 'Join the Fun!' page. The header includes the logo and navigation links for Home, Activities, Reservations, Memberships, and My Cart. The main content area features a large image of people in a canoe and a 'Join the Fun!' banner with a 'Sign In' button and a link to 'Create an Account'. Below the banner is a search bar with the text 'Search for Activities by Keyword(s)' and a 'Search' button. At the bottom, there are three columns of information: 'How do I register in activities?', 'How do I reserve facilities?', and 'How do I purchase memberships?'. Each column includes a brief description of the process.

1. NAME & ADDRESS - In the upper right hand side of the screen you will see "Create an Account". Click on this and you will see the following display:

Sign In | Create an Account

Home Activities Reservations Memberships My Cart

Create Account

> Home Page > Create Account

- 1 name & address
- 2 contact information
- 3 personal information
- 4 emergency contact
- 5 account information

Name & Address

Please note that in order to create an account for a child you must create an account for an adult first. Additional family members can be added to your account during registration.
* Denotes a required field.

* First Name

* Last Name

* Street Address

* City, State, Zip Code MD

Add Mailing Address (if different from above)

Cancel & Return Home Next >

Anne Arundel Recreation and Parks
1 Harry S Truman Parkway
Annapolis, MD 21401

Methods of Payment
Visa, MasterCard, Discover Card, Other

- a. You must complete all fields that have a red asterisk next to the field. Once this is completed please click on "Next" at the bottom of the screen.
2. CONTACT INFORMATION - On the next screen complete all the fields that have a red asterisk as well. If you would like to receive text messages from our department, you will need to enter your cell phone carrier; i.e. Verizon. Please make note that at the bottom of the screen you will see Active Net offers. If the boxes are checked, you will receive offers from Active Net, which is a separate company from AACo Recreation & Parks. When you have completed this screen click "Next".

name & address **2 contact information** 3 personal information 4 emergency contact 5 account information

Contact Information

Please enter your contact information.
* Denotes a required field.

* Primary Phone Extension

Secondary Phone Extension

Cell Phone

Cell Carrier

Yes, I agree to receive text messages

Fax Extension

Yes, I am the main contact for my family

* Email address

Yes! Please email me the latest news and information.
 Yes! Please mail me the latest news and information.

Offers from Active Network

Sign me up for News and Offers!

- Active Offers Special offers and discounts from select Active partners
- Local Events Semi-monthly listings of upcoming sports and activities near you
- Active Family Stay informed on activities and tips to keep your whole family active and healthy

Back Cancel & Return Home Next >

Anne Arundel Recreation and Parks Methods of Payment

3. PERSONAL INFORMATION - The following screen will be displayed requesting further information (again, all fields with a red asterisk must be completed):
 - a. Active Net requires the person creating the account be 13 or older. However, AACo Recreation & Parks requires the person to be 18 or older. Active Net also requires anyone creating an account enter their date of birth.
 - b. On this screen, please also put any Medical Alerts that we may need to know for the person on this account. (Reminder-as a parent you are first putting your information in. Therefore, if you are going to create an account for a child, please wait to enter their Medical Alert information on their account.
 - c. Where it requests the "Customer Type", select "General Public" for activities

The screenshot shows the 'Create Account' page with a progress bar indicating Step 3: Personal Information. The form includes the following fields:

- Role in Family:
- Gender:
- Date of Birth: (marked with a red asterisk)
- Customer Type: (marked with a red asterisk)
- Medical Alert:
- Questions:

Navigation buttons at the bottom include 'Back', 'Cancel & Return Home', and 'Next'.

4. EMERGENCY CONTACT - The next screen, requests your Emergency Contact information. This is not required, but helpful if there is an emergency at an activity. Once you have entered the information click "Next".

The screenshot shows the 'Create Account' page with a progress bar indicating Step 4: Emergency Contact. The form includes the following fields:

- First Name:
- Last Name:
- Relationship:
- Primary Phone: Extension:
- Other Phone: Extension:

Navigation buttons at the bottom include 'Back', 'Cancel & Return Home', and 'Next'.

5. ACCOUNT INFORMATION - The next screen requires you to set up your "Account Information". Enter your email address and password of choice. You have to re-enter your password for confirmation.
 - a. When you have completed entering your account information, you will need to either click on "Create Account" or "Create an account and add another member". If you will be adding a child or spouse to your account, please make sure to click on the 2nd choice.
 - i. If you are only setting up an account for yourself, you will be finished once you click on "Create Account"
 - ii. If you are adding another member, continue with the instructions.

Sign In | Create an Account

Home Activities Reservations Memberships My Cart

Create Account

> Home Page > Create Account

name & address contact information personal information emergency contact **account information**

Account Information

Please enter your account information.
* Denotes a required field.

* Email address
wilmflintstone@hotmail.com

* Password

* Confirm Password

By creating an account, you are agreeing to terms of use and privacy rights.

Anne Arundel County Recreation & Parks
[Terms of Use](#) | [Your Privacy Rights](#)

Active Network, LLC:
[Terms of Use](#) | [Copyright Policy](#) | [Your Privacy Rights](#)

[Create Account](#) [Create Account and Add Family Member](#)

[Back](#) [Cancel & Return Home](#)

ADDING ANOTHER MEMBER

1. NAME & ADDRESS - On the following screen, you will enter the other member's first name. The other information will automatically be completed, but you may change any information if needed. When complete, click on "Next".

Home Activities Reservations Memberships My Cart

Add Family Member

> Home Page > Add Family Member

1 name & address **2** contact information **3** personal information **4** emergency contact

Current Flintstone Family Members

Name	Birth Date	Role	Family
Wilma Flintstone	Jan 1, 1950	Adult / Guardian	Flintstone

Name & Address

Please note that in order to create an account for a child you must create an account for an adult first. Additional family members can be added to your account during registration.
* Denotes a required field.

* First Name

* Last Name
Flintstone

* Street Address
124 Bedrock Street

* City, State, Zip Code
Annapolis MD 21401

Add Mailing Address (if different from above)

[Cancel & Return Home](#) [Next](#)

Anne Arundel Recreation and Parks
1 Harry S Truman Parkway
Annapolis, MD 21401
Contact us for information.

Methods of Payment
Visa, MasterCard, Discover Card, Other

Have Questions?

2. CONTACT INFORMATION - On the next screen, you must complete the fields with the red asterisk. If you are registering a child, you may not want to enter different information in these fields so that you are the main contact person (especially the email address). Also, there are boxes to either leave checked or unchecked depending on your preference.

1 name & address
2 contact information
3 personal information
4 emergency contact

Current Flintstone Family Members

Name	Birth Date	Role	Family
Wilma Flintstone	Jan 1, 1990	Adult / Guardian	Flintstone

Contact Information

Please enter your contact information.
* Denotes a required field.

* Primary Phone Extension

Secondary Phone Extension

Cell Phone

Cell Carrier

Yes, I agree to receive text messages

Fax Extension

* Email address

Yes! Please email me the latest news and information.
 Yes! Please mail me the latest news and information.

[Back](#)
[Cancel & Return Home](#)
[Next](#)

Anne Arundel Recreation and Parks
 1 Harry S Truman Parkway
 Annapolis, MD 21401
 Contact us for information:

Methods of Payment
 Visa, MasterCard, Discover Card, Other
 Have Questions?

3. PERSONAL INFORMATION – As always, all red asterisk fields must be completed.
 - a. The role in the family will be “Child/Dependent” if the child is under 18. If the member is over 18, you may select “Adult/Guardian”.
 - b. Active Net requires a date of birth for all members.
 - c. “Customer Type” will be “General Public” if registering for activities. Click on “Next”.

1 name & address
2 contact information
3 personal information
4 emergency contact

Current Flintstone Family Members

Name	Birth Date	Role	Family
Wilma Flintstone	Jan 1, 1990	Adult / Guardian	Flintstone

Personal Information

Please enter your personal information.
* Denotes a required field.

Role in Family

* Gender

Users must be 13 years of age or older.

* Date of Birth

* Customer Type

Medical Alert

Questions
How did you hear about us?

[Back](#)
[Cancel & Return Home](#)
[Next](#)

4. EMERGENCY CONTACT - The next screen, requests your Emergency Contact information. This is not required, but helpful if there is an emergency at an activity. We suggest entering someone other than a parent.
 - a. After entering the information you may either "Create Account" and finish with your account.
 - b. Or you may "Create Account and Add Family Member".

Home Activities Reservations Memberships My Cart

Add Family Member

[Home Page](#) > [Add Family Member](#)

name & address contact information personal information **emergency contact**

Current Flintstone Family Members

Name	Birth Date	Role	Family
Wilma Flintstone	Jan 1, 1990	Adult / Guardian	Flintstone

Emergency Contact

Please enter your emergency contact(s).
* Denotes a required field.

First Name

Last Name

Relationship

Primary Phone Extension

Other Phone Extension

[Create Account](#) [Create Account and Add Family Member](#)

[Back](#) [Cancel & Return Home](#)

Anne Arundel Recreation and Parks Methods of Payment

As always, if you have questions, please contact the Registration Office at 410-222-7313.