## How to create a City of Plymouth Parks & Recreation Account

1. Go to Plymouthmn.gov/recreation

## 2. Click on Register Online





3. On the new webpage, click "Sign In / Register" in the right corner of the page

4. To create a new account, click "Sign Up Now"

City of Plymouth Parks & Recreation	HOME	SEARCH 🔻	CONTACT US	EVENT CALENDAR	CHECKOUT	MY ACCOUNT
		Log	in			
		We	bTrac Login			
		Use	rname *			
		Pas	sword *			
				Login		
				Forgot Username? Forgot Password?		
				Don't have an account? Sign Up Now		

5. Fill out all the fields with your information

Plymouth Parks & Recreation	НОМЕ	SEARCH 🔻	CONTACT US	EVENT CALENDAR	CHECKOUT MY AC	COUNT GN IN / REGIST
reate New Housel	nold					
New Account Information	1					
Login (up to 50 chars) *						
Password (up to 50 chars) *						
Re-Type to Confirm						
Household Primary Adult	Contact Info	ormation				
First Name *			Last Name	*	Category	
					Norresident	
Address Line 1 *			Address Lin	e 2	Gender	•
City *			State *		Zip Code *	
Flymouth			IVIN			
Phone #1 *			Phone #1 E	xtension	Phone #1 Type *	_
(763)-					Select a Phone Type	•
Phone #2			Phone #2 E	xtension	Phone #2 Type	
(763)-					Select a Phone Type	-
Email #1 *			Confirm Em	ail *	Birthday (Primary Adult must be at least 18) *	
						Ē
ATTENTION						
ADD ALL FAMILT ME	WIDERS BY C	LICKING ADI	DADDITIONALT	VIEWBER BUTTON BELOW		

6. Add all family members that live with you by clicking "add Additional Member" at the bottom of the page

ergency Contact					
g "Add Additional Member	r." You will not be a	ble to add them you	urself after you pres	s save.	
tivated by our office. You v	will receive a confirm	mation email once y	our account has be	en activated.	
nį	ng "Add Additional Membe ctivated by our office. You	ng "Add Additional Member." You will not be al ctivated by our office. You will receive a confiri	ng "Add Additional Member." You will not be able to add them you ctivated by our office. You will receive a confirmation email once y	ng "Add Additional Member." You will not be able to add them yourself after you pre: ctivated by our office. You will receive a confirmation email once your account has be	ng "Add Additional Member." You will not be able to add them yourself after you press save. ctivated by our office. You will receive a confirmation email once your account has been activated.

7. Fill out their name and date of birth under the "Additional Family Member" tab. Repeat step 6 and 7 for each additional family member.

Tinet Name A	Loop Marris de	Direct days to	
irst name *	Last Name *	Birthday *	
Gender	Email #1	Remove New Member	

8. When you have added all of your family members, check the reCAPTCHA box and click "Save"

Production Programmers
Save Add Additional Member Add New Emergency Contact   ATTENTION Add New Emergency Contact
Add all additional family members by clicking "Add Additional Member." You will not be able to add them yourself after you press save.
Once saved, your account will need to be activated by our office. You will receive a confirmation email once your account has been activated.
ACTIVATION MAY TAKE 48 HOURS.

9. It may take up to 2 business days for your account to be approved. Keep an eye on your email for a notification verifying your email address and granting access to your approved online account.