

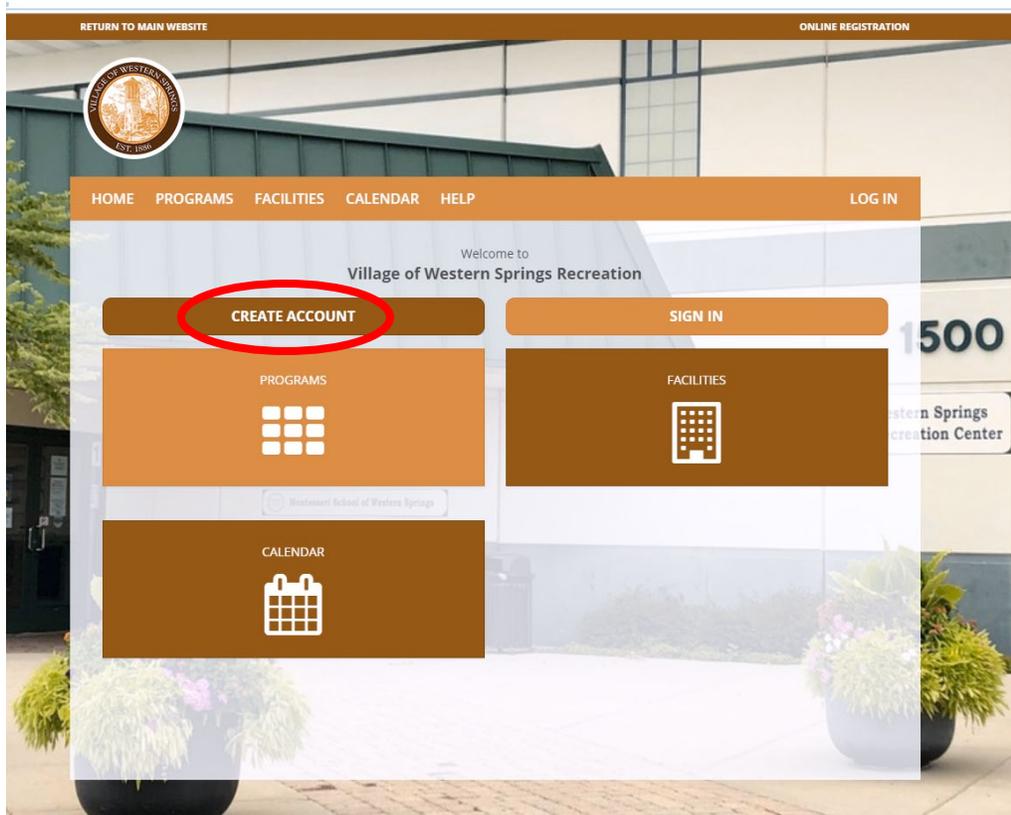


INSTRUCTIONS FOR CREATING A HOUSEHOLD ACCOUNT

STEP 1

Go to <https://wsprings.recdesk.com>

Click "CREATE ACCOUNT"



STEP 2

Input "Name", "Primary Phone" and "Primary Email Address"

RETURN TO MAIN WEBSITE ONLINE REGISTRATION

HOME PROGRAMS FACILITIES CALENDAR HELP LOG IN

Create Account

Name *

First Name MI Last Name

Primary Phone *

Primary Email Address *

example@example.com

Continue >

Already have an account? [Log In](#)

STEP 3

Click "Continue"

RETURN TO MAIN WEBSITE ONLINE REGISTRATION

HOME PROGRAMS FACILITIES CALENDAR HELP LOG IN

Create Account

Name *

John MI Doe

Primary Phone *

(123) 456-7890

Primary Email Address *

youremail@address.com

Continue >

Already have an account? [Log In](#)

STEP 4

Input information. Fields with a star (*) are required.

RETURN TO MAIN WEBSITE ONLINE REGISTRATION

HOME PROGRAMS FACILITIES CALENDAR HELP LOG IN

Create Account

General Information

Name * First Name MI Last Name

Head of Household (** This Member is included on email notifications to other Family Members)

Date of Birth * mm/dd/yyyy

Gender * Male

Address

Address Line One *

Address Line Two

City *

State/Province * -SELECT-

Zip/Postal Code *

Email Address

Email Address *

Confirm Email Address *

Alt Email Address #1

Alt Email Address #2

Phone Numbers and Mobile Notifications

Primary Phone *

Work Phone Etc.

Mobile Phone

Opt-in Text Alerts

Carrier -Select Carrier-

Emergency Contact

Name #1 *

Mobile Phone *

Name #2

Mobile Phone

Member Note (General Notes, Disabilities, Food Allergies, etc)

Note

Login ID & Password

User Name *

Password *

Repeat Password *

Password strength: Not set

POWERED BY REC desk

STEP 5

Click "Submit"

RETURN TO MAIN WEBSITE ONLINE REGISTRATION

HOME PROGRAMS FACILITIES CALENDAR HELP LOG IN

Create Account

General Information

Name * John MI Doe

Head of Household (** This Member is included on email notifications to other Family Members)

Date of Birth * 01/01/1970

Gender * Male

Address

Address Line One * 123 Recreation Way

Address Line Two

City * Western Springs

State/Province * IL

Zip/Postal Code * 60558

Email Address

Email Address * youremail@address.com

Confirm Email Address * youremail@address.com

Alt Email Address #1

Alt Email Address #2

Phone Numbers and Mobile Notifications

Primary Phone * (123) 456-7890

Work Phone Ext.

Mobile Phone

Opt-in Text Alerts

Carrier - Select Carrier -

Emergency Contact

Name #1 * Jane Doe

Mobile Phone * (234) 567-8901

Name #2

Mobile Phone

Member Note (General Notes, Disabilities, Food Allergies, etc)

Note Add any notes here

Login ID & Password

User Name * youremail@address.com

Password *

Repeat Password *

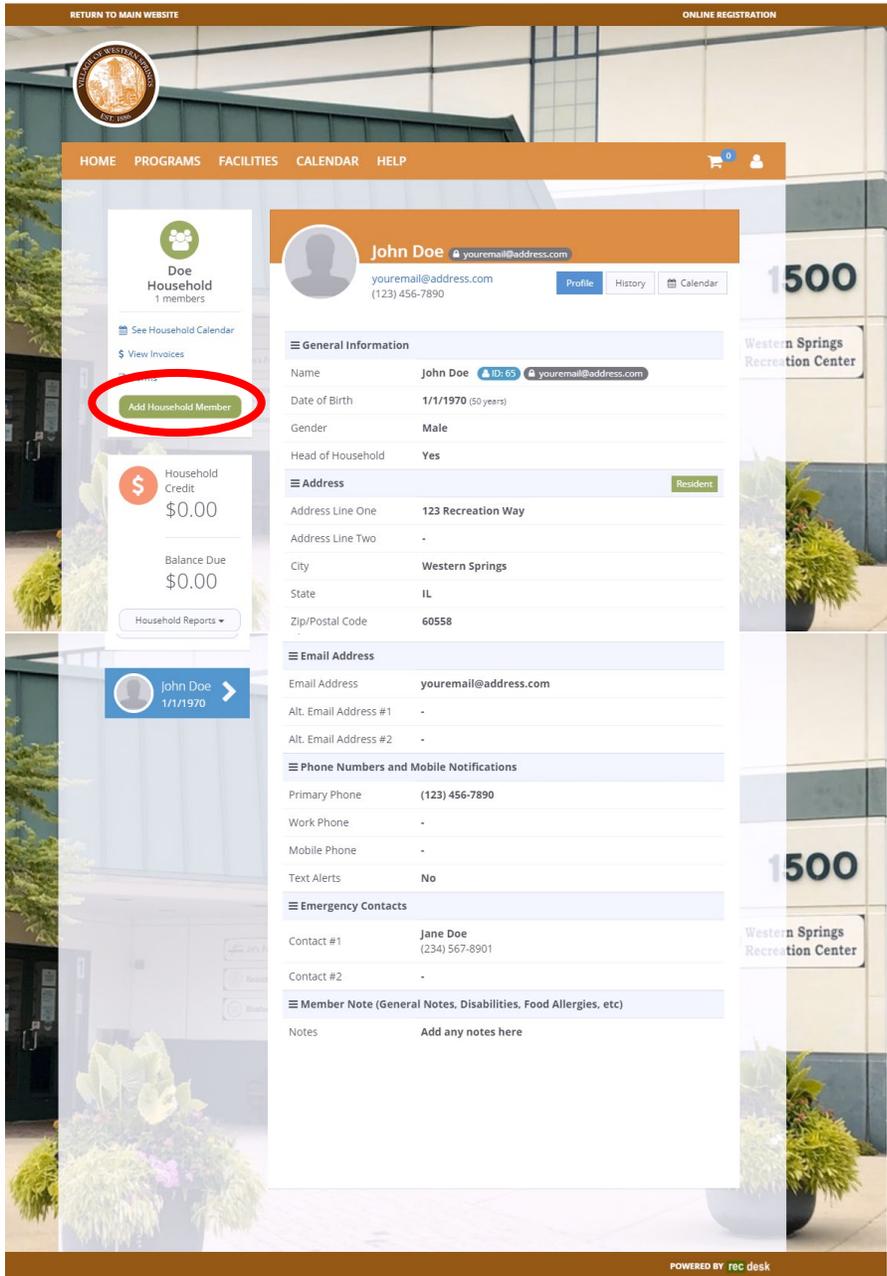
Password strength: Strong

Submit **Cancel**

POWERED BY PEC desk

STEP 6

Your account has been created! Click “Add Household Member” to add another member to your family.



STEP 7

Input information. Fields with a star (*) are required. Some fields are pre-filled.

RETURN TO MAIN WEBSITE **ONLINE REGISTRATION**

HOME PROGRAMS FACILITIES CALENDAR HELP

Doe Household
1 members

See Household Calendar
View Invoices
Forms
Add Household Member

Household Credit
\$0.00

Balance Due
\$0.00

Household Reports

John Doe
1/1/1970

Add Household Member

General Information

Name *
First Name MI Doe

Head of Household (** This Member is included on email notifications to other Family Members)

Date of Birth * mm/dd/yyyy

Gender * Male

Address

Address Line One * 123 Recreation Way

Address Line Two

City * Western Springs

State/Province * IL

Zip/Postal Code * 60558

Email Address

Email Address * you@email@address.com

Confirm Email Address * you@email@address.com

Alt Email Address #1

Alt Email Address #2

Phone Numbers and Mobile Notifications

Primary Phone * (123) 456-7890

Work Phone Ext.

Mobile Phone

Opt-in Text Alerts

Carrier - Select Carrier -

Emergency Contact

Name #1 *

Mobile Phone *

Name #2

Mobile Phone

Member Note (General Notes, Disabilities, Food Allergies, etc)

Note

Submit Cancel

POWERED BY rec desk

STEP 8

Click "Submit"

RETURN TO MAIN WEBSITE ONLINE REGISTRATION

HOME PROGRAMS FACILITIES CALENDAR HELP

Add Household Member

General Information

Name * Jenny MI Doe

Head of Household (** This Member is included on email notifications to other Family Members)

Date of Birth * 01/01/2010

Gender * Female

Address

Address Line One * 123 Recreation Way

Address Line Two

City * Western Springs

State/Province * IL

Zip/Postal Code * 60558

Email Address

Email Address * youremail@address.com

Confirm Email Address * youremail@address.com

Alt Email Address #1

Alt Email Address #2

Phone Numbers and Mobile Notifications

Primary Phone * (123) 456-7890

Work Phone Ext.

Mobile Phone

Opt-in Text Alerts

Carrier - Select Carrier -

Emergency Contact

Name #1 * Jane Doe

Mobile Phone * (234) 567-8901

Name #2

Mobile Phone

Member Note (General Notes, Disabilities, Food Allergies, etc)

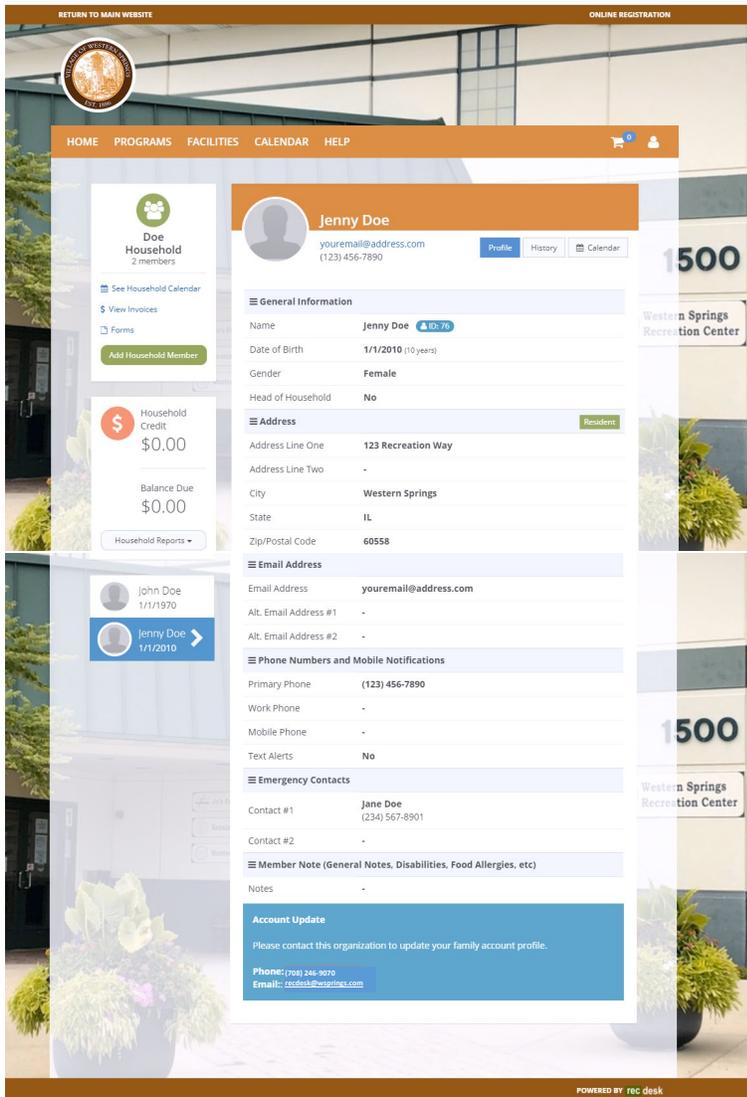
Note

Submit

POWERED BY REC DESK

STEP 9

Your household member's account has been created! Repeat from **STEP 6** to add additional members.



Please note that once submitted, any changes to members in the household must be made by the Recreation Department. E-mail us at

recdesk@wsprings.com or

Contact us at 708-246-9070 with any questions.