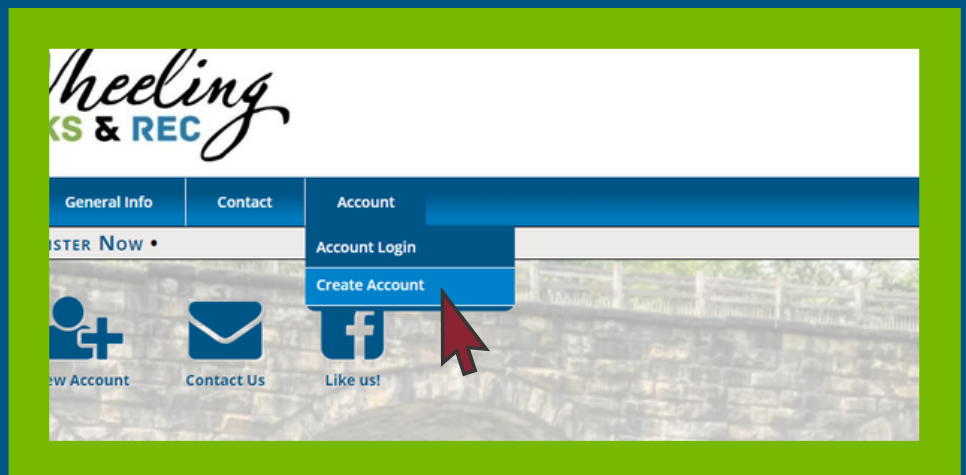


HOW TO CREATE A HOUSEHOLD ACCOUNT

GO TO WWW.WHEELINGREC.COM



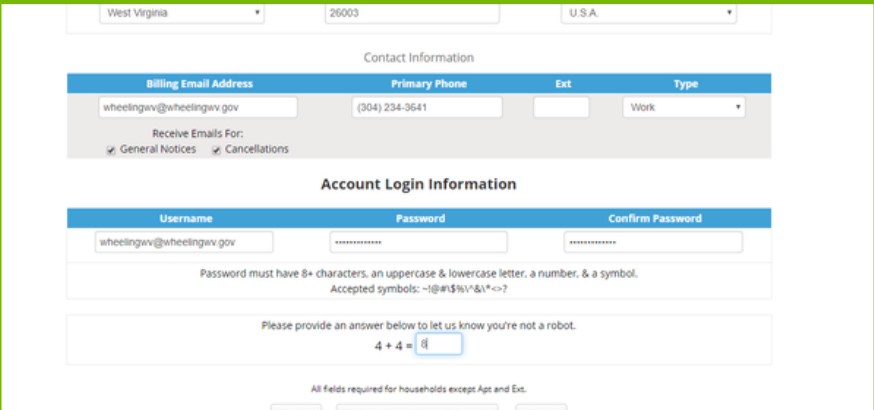
**STEP 1:
CLICK
"CREATE ACCOUNT"**



**STEP 2:
CHOOSE ACCOUNT
TYPE**



STEP 3: FILL OUT FIELDS FOR HOUSEHOLD INFORMATION



West Virginia 26003 U.S.A.

Account Information

Contact Information

Billing Email Address	Primary Phone	Ext	Type
wheelingwv@wheelingwv.gov	(304) 234-3641		Work

Receive Emails For:
 General Notices Cancellations

Account Login Information

Username	Password	Confirm Password
wheelingwv@wheelingwv.gov	*****	*****

Password must have 8+ characters, an uppercase & lowercase letter, a number, & a symbol.
 Accepted symbols: ~!@#\$%^&*^*->?

Please provide an answer below to let us know you're not a robot.
 4 + 4 =

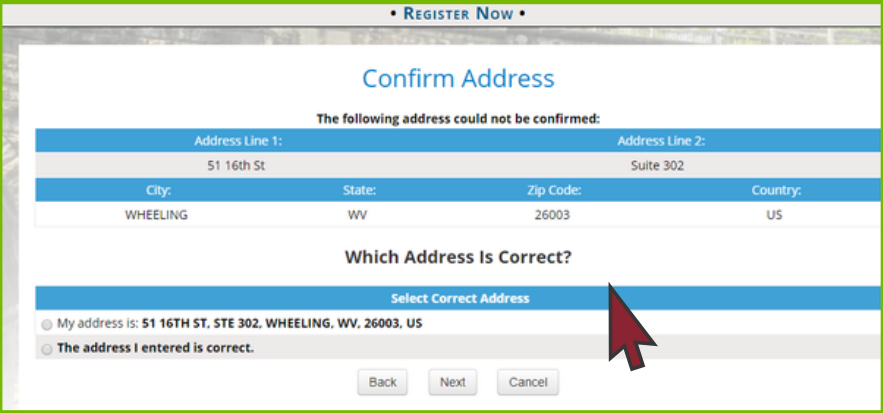
All fields required for households except Apt and Ext.

In the Adult, Parent, or Guardian information screen, enter the following required fields:

- Account Name – Usually Household Last Name
- First name and last name of the primary account holder
- Address
- City, State, Zip Code, Country (Default USA)
- Birthdate and Gender
- Billing Email Address
- Primary Phone Number and type, which includes home, work, cell, and also special types such as mom, dad or guardian cell phone
- Receive Email Notifications for Cancellations & General Notices - default is checked, uncheck to opt out
- Create username and password
- Click "submit"

STEP 4: VALIDATE ADDRESS & CLICK NEXT

Please note: choose suggested address (in all caps) for residency accuracy



REGISTER NOW

Confirm Address

The following address could not be confirmed:

Address Line 1:	Address Line 2:		
51 16th St	Suite 302		
City:	State:	Zip Code:	Country:
WHEELING	WV	26003	US

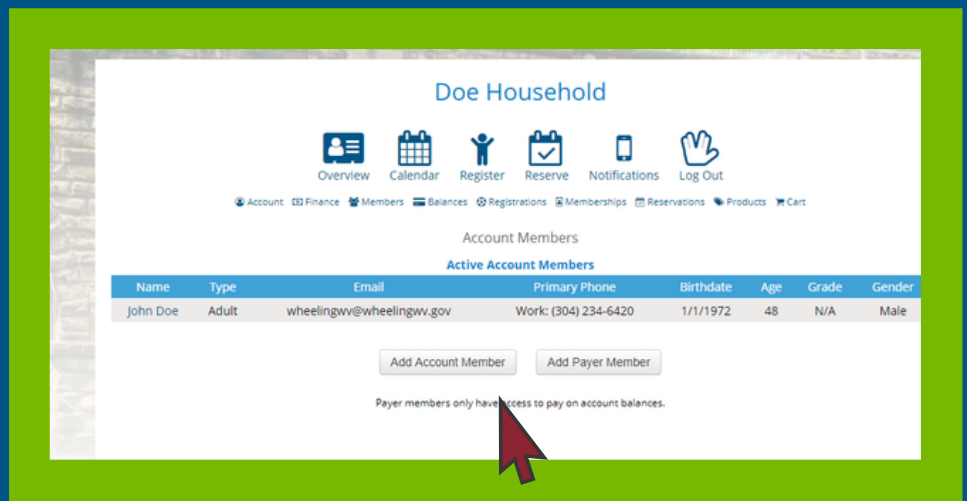
Which Address Is Correct?

Select Correct Address

My address is: 51 16TH ST, STE 302, WHEELING, WV, 26003, US
 The address I entered is correct.

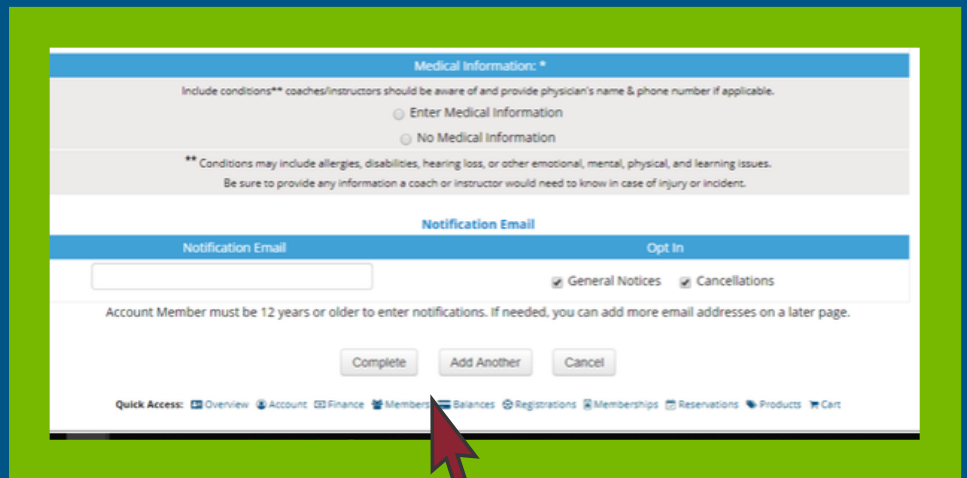
Back Next Cancel

**STEP 5:
ONCE HOUSEHOLD
ACCOUNT IS
CREATED, CLICK "ADD
ACCOUNT MEMBER"**



Each child or adult associated with a household should be added as an account member. This makes sign-ups for programs and activities specific to the child or adult participating.

**STEP 6:
FILL OUT
INFORMATION THEN
CLICK "COMPLETE" OR
"ADD ANOTHER"**



Please include medical information a coach or instructor might need as well as an emergency contact.

**STEP 7:
ONCE ALL HOUSEHOLD MEMBERS ARE ADDED, YOU
ARE READY TO REGISTER AND REQUEST FACILITIES!**

QUESTIONS? CONTACT US!



304.234.3641 | wheelingrec@wheelingwv.gov
51 - 16th St, Suite 302, Wheeling, WV 26003
wheelingwv.gov | wheelingrec.com