HOW TO CREATE A HOUSEHOLD ACCOUNT

GO TO WWW.WHEELINGREC.COM





STEP 1: CLICK "CREATE ACCOUNT"



STEP 2: CHOOSE ACCOUNT TYPE

Create Account

Adult. Parent or Guardian Information

ccount is a one-time event that allows you to utilize this system. It is not a registration by itself, the primary adult first.

her members of your household from the Account Members portion of your account. n now make registrations and other purchases using the site navigation.

ave previously made an account and cannot log in. please reset your password or contact us instead of creating a ne

Account Information

Account Type Household Organization

Primary Count Member

STEP 3: FILL OUT FIELDS FOR HOUSEHOLD INFORMATION

West Virginia •	26003	U.S.A.		•
	Contact Information			
Billing Email Address	Primary Phone	Ext	Туре	
wheelingwv@wheelingwv.gov	(304) 234-3641		Work	
Receive Emails For: General Notices Cancellations				
	Account Login Information			
Username	Account Login Information	Cc	onfirm Password	
Username wheelingwy@wheelingwy.gov	Account Login Information Password	cc	enfirm Password	
Username wheelingwv@wheelingwv.gov Password must have 8	Account Login Information Password techaratters, an uppercase & lowercase letter Accepted symbols: -18#15%/-&/->?	co 	nfirm Password bol.	
Username wheelingwv@wheelingwv.gov Password must have 8 Please pr	Account Login Information Password + characters, an uppercase & lowercase lette: Accepted symbols: -10#15W-%L* ovide an answer below to let us know you're 4 + 4 =</td <td>r, a number, & a sym not a robot.</td> <td>infirm Password</td> <td></td>	r, a number, & a sym not a robot.	infirm Password	

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

	REGIST	rer Now •			
	The Children	Stars 19 March 4 March	TRANSPORT DE LA CONTRACTA DE LA		
	Confirm	Address			
	The following address	could not be confirmed:			
Addre	ss Line 1:	Address Line 2:			
51	16th St	Suite 302			
City:	State:	Zip Code:	Country:		
WHEELING	WV	26003	US		
	Which Addre	ess ls Correct?			
	Select Co	rrect Address			
My address is: 51 16TH ST, ST	E 302, WHEELING, WV, 26003, US				
O The address I entered is cor	rect.				
	Back	ext Cancel			

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

Doe Household									
	S Act	Overview Calendar Registe	r Reserve	Notifications amberships @Rese	Log Out	lucts THE Co	IT		
Active Account Members									
Name	Туре	Email	Primary	Phone	Birthdate	Age	Grade	Gend	
John Doe	Adult	wheelingwv@wheelingwv.gov	Work: (304)	234-6420	1/1/1972	48	N/A	Mal	
		Add Account Member Payer members only have	er Add F	ayer 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!



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