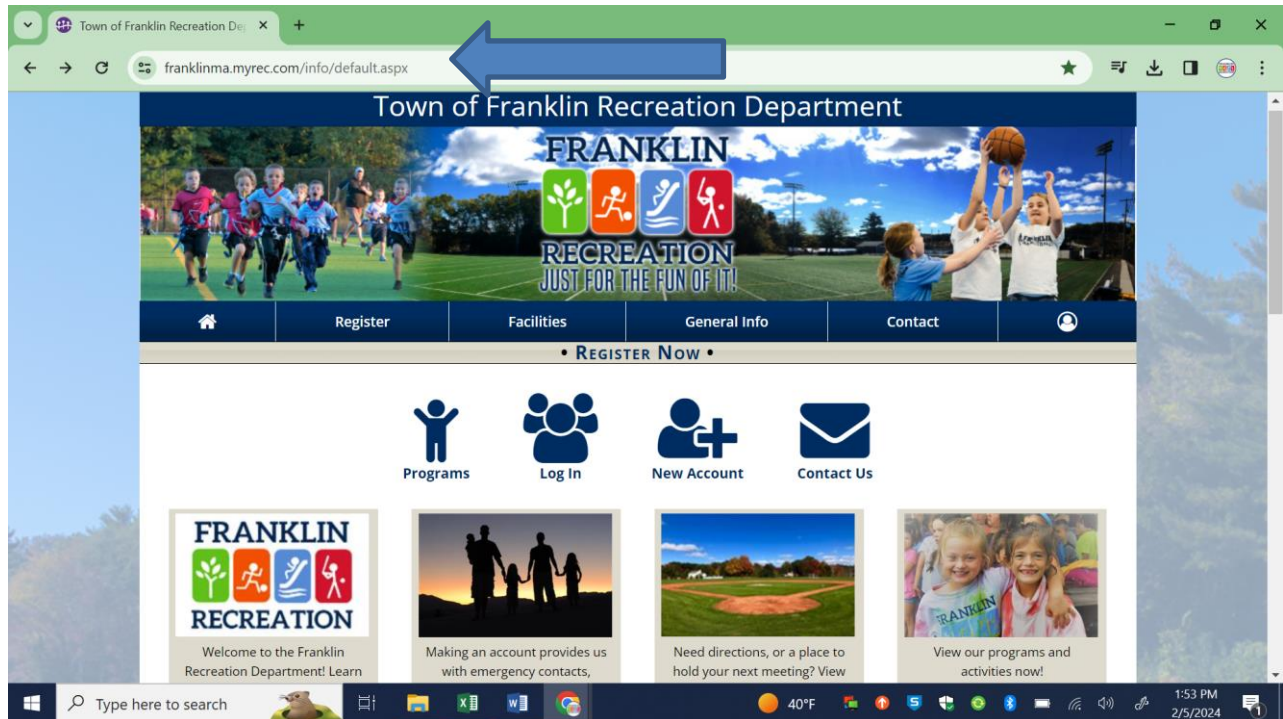
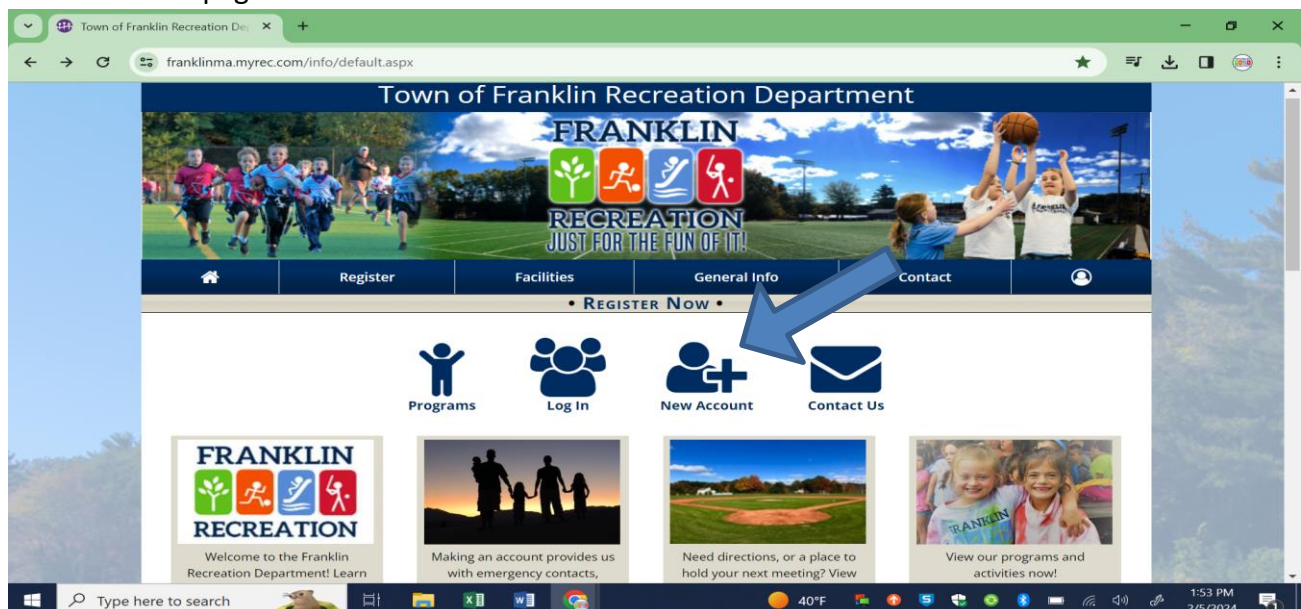


Registering for a Franklin Recreation Account with MyRec

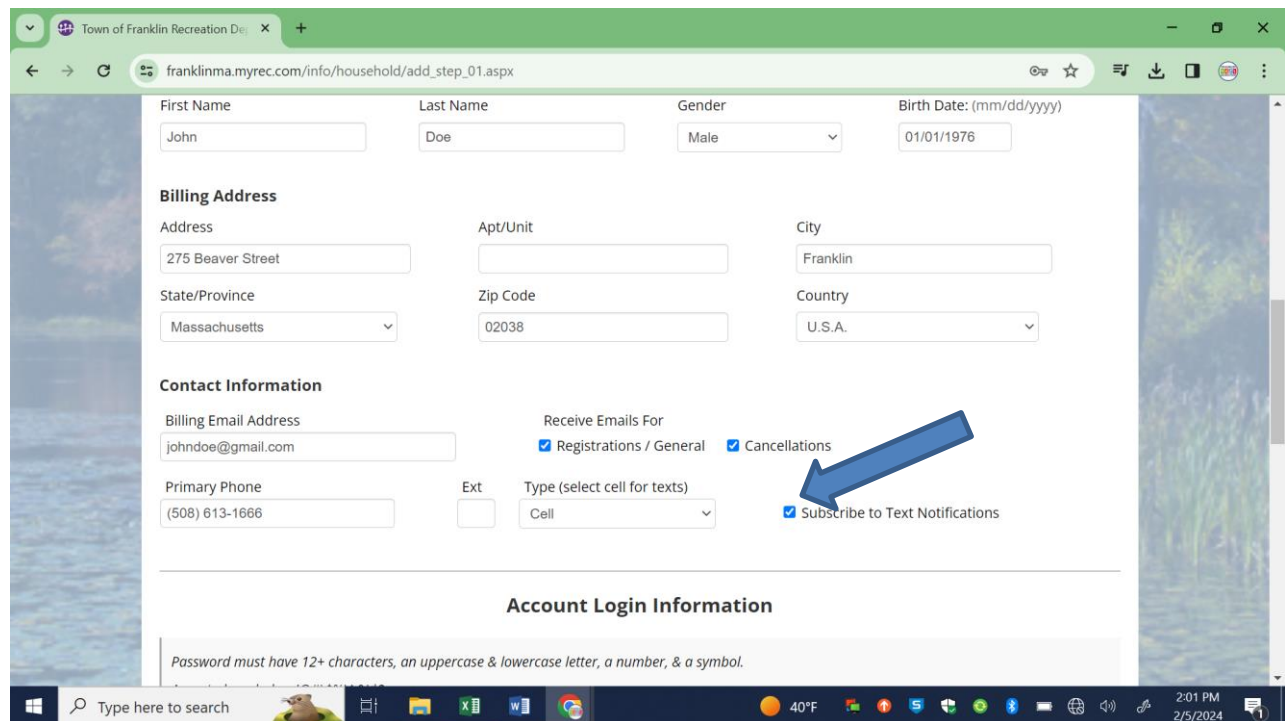
1. Visit “franklinma.myrec.com” on a computer or mobile device.



2. Click “New Account” icon, located under the Franklin Recreation banner at the top of the page.



3. Enter in details: Name, gender, birthday, billing address, email, phone, username, and password.
 - a. Please be sure to enter a valid email address, as this is our primary form of communication. We also strongly recommend entering your cell phone number AND cell phone carrier to receive time-sensitive updates for your registered programs. Note we will only use your phone number to communicate with you concerning programs you or your child are currently registered for.
 - b. Note that your password must contain 8 characters, at least one uppercase letter, one lowercase letter, one number, and one symbol



The screenshot shows a web browser window with the URL `franklinma.myrec.com/info/household/add_step_01.aspx`. The form is titled "Town of Franklin Recreation Department" and contains several sections:

- Personal Information:** First Name (John), Last Name (Doe), Gender (Male), Birth Date (01/01/1976).
- Billing Address:** Address (275 Beaver Street), Apt/Unit (empty), City (Franklin), State/Province (Massachusetts), Zip Code (02038), Country (U.S.A.).
- Contact Information:** Billing Email Address (johndoe@gmail.com), Primary Phone ((508) 613-1666), Ext (empty), Type (Cell). There are checkboxes for "Receive Emails For" (Registrations / General, Cancellations) and "Subscribe to Text Notifications" (checked). A blue arrow points to the "Subscribe to Text Notifications" checkbox.
- Account Login Information:** A note stating "Password must have 12+ characters, an uppercase & lowercase letter, a number, & a symbol."

The Windows taskbar at the bottom shows the date and time as 2:01 PM on 2/5/2024, along with various system icons.

4. If you are just registering yourself, you can click “submit.” If registering more family members, click “Submit & Add Account Member.”
 - a. After clicking “submit,” you also have the option to add another account member from this new screen (see second image below).
 - b. You can also add a “payer member.” This is someone authorized to pay balances on your account, but who is not registered within the account.

Town of Franklin Recreation Department

franklinma.myrec.com/info/household/add_step_01.aspx

Primary Phone: (508) 613-1666

Ext:

Type (select cell for texts): Cell

☒ Subscribe to Text Notifications

Account Login Information

*Password must have 12+ characters, an uppercase & lowercase letter, a number, & a symbol.
Accepted symbols: ~!@#1\$%^&!**

Username: johndoe@gmail.com

Password:

Confirm Password:

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

3 + 2 = 5

All fields required for households except Apt and Ext.

Submit Submit & Add Account Member Cancel

5. Fill in new account member details, including name, birthday, grade (if applicable; otherwise, select “none”), gender, two emergency contacts, and any pertinent medical information.
 - a. Note that only children 12 and over can receive email notifications. For younger children, leave email section blank and all information will be emailed to the primary account holder.

The screenshot shows a web browser window with the URL `franklinma.myrec.com/info/household/members/add.aspx`. The page title is "REGISTER JOHN NOW (CHANGE)". The main heading is "Doe Household". Below the heading are six icons: Overview, Calendar, Register, Reserve, Notifications, and Log Out. A navigation bar contains links: Account, Finance, Members, Balances, Registrations, Memberships, Reservations, Products, and Cart. The "Add Account Member" section contains the following fields:

- *First Name: Johnny Jr.
- *Last Name: Doe
- *Birth Date (mm/dd/yyyy): 01/01/2013
- *Grade: 5
- *Gender: Male

A note states: "Grades automatically **advance** to the next grade on **June 1**. Enter grade accordingly."

The "Additional Information" section contains:

- Emergency Contact *: John Doe
- Emergency Phone: 508-613-1666

The Windows taskbar at the bottom shows the date and time as 3:21 PM on 2/5/2024, and the weather as 39°F Sunny.

6. If done adding family members, click “Complete.” If adding more, click “Add Another” and repeat step 5 with new family member. Click “Complete” when finished adding members.

The screenshot shows a web browser window with the URL `franklinma.myrec.com/info/household/members/add.aspx`. The page has a light green header with the text "Town of Franklin Recreation Department". Below the header, there is a form for adding a new member. At the top, there is a dropdown menu for the member's name, currently showing "John Doe", and another dropdown for "Select a Parent or Guardian". Below these, there is a section for "Medical Information: *" with a text area for "Include conditions** coaches/instructors should be aware of and provide physician's name & phone number if applicable." and two radio buttons: "Enter Medical Information" and "No Medical Information". Below this is a section for "Notification Email" with a text input field and two checkboxes: "Opt In" (checked) and "General Notices" (checked). Below the checkboxes, there is a note: "Account Member must be 12 years or older to enter notification info. Email/text blasts to child members are sent to their parent/guardian. For members 12 and over, you can add more email addresses on a later page." At the bottom of the form, there are three buttons: "Complete", "Add Another", and "Cancel". A large blue arrow points to the "Complete" button. The browser's address bar and the Windows taskbar are visible at the bottom.

You're all set! You will receive a verification of your new account by email (sent to the primary account holder, the first person you entered into the system). Please call Franklin Recreation at 508-613-1666 with any questions; we're always happy to help!