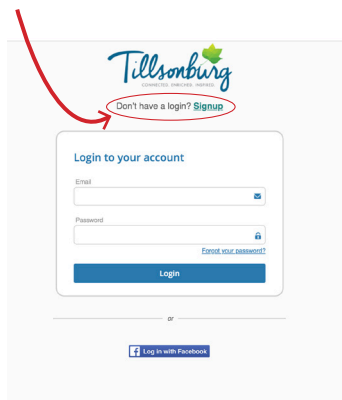


Creating your new account in **CONNECT2REC** 2.0

1. Go to <https://townofillsonburg.perfectmind.com/>
2. Select “Signup” at the top of the window:



3. Create your new account by completing all the fields marked with *

A screenshot of the registration form titled 'Don't have a login?'. The form contains the following fields: 'First Name *', 'Last Name *', 'Gender' (dropdown), 'Day of birth*', 'Month*' (dropdown), 'Year*' (dropdown), 'Email *', 'Primary Phone Type*' (dropdown with 'Mobile' selected), 'Primary Phone *', 'Street*', 'City*', 'Country/Region*' (dropdown), 'State/Province*' (dropdown), 'Postal code*', 'Medical Conditions' (checkbox), 'First Emergency Contact *', 'First Contact Phone *', 'First Contact Relation *' (dropdown), and 'I Agree with Terms and Conditions' (checkbox). A red line points from the text 'Check box' to the 'Medical Conditions' checkbox. Another red line points from the text 'Check box' to the 'I Agree with Terms and Conditions' checkbox. A red circle highlights the 'Submit' button at the bottom of the form.

- First Name
- Last Name
- Gender (optional)
- Date of Birth
- Email Address
- Primary Phone Number & Type

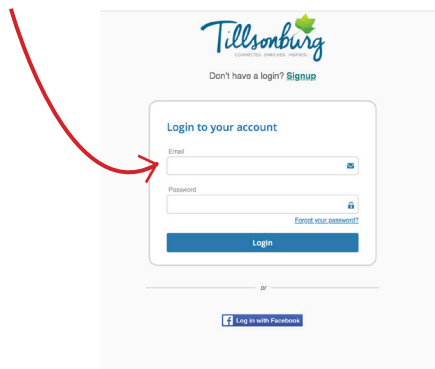
- Address

- Enter medical conditions if any (optional)
- Emergency Contact Name
- Emergency Contact Phone
- Emergency Contact Relationship

Click button to submit information

Creating your new account in **CONNECT2REC** 2.0

4. You'll receive an email with a temporary password.
5. Go back to <https://townoftillsonburg.perfectmind.com/>
6. Enter your email address and the temporary password and click "Login"

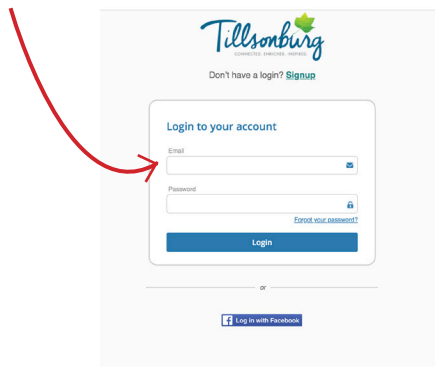


The image shows a screenshot of the Tillsburg login page. At the top, the Tillsburg logo is displayed with the tagline "CONNECTED. DRIVEN. INSPIRED." Below the logo, there is a link for "Don't have a login? Signup". The main section is titled "Login to your account" and contains two input fields: "Email" and "Password". A red arrow points to the "Email" field. Below the password field, there is a link that says "Forgot your password?". At the bottom of the form is a blue "Login" button. Below the form, there is an "or" separator and a "Log in with Facebook" button.

6. You'll be prompted to enter a new password. Pick something that is easy to remember but difficult to guess. Click save. Your new account has now been created!

Adding Family Members in CONNECT2REC 2.0

1. Go to <https://townoftillsonburg.perfectmind.com/>
2. Enter your email address and password. Click “Login” button.



3. You'll see your account screen.

Click menu to add a family member

Town of Tillsonburg
(519) 688-3009

My Info Memberships Activity Registration Facility Rentals

Family Member Detail

Edit Manage Login **Add Family Member** Invoices

John Doe Credit: \$0.00

General Information

First Name: John
Last Name: Doe
Gender: --None--
Age: 46
Birthday: 01-Jan-1975

Medical Conditions:

Contact Information

Primary Phone Type: Mobile Email: johndoe@tillsonburg.ca
Primary Phone: (519) 688-3009 Mailing: 10 Loggar Ave
Secondary Phone Type: Work Tillsonburg, Ontario
Secondary Phone: Canada, N4G 5A7

Emergency Contacts

First Emergency Contact: Jane Doe Second Emergency Contact:
First Contact Phone: (519) 688-3009 Second Contact Phone:
First Contact Relation: Spouse Second Contact Relation: --None--

Schedules

Activity Outcomes 0

Attendance History

Transactions

Documents

Finance Info New

Adding Family Members in CONNECT2REC 2.0

4. Enter details for your family member.

The form is titled "Add Family Member" and includes the following fields:

- First Name *
- Last Name * (Example: Doe)
- Gender (dropdown)
- Birthdate * (Month: January, Day: DD, Year: YYYY)
- Email * (Example: johndoe@tillsonburg.ca)
- Primary Phone * (Example: (519) 688-3009)
- Primary Phone Type * (Example: Mobile)
- Street * (Example: 10 Lisgar Ave)
- City * (Example: Tillsonburg)
- Country/Region * (Example: Canada)
- State/Province * (Example: Ontario)
- Zip/Postal Code * (Example: N4G 5A7)
- Medical Conditions
- First Emergency Contact *
- First Contact Phone *
- First Contact Relation * (dropdown)
- Contact Relation (dropdown)

Buttons: Cancel, Submit

Click 'Submit' when finished for each family member

5. Repeat process for all family members who live with you