



Hope Mills
Recreation Center
(pictured
left)

Town Hall Gazebo
(pictured
below)

CIVIC REC

Registration

HOW TO SET UP YOUR HOPE MILLS PARKS & RECREATION ONLINE ACCOUNT FOR REGISTRATIONS

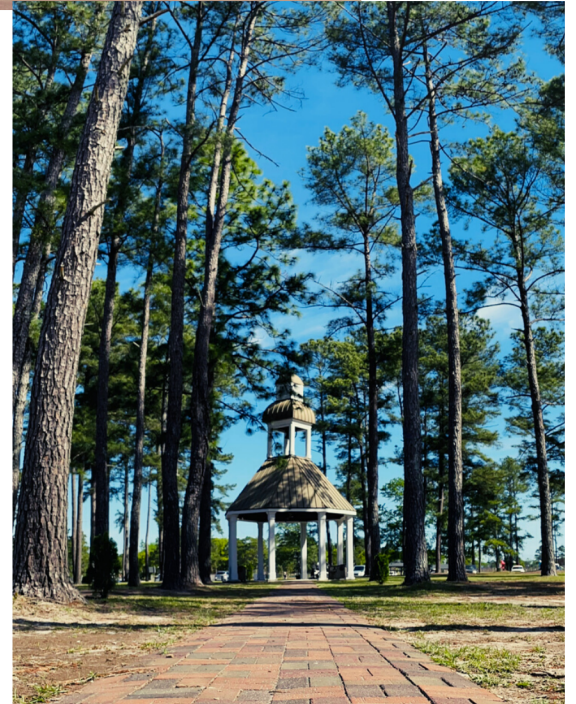
Step 1: Go to website

www.townofhopemills.com/177/Parks-Recreation

Step 2: Under Parks & Recreation header, click the link for 'Browse online catalog and register for athletics, classes, & events here!'

Step 3: You are now in the registration page; Click on 'LOG IN/CREATE ACCOUNT' in the upper left corner of page.

Step 4: Click the light blue button at the bottom of the pop-up box labeled 'CREATE YOUR HOPE MILLS, NC ACCOUNT'



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Step 5: You should now view a pop-up box titled 'HOPE MILLS, NC SIGN-UP'; fill in the required information including name, phone numbers, residential address, email address & password.

- Signing into your new Civic Rec account will be by the email address & password that is entered during this step.
- When providing your phone number(s), please identify the label as primary, mobile or work.
- If providing a mobile number, which is STRONGLY encouraged, select your mobile carrier to ensure proper delivery of SMS/text message notifications.
- to receive important email notifications from the department (i.e., class changes, facility closures, upcoming events, athletic registration reminders, etc.) click 'ADD EMAIL', insert an email address and select your Communication Preferences. It is encouraged to select all 3 communication types; this can be modified at any time by logging into your account.

Step 6: Click 'NEXT STEP: OTHER ACCOUNT MEMBERS' at the bottom right of the pop-up box.

Step 7: Any household members that will be participating in recreational activities are required to be included on your account. Click 'ADD ACCOUNT MEMBER' to add family members by entering their name and date of birth. Repeat step 6 to add multiple family members.

Step 8: When finished click 'SAVE & CLOSE' to complete account set up; you can now register for classes, events or athletics!

***** When registering a family, the Head of Household (parent/guardian) must create an account with the USERNAME/PASSWORD. Once created, the Head of Household should add all family members to the account. This will allow access to enroll all family members into all programs, events and athletics offered by Hope Mills Parks & Recreation!*****

Inquires for assistance, submit to: hmpr@townofhopemills.com or 910-426-4109