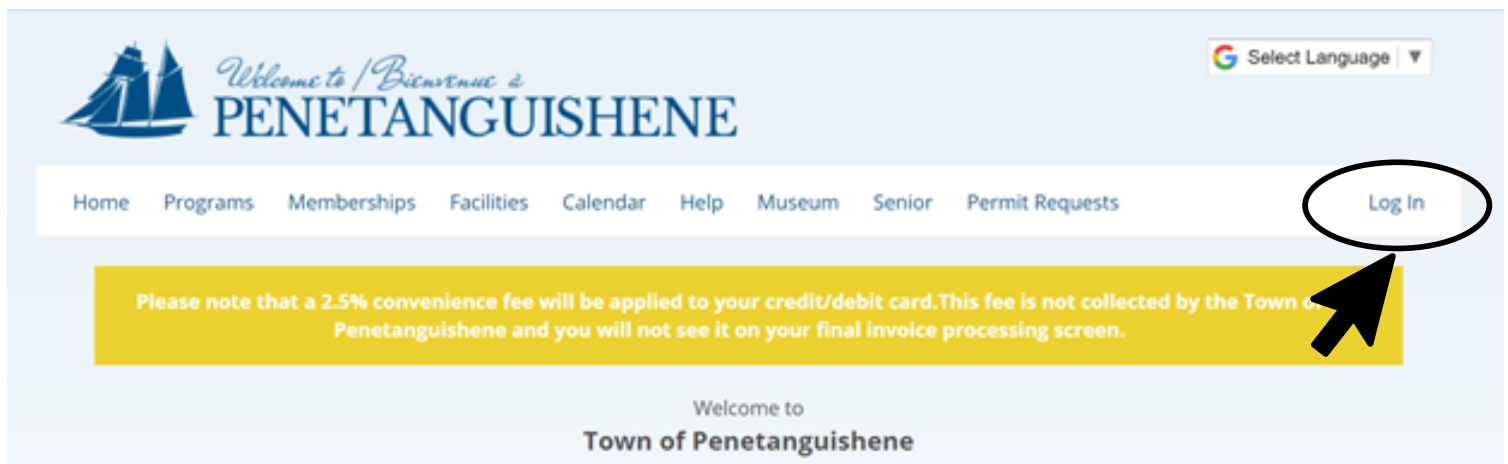


How to Create an Account on RecDesk

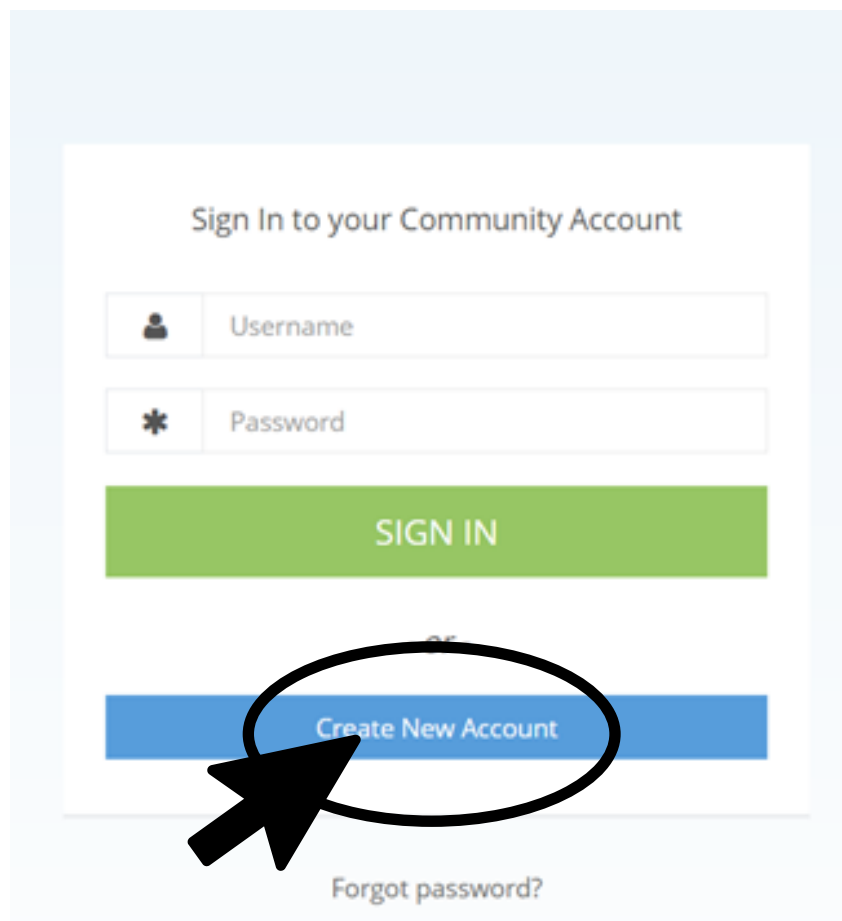
1. Go to Town of Penetanguishene Website

<https://top.recdesk.com/community/home>

2. Click on Log in button



3. Click on Create New Account



4. Enter first and last name, phone number and email address. Then hit continue.

Create Account

Name *
First Name MI Last Name

Primary Phone *
() - -

Primary Email Address *
example@example.com

Continue >

Already have an account? **Log In**

Create Account

Name *
Example MI One

Primary Phone *
(705) 549-7453

Primary Email Address *
Example@penetanguishene.ca

Continue >

Already have an account? **Log In**

5. Fill out the rest of the required information

Create Account

General Information

Name * Example MI One

Head of Household (** This Member is included on email notifications to other Family Members)

Date of Birth * mm/dd/yyyy

Gender * Male

Address

Address Line One *

Address Line Two

City *

State/Province * - SELECT -

Zip/Postal Code *

Email Address

Email Address * Example@penetanguishene.ca

Confirm Email Address *

Phone Numbers and Mobile Notifications

Primary Phone * (705) 777-7777

Work Phone () - - Ext.

Mobile Phone () - -

Opt-in Text Alerts

Carrier - Select Carrier -

Emergency Contact

Name #1 *

Mobile Phone * () - -

Name #2

Mobile Phone () - -

Member Note (General Notes, Disabilities, Food Allergies, etc)

Note

6. Create a User Name and Password

☰ Login ID & Password

User Name *

Password *

Repeat Password *

Password strength: Not set

7. The website will redirect you to your new profile. From here you can use the buttons along the top to register for programs, book facilities, request permits and more!

The screenshot shows the user profile page for 'Example One' on the Penetanguishene website. The page features a navigation menu at the top with links for Home, Programs, Memberships, Facilities, Calendar, Help, Museum, Senior, and Permit Requests. A yellow banner at the top right contains a message about a 2.5% convenience fee. The main content area is divided into two columns. The left column displays household information for 'Bailey Household' (1 member), including links for 'See Household Calendar', 'View Invoices', 'Forms', and 'Add Household Member'. It also shows a 'Household Credit' of \$0.00 and a 'Balance Due' of \$0.00. The right column features a user profile for 'Example One' with a profile picture, contact information (Example@penetanguishene.ca, (705) 777-7777), and buttons for 'Profile', 'History', 'Calendar', and 'Edit'. Below the profile is a 'General Information' section with fields for Name, Date of Birth (5/19/1973), Gender (Male), and Head of Household (No). An 'Address' section shows '10 Robert Street West' in Penetanguishene, with a 'Resident' status indicator.

Welcome to / Bienvenue à
PENETANGUISHENE

Select Language ▼

Home Programs Memberships Facilities Calendar Help Museum Senior Permit Requests

Please note that a 2.5% convenience fee will be applied to your credit/debit card. This fee is not collected by the Town of Penetanguishene and you will not see it on your final invoice processing screen.

Please contact the office if you wish to Opt-Out of Bulk Emails.

Bailey Household
1 members

See Household Calendar
View Invoices
Forms
Add Household Member

Household Credit
\$0.00

Balance Due
\$0.00
Household Reports ▼

Example One example

Example@penetanguishene.ca
(705) 777-7777

Profile History Calendar Edit

General Information

Name **Example One** ID: 1326 example

Date of Birth **5/19/1973** (48 years)

Gender **Male**

Head of Household **No**

Address Resident

Address Line One **10 Robert Street West**

Address Line Two **-**

City **Penetanguishene**