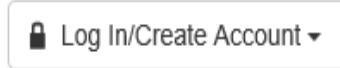
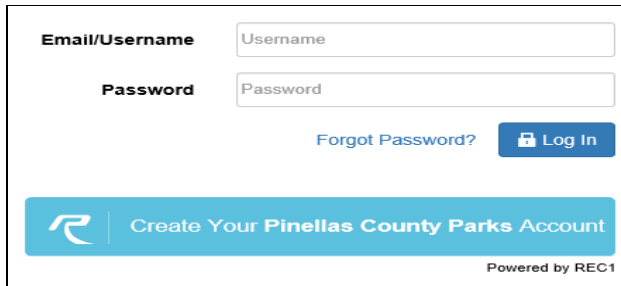


How to Create a New Profile

1. On the top left corner of the Pinellas County Reservation homepage look for the “Log in/Create Account” Tab.



2. Select with your mouse “Create Your Pinellas County Parks Account”

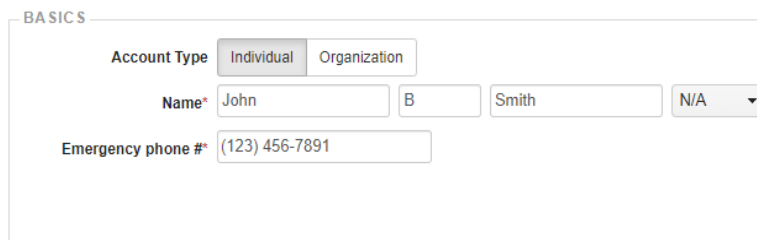
A screenshot of a web form for creating an account. It features two input fields: "Email/Username" with the placeholder text "Username" and "Password" with the placeholder text "Password". Below these fields are two links: "Forgot Password?" and a blue button labeled "Log In" with a lock icon. At the bottom of the form is a large blue button with a white logo and the text "Create Your Pinellas County Parks Account". Below this button, it says "Powered by REC1".

Fill in requisite Account Holder fields

Basics:

- a. **Name:** Provide first, middle, and last name
- b. **Emergency Phone #** Provide a number you can be reach in an emergency

Contact Info:

A screenshot of the "BASICS" section of the account creation form. It includes an "Account Type" section with "Individual" and "Organization" options. Below that is a "Name" field with three sub-fields: "John", "B", and "Smith", followed by a dropdown menu set to "N/A". There is also an "Emergency phone #" field with the value "(123) 456-7891".

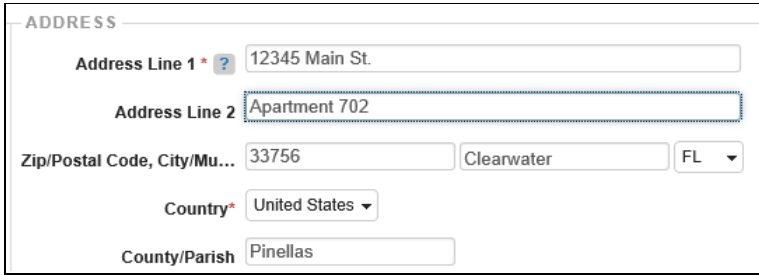
- **Phone 1-3:** Enter up to 3 phone numbers, type of phone (home, cell, work), and your mobile carrier
- **Email Preferences:** Click **Add Email** to enter your email address and any additional addresses
- **Check all 3 boxes** next to your email: If you would like to receive **Courtesy Notices, Critical Announcements and Upcoming Events**

A screenshot of the "CONTACT INFO" section of the account creation form. It features three "Phone" entries. "Phone 1" has the number "(123) 456-7891", the type "cellular", and the carrier "AT&T". "Phone 2" and "Phone 3" have placeholder text "Phone 2" and "Phone 3" respectively, and both are set to "No Mobile Carrier". Below the phone entries is an "Email Preferences" section with an input field containing "Johnsmith@me.net" and an "Add Email" button. To the right of the input field is a dropdown menu showing "(3) Courtesy Notices, Upcoming Events" with three checked boxes: "Courtesy Notices", "Critical Announcements", and "Upcoming Events".

5. Address:

- **Address Line 1:** Enter your house number and street address
- **Zip/Postal Code:** Enter your zip code or postal code if you reside out of the country

- **Country:** Enter the country you reside in
- **City/Municipality:** Enter the city or municipality where you reside
- **County/Parish:** Enter the County/Parish you reside in *(Not a required field)



ADDRESS

Address Line 1 * 12345 Main St.

Address Line 2 Apartment 702

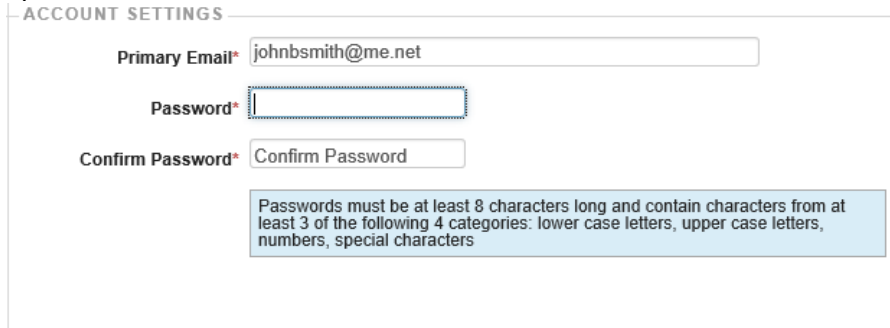
Zip/Postal Code, City/Mu... 33756 Clearwater FL

Country* United States

County/Parish Pinellas

Account Settings:

- **Primary Email:** Enter the main email address
- **Password/Confirm Password:** Create and confirm a password
- **Note:** Passwords must be at least eight (8) characters long and contain characters from at least three (3) of the following categories:
 - Lowercase letters
 - Uppercase letters
 - Numbers
 - Special characters



ACCOUNT SETTINGS

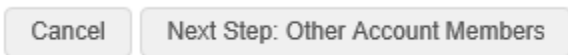
Primary Email* johnbsmith@me.net

Password*

Confirm Password* Confirm Password

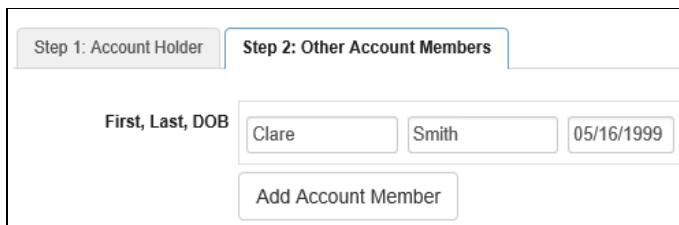
Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters

6. **Next Step 2: “Other Account Members”** this tab will allow you to add additional members to your account
- **If you do not have any members to add,** proceed to the **Save and Close** at the bottom of the page



Cancel Next Step: Other Account Members

- **For adding additional account members** select the **“Add Account Member”** button
- **Provide First and Last name** of member you want to add
- **Date of Birth:** Provide the additional members date of birth *(Not a required field)



Step 1: Account Holder Step 2: Other Account Members

First, Last, DOB Clare Smith 05/16/1999

Add Account Member

7. Select **Save and Close** at the bottom of the page when complete

Cancel

Save & Close