

## How to Create an Online Account and “Purchase” a Master Pass

You may find that you already have an account and Master Pass with us; if that is the case, please review all contact information in the system.

1. Open the Customer Portal located at:

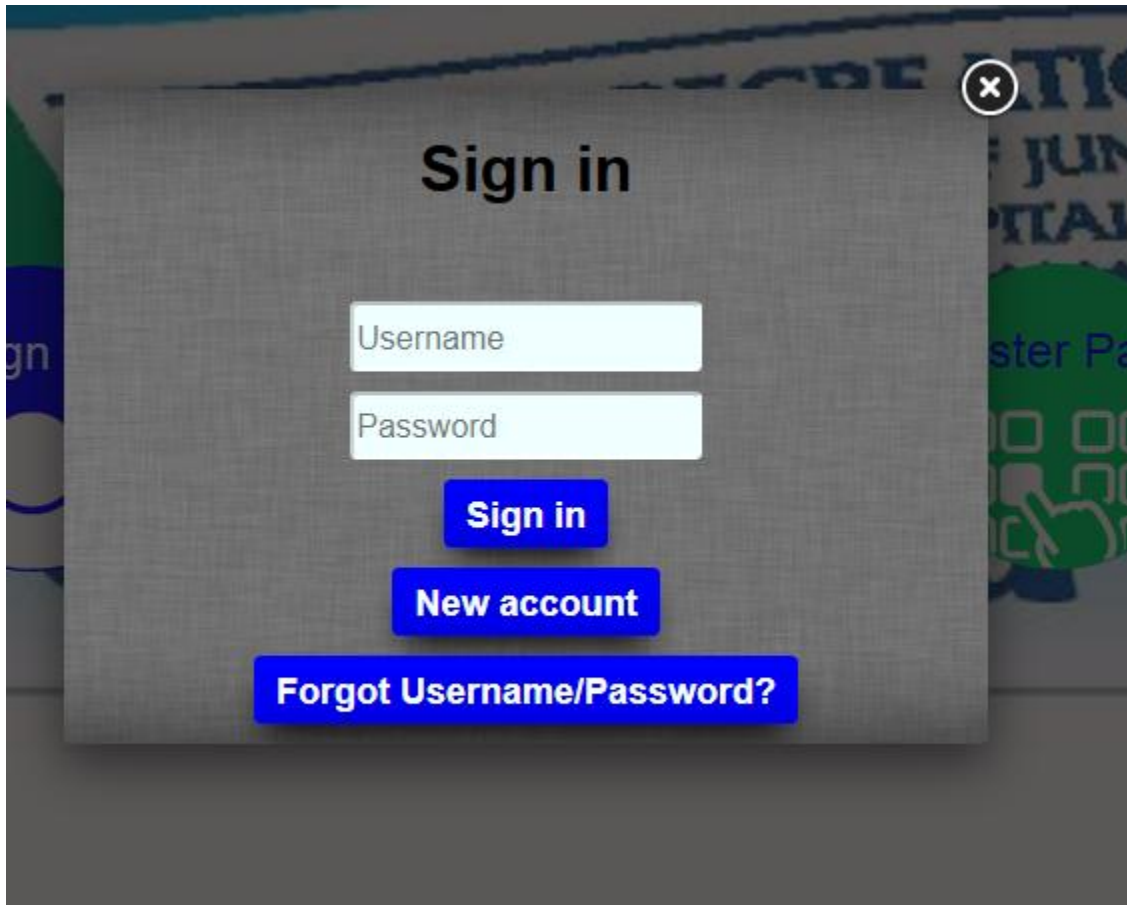


<http://www.juneau.org/parkrec/> click on the  logo; this will direct you to the Customer Portal site.

2. Click on the Sign In tab



3. Click on 'New Account'



4. Fill in the blank fields and click OK - \*required fields

**Create New Account**

\* Indicates Required Information

\* First Name \* Last Name

\* Birthday MM/DD/YYYY \* Gender

\* Street Address Unit Type Unit Number

Additional Line

\* City & State (from ZIP)

\* ZIP code \* Area

**Login ID & Password**

\* User ID

Password

Password (repeat)

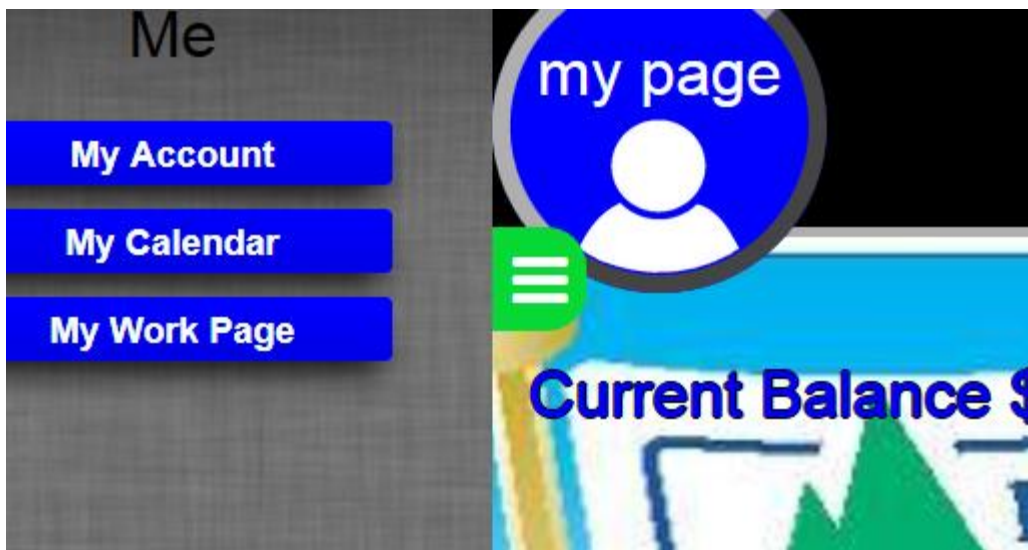
**Phones**

\* Phone Number Ext. No text Carrier \* Phone type

**E-mail**

\* E-mail Address \* Email Type

5. Click on the My Page Tab, then my account



6. Click on the Mail Lists tab and select eTrak Launch Contest box; Click on the Family tab

The screenshot shows a software interface with a top navigation bar containing tabs: "General", "Mail Lists", "Medical", and "Emergency". The "Mail Lists" tab is selected. Below the tabs, there is a checkbox labeled "Allow E-mail to be sent" which is checked. Underneath, there is a section titled "E-mail List Subscriptions" containing three checkboxes: "Aqua Aerobics", "eTrak Launch Contest", and "Special Events".

The screenshot shows the "Family" tab selected in the software interface. The top navigation bar includes "General", "Mail Lists", "Medical", "Emergency", "Family", and "Login Info". Below the tabs, there is a blue button labeled "Create a new family". Underneath, the text "Families associated with Holly Juneau" is displayed. At the bottom of the screen, there are two blue buttons: "Cancel" on the left and "OK" on the right.

7. Click on Create new family and then click on the Create new account to add

The screenshot shows a dialog box titled "Families associated with Holly Juneau". At the top, there is a text input field containing "Juneau-Holly" with a yellow asterisk icon to its left and a yellow close button to its right. Below the input field, there are two columns of headers: "Responsible" and "Member Name". Under "Responsible", there is a checked checkbox. Under "Member Name", there is a text input field containing "Holly Juneau". At the bottom of the dialog box, there are two buttons: "Add existing account" and "Create new account to add". A blue "Cancel" button is located at the bottom left of the dialog box.

8. Fill in the blank fields and click OK

The screenshot shows a web form for adding a family member. The title is "Creating member of Juneau-Holly family". A legend indicates that an asterisk (\*) denotes required information. The form is divided into several sections:

- Personal Information:** Includes fields for First Name (filled with "Juneau"), Birth Day (MM/DD/YYYY), Gender, Grade, School, and Bus Stop.
- Address:** Includes a street address field (filled with "155 S Soward Street"), a dropdown for "None", and a "Unit Number" field. There is also an "Additional Line" field.
- Location:** Includes a dropdown for "Juneau, AK" and a ZIP code field (filled with "99801").
- Area:** A dropdown menu.
- Phones:** A section with fields for area code (filled with "000-000-0000"), extension, "Allow Text", carrier (filled with "Verizon"), and service type (filled with "Cell"). A green plus icon is visible below.
- E-mail:** A section with an email address field (filled with "Holly@etrak plus.com") and a dropdown for "Primary".

At the bottom left, there is a small text fragment: "/central/".

9. Family member is now added to the Family

The screenshot shows a web interface with a navigation bar at the top containing tabs: "General", "Mail Lists", "Medical", "Emergency", "Family", and "Login Info". Below the navigation bar, a legend indicates that an asterisk (\*) denotes required information. The main heading is "Families associated with Holly Juneau".

Below the heading, there is a form for managing family members:

- A dropdown menu is filled with "Juneau-Holly".
- A table with columns "Responsible" and "Member Name":

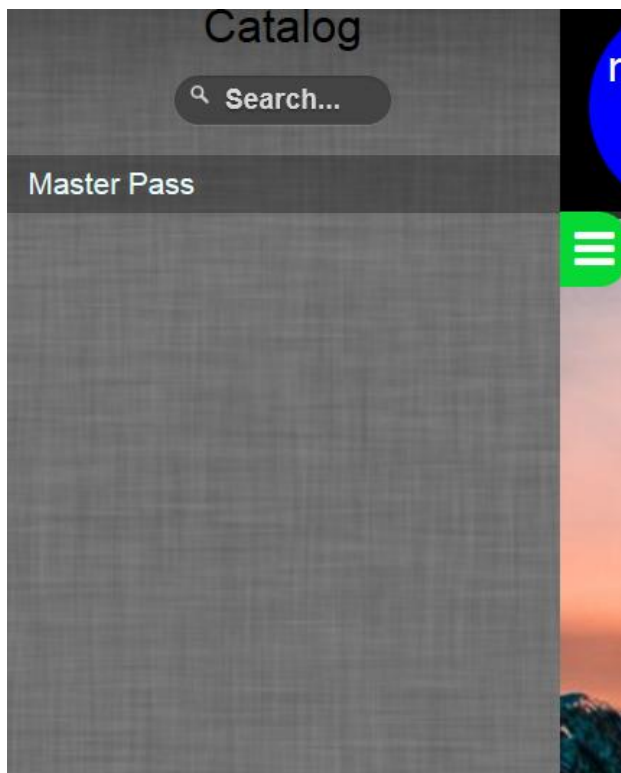
Responsible	Member Name
<input checked="" type="checkbox"/>	Holly Juneau
<input type="checkbox"/>	Miley Juneau
- Buttons for "Add existing account" and "Create new account to add".

At the bottom of the interface, there are two blue buttons: "Cancel" on the left and "OK" on the right.

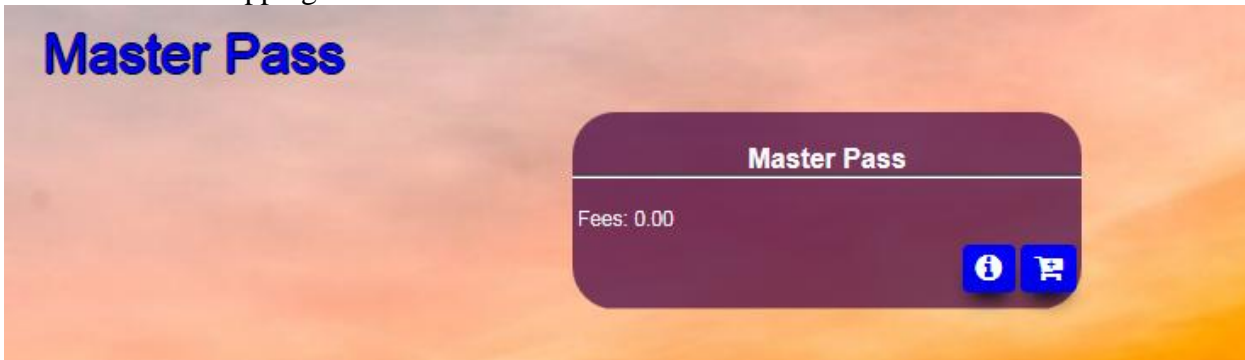
## To “Purchase” your “Master Pass”

A master pass is your one stop ID for all things Parks and Recreation. Have or want to have a season pass membership at Treadwell and/or a 10 punch card membership at Augustus Brown? Instead of 2 separate membership passes, you now have one that links everything together. The Master Pass is free -there are additional charges to memberships and those must be purchased on site.

1. Click on the Master Pass green button and Master Pass in the Catalog:



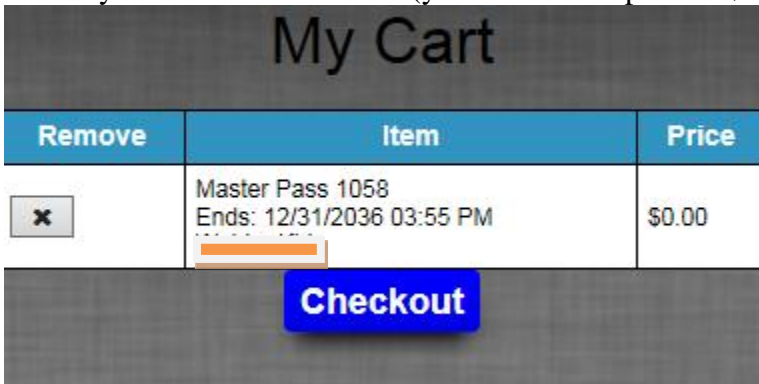
2. Click on the shopping cart in the Master Pass item:



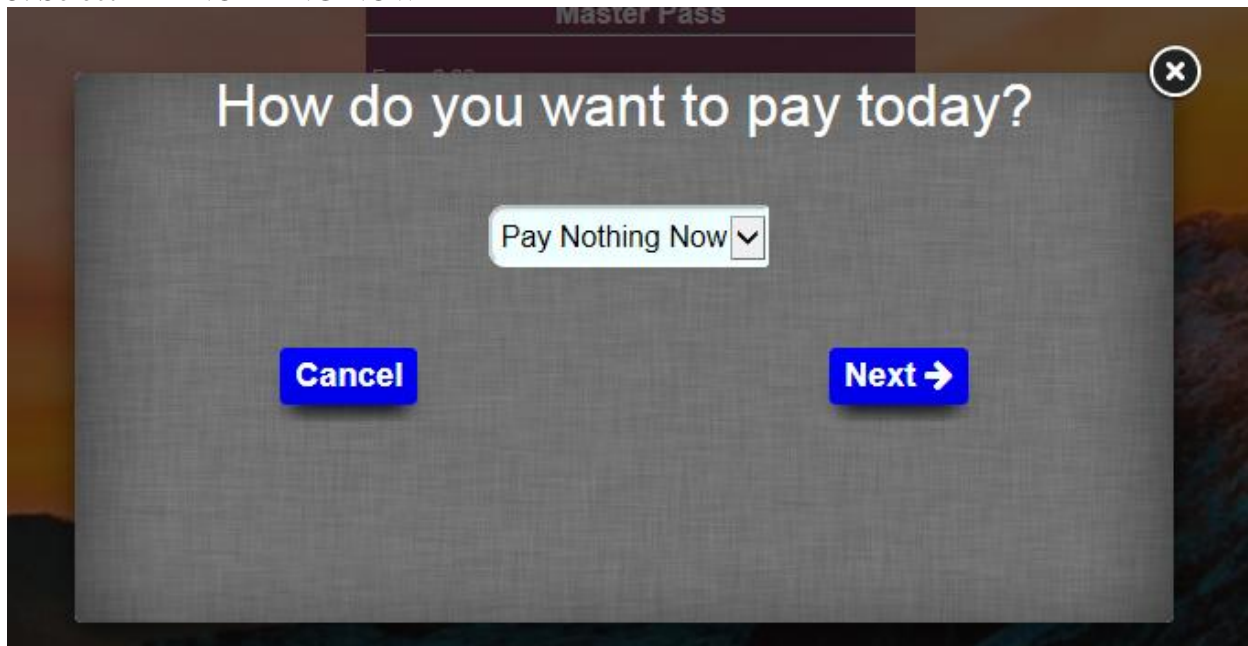
3. Select who you are “purchasing” a master pass for – you can click multiple names; click Next:



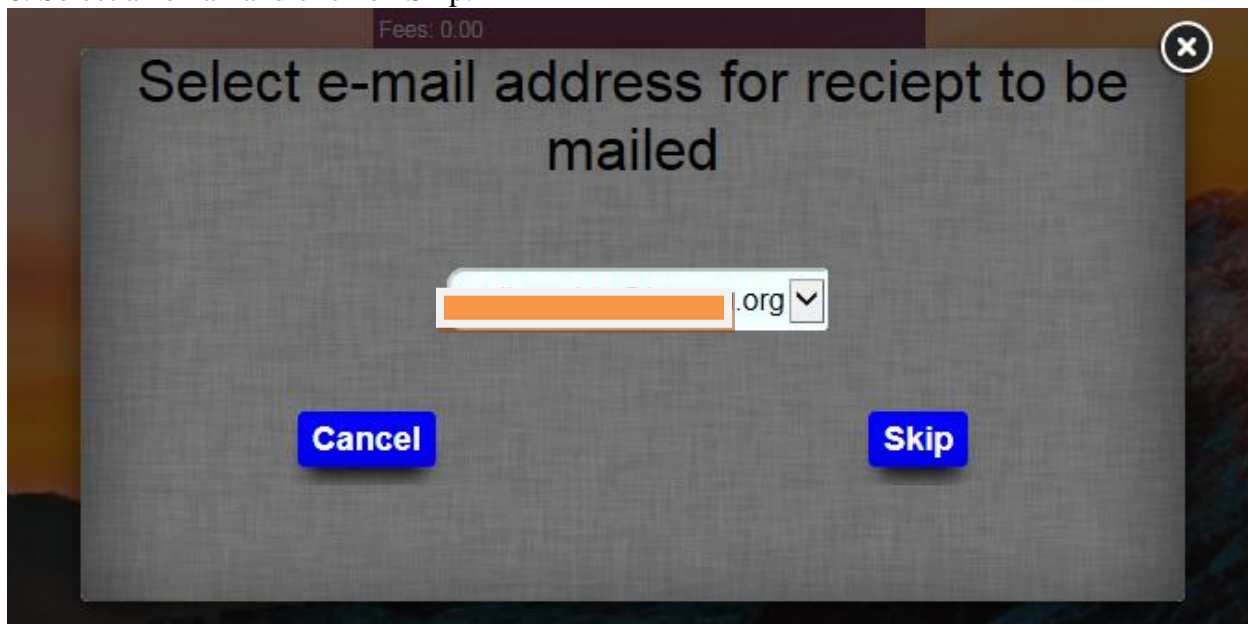
4. In My Cart – click Checkout (you can see the price is \$0.00)



5. Select PAY NOTHING NOW

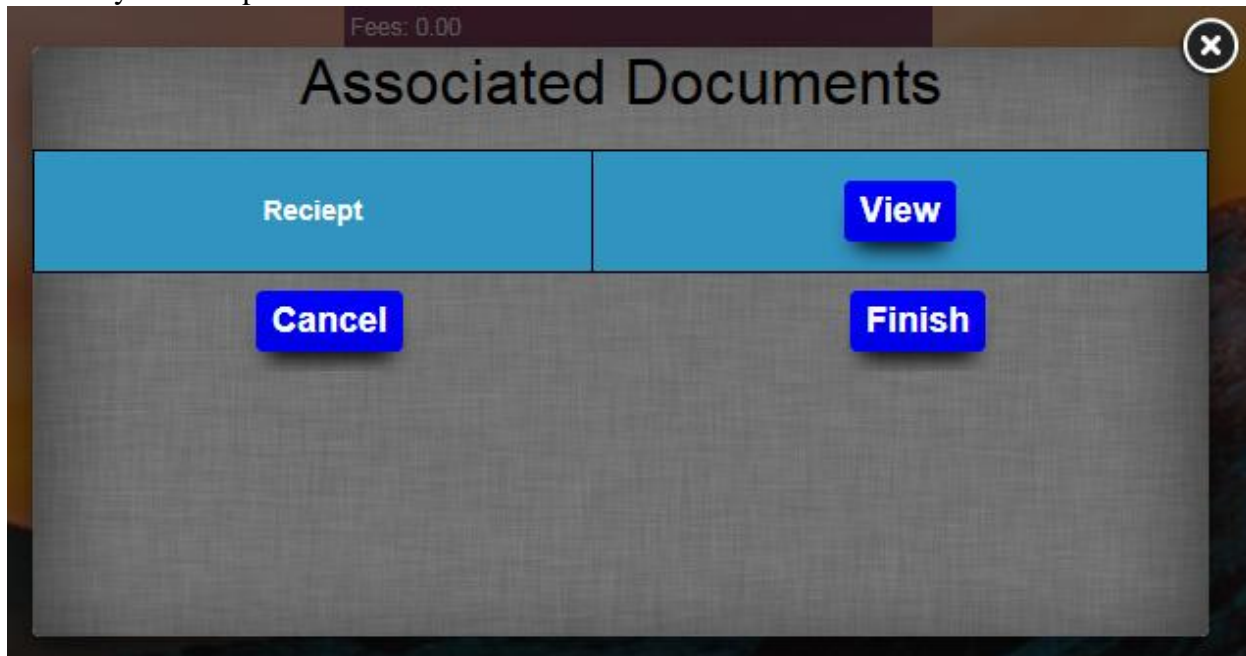


6. Select an email and click on Skip:

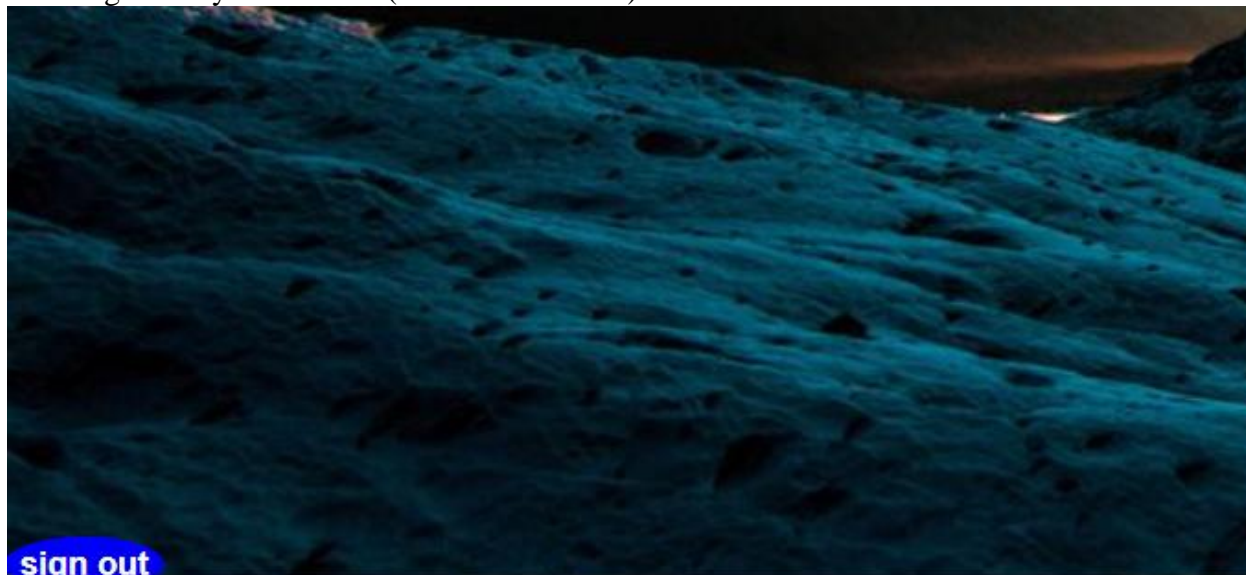




7. View your receipt or Finish:



8. To log out of your account (bottom left corner):



You will be directed back to the Juneau Parks & Recreation web page – browse and see all the department has to offer!

For more information – Monday-Friday, 8am-4:30pm, call the P&R main office at 586-5226.