



ONLINE ACCOUNT & REGISTRATION SETUP

Welcome to Replex's online member account management / program registration system. With many of our members and program participants living in rural areas, we have made managing your account and registering for programs easier than ever before. First, you must set up your online account. After an online account has been created, members / prospective members will have access to the following tasks:

- Register for most of Replex's programs / classes / activities.
- Add, delete or change membership / program payment methods.
- Pay off any outstanding balances.
- Make a monetary contribution.

If you should encounter problems during the online account set up process, please do not worry. Please contact one of the following Replex staff members to better assist you.

1. Doug Miller – Interim Executive Director
2. Corey Owens – Health & Wellness Coordinator

There are several options for setting up an online account. Members/Prospective Members have three options to sign into their account:

1. Log in to a current online account
2. Create an online account tied to a current membership
3. Non-Members, also known as Prospective Members, can create their own system account.

Detailed directions for creating, finding and accessing online accounts are listed below.

OPTION 1 – LOG IN TO A CURRENT ONLINE ACCOUNT

This option is for those Members / Prospective Members who have already set up their Replex accounts for online access. Sign in to access an online account by:

1. Using a web browser, navigate to Replex's homepage by going to www.replexcommunity.org.
2. Hover mouse over the program menu at the top of the screen. When the drop down menu appears, click **Program Registration**.
3. On the upper right of this page, click **Login**.
4. Enter your email address / password.

See page 3 for a detailed diagram of Option 1



OPTION 2 – FINDING A CURRENT MEMBERSHIP OR AN ALREADY ESTABLISHED PROSPECTIVE MEMBER ACCOUNT

Option 2 applies to those members / prospective members who fit into any ONE of the following criteria:

- All those who have an an **active** Replex membership.
- Any **Prospective Member** (Non-Replex Member) who has participated in any of the following after May 22, 2014:
 - Purchased a day pass.
 - Participated in a Replex program either for yourself or a child who lives in the same household.
 - Anyone who has had a membership after May 22, 2014 and are no longer an active member either by cancelation or expiration (not renewed).

If any ONE of the above criteria applies to you, then you will need to find your account by following the steps listed below. If any one of these criteria do not apply, please see **OPTION 3**.

1. Using a web browser, navigate to Replex’s homepage by going to www.replexcommunity.org.
2. Hover mouse over the program menu at the top of the screen. When the drop down menu appears, click **Program Registration**.
3. On the upper right of this page, click **Login**.
4. At the bottom of the middle box titled **I Want to Set Up Online Access for My Account**, click **Find Account**.
5. In the dialog box titled **Find My Account**, enter all of the required information and click submit. Your Member I.D. is an internal only number and is not the same as your bar code number. This information is not needed if entering your last name.
6. After submitting the required information, you will need to check your email to retrieve your login information.

See page 4 for a detailed diagram of Option 2

OPTION 3 – CREATING A PROSPECTIVE MEMBER (NON-MEMBER) ACCOUNT

If you've never been a member or enrolled in any of our programs or classes, select this option to create an online account. You can use your online account to register for classes, programs and events. Please follow the steps below to create your own Prospective Member2 account.

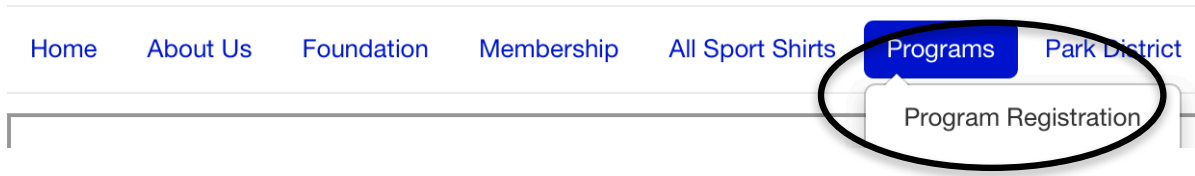
1. Using a web browser, navigate to Replex’s homepage by going to www.replexcommunity.org.
2. Hover mouse over the program menu at the top of the screen. When the drop down menu appears, click **Program Registration**.
3. On the upper right of this page, click **Login**.
4. Click **Sign Up** located in box on the right titled **I Don’t Have Account, but I Want to Create One**.
5. Click **Select** next to the Prospective Member membership option (**You will not be charged for a membership by selecting this option**).
6. Fill out the required information. **For emergency reasons, if this is for a child, please enter a parent/guardian first followed by the child(ren)**.
7. Confirm the information you have entered is correct and submit.

See page 5 for a detailed diagram of Option 3

OPTION 1

LOGGING INTO AN EXISTING ONLINE ACCOUNT

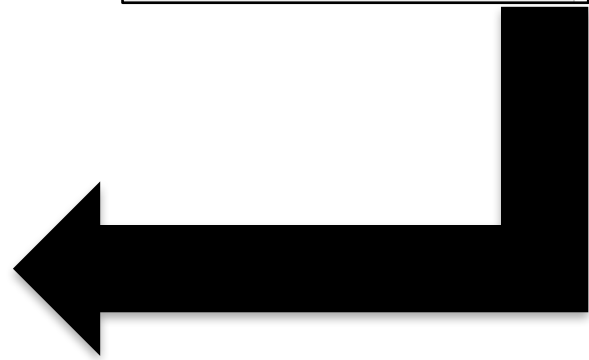
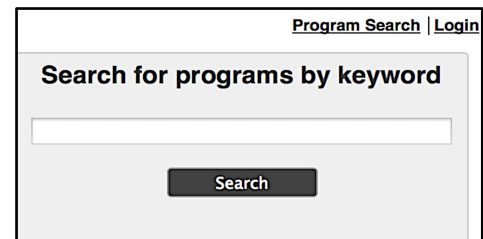
STEP 1 www.replexcommunity.org



STEP 2 Click Program Registration



STEP 3 Click Login



STEP 4

I want to sign in to my account

Email Address

Password

[Forgot your password?](#)

Sign In

Enter Email Address/Password

Click Sign In

OPTION 2

LOGGING INTO AN EXISTING ONLINE ACCOUNT

STEP 1 www.replexcommunity.org

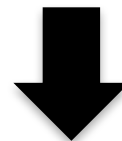
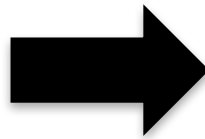


Home About Us Foundation Membership All Sport Shirts **Programs** Park District

Program Registration

STEP 3 Click Login

STEP 2 Click Program Registration



STEP 4

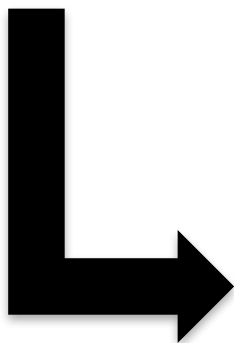
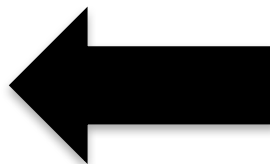
I want to set up online access for my account

If you're a current or past member, or if you have registered for programs in the past, but you haven't set up your online account, select this option to enable your online account. You can use your online account to register for classes, programs and events.

Find Account

Click Find Account

STEP 5 Enter Information & Submit



STEP 6
Check Email for
Login Info

OPTION 3

CREATING A PROSPECTIVE MEMBER (NON-MEMBER) ACCOUNT

STEP 1 www.replexcommunity.org



Home About Us Foundation Membership All Sport Shirts **Programs** Park District

Program Registration

STEP 2 Click Online Registration

STEP 5 Click Select

Membership options			
Membership	Join Fee	Rate	
Prospective Member	None	None	<input type="button" value="Select"/>

STEP 3 Click Login

Program Search | [Login](#)

Search for programs by keyword

STEP 4 Click Sign Up

I don't have an account, but I want to create one

If you've never been a member or enrolled in any of our programs or classes, select this option to create an online account. You can use your online account to register for classes, programs and events.

STEP 6A Enter Information

**Parent/Guardian first then child*

Welcome, Guest

Create a New Account

* indicates a required field

Member Name *	First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Birthdate *

Gender *

Marital Status

Relation to Primary?

Address Line 1

Address Line 2

Home Address * City

State / ZIP Code

Primary Phone * ()

STEP 6B

Enter Additional Household Members and / or Click Save & Proceed