

Paul Stock Aquatics and Recreation Center Customer Portal User Guide

A step-by-step guide to using your CivicRec account



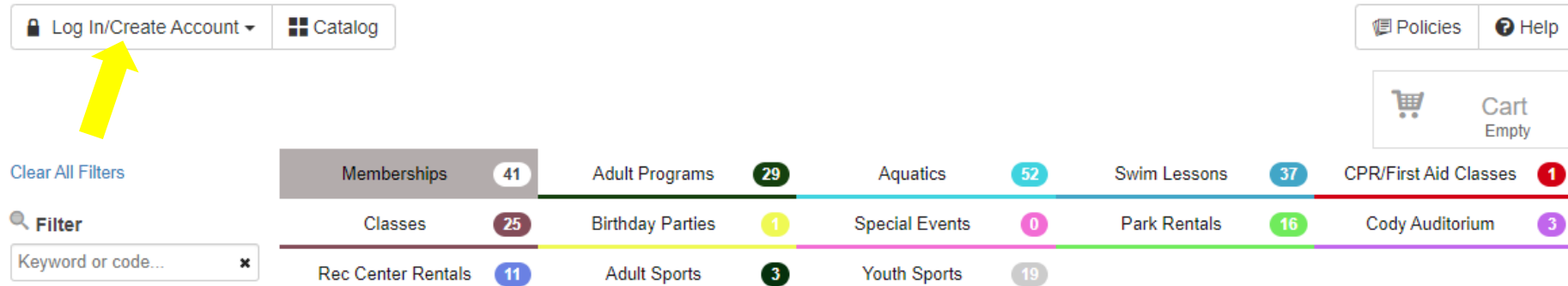
Account Setup: Step 1

Navigate to the City's website at cityofcody-wy.gov and click the **Recreation Online** icon at the bottom of the page.



Account Setup: Step 2

Click the **Log In/Create Account** button at the top-left of the screen.



Select your login preference from the drop-down menu.

Cody Parks, Recreation, and Public Facilities uses Rec1 for online registration. Use your Facebook or Google account to login or create your account. We only access your name and email for login purposes.

If you have an existing username & password, use "Log In with Email" below.

If you have a current membership and you have provided us with your email, your login credentials have been emailed to you. Click here to log in.



If you are not a current member or have not provided us with an email address, you can create your account here.



Powered by REC1



Powered by REC1

Account Setup: Step 3

To log in using your credentials, enter your email address and password, then click **Log In**.

Cody Parks, Recreation, and Public Facilities uses Rec1 for online registration. Use your Facebook or Google account to login or create your account. We only access your name and email for login purposes.

If you have an existing username & password, use "Log In with Email" below.



Powered by REC1

Email/Username

Password

[Forgot Password?](#)



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To create a new account, enter your information in the **Sign-Up** screen.

CODYWY Sign-Up

Step 1: Account Holder

Step 2: Other Account Members

Account holder must be an Adult.

BASICS				ADDRESS	
Account Type	<input type="radio"/> Individual	<input type="radio"/> Organization		Address Line 1 * ?	<input type="text" value="Address"/>
Name*	<input type="text" value="First Name"/>	<input type="text" value="Middle Na"/>	<input type="text" value="Last Name"/>	<input type="text" value="N/A"/>	<input type="text" value="Address"/>
Date of Birth*	<input type="text" value="mm/dd/YYYY"/>			Zip/Postal Code, City/Mu...	<input type="text" value="Zip/Pos"/>
				Country*	<input type="text" value="United"/>
CONTACT INFO				ACCOUNT SETTINGS	
Phone 1*	<input type="text" value="Phone 1"/>	<input type="text" value="Label"/>	<input type="text" value="No Mobile Carrier"/>	Primary Email*	<input type="text" value="Primary"/>
Phone 2	<input type="text" value="Phone 2"/>	<input type="text" value="Label"/>	<input type="text" value="No Mobile Carrier"/>	Password*	<input type="text" value="Passwc"/>
Phone 3	<input type="text" value="Phone 3"/>	<input type="text" value="Label"/>	<input type="text" value="No Mobile Carrier"/>	Confirm Password*	<input type="text" value="Confirm"/>
Email Preferences	<input type="button" value="Add Email"/>				<input type="text" value="Passwc least 3 number"/>

Zipcode search powered by [GeoNames](#) licensed under [CC BY 4.0](#)

Account Setup: Step 4

Once you have filled in your information, click the **Next Step: Other Account Members** button at the bottom-right of the screen.

CODYWY Sign-Up

✕

Step 1: Account Holder

Step 2: Other Account Members

Account holder must be an Adult.

BASICS

Account Type Individual Organization

Name* Middle Na N/A

Date of Birth*

CONTACT INFO

Phone 1* Mobile

Phone 2 Home

Phone 3 Work

Email Preferences (2) Critical Announcemen... ✕

ADDRESS

Address Line 1*

Address Line 2

Zip/Postal Code, City/Mu... Cody

Country*

ACCOUNT SETTINGS

Primary Email*

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

Zipcode search powered by [GeoNames](#) licensed under [CC BY 4.0](#)

Cancel

Next Step: Other Account Members



Account Setup: Step 5

In this screen you can add account members to your household. To add members, click on the **Add Account Member** button for each additional member and enter their information in the fields.

CODYWY Sign-Up ✕

Step 1: Account Holder

Step 2: Other Account Members


First, Last, Gender, DOB...

First	Last	M	F	mm/dd/YYYY	Gra... ▾	✕
First	Last	M	F	mm/dd/YYYY	Gra... ▾	✕
First	Last	M	F	mm/dd/YYYY	Gra... ▾	✕

Add Account Member

Cancel

Save & Close



After entering all account members—or if there are no additional account members—click **Save & Close** at the bottom-right of the screen. Your account has now been created.

Using Your CivicRec Account

Once you are logged in, you will see the Catalog screen. From here you can view the various memberships, programs, activities, and facility rentals by clicking on the tabs.

Memberships	37	Adult Programs	44	Aquatics	121	Swim Lessons	76	CPR/First Aid Classes	0
Classes	40	Birthday Parties	1	Special Events	0	Park Rentals	15	Cody Auditorium	14
Rec Center Rentals	0	All Activities	306	Adult Sports	0	Youth Sports	0		

When you select a tab, a list of items within that tab will appear underneath with a description of the program and a cost (or cost range).

Memberships	37	Adult Programs	44	Aquatics	121	Swim Lessons	76	CPR/First Aid Classes	0
Classes	40	Birthday Parties	1	Special Events	0	Park Rentals	15	Cody Auditorium	14
Rec Center Rentals	0	All Activities	306	Adult Sports	0	Youth Sports	0		

ADULT RECREATION	
Nutrition Services (2) Work with a Registered Dietitian towards y...	\$30 - \$90
ADULT FITNESS	
Blender (7)	\$44
Cycle Challenge (7)	\$44 - \$50
Down and Dirty Circuit Training (2)	\$44
Fitness Punch Cards (1) Attend classes at your convenience! Drop i...	\$80

Using Your CivicRec Account

Click on the item you wish to register for or purchase. Some activities will have multiple sessions so you can select the sessions or options you want.

Lunch Box Variety

SESSION	LOCATION	AGE	DAYS	DATES	TIMES	ENROLLMENT	
August Lunch Box Variety	Paul Stock Aquatic & R...	16/up	Weekdays	08/03-08/31	12pm-1pm	0/20	\$65
Lunch Box Variety (331323-1)	Location TBD	16/up	Weekdays	09/01-09/30	12:15pm-12:45pm	0/20	\$65
Lunch Box Variety (331323-2)	Location TBD	16/up	Weekdays	10/01-10/30	12:15pm-12:45pm	0/20	\$65
Lunch Box Variety (331323-3)	Location TBD	16/up	Weekdays	11/01-11/30	12:15pm-12:45pm	0/20	\$65

When you click on a session, a detail screen will appear with additional information about the activity.

You can register for an activity by clicking the **Add to Cart** button.

Lunch Box Variety

SESSION	LOCATION	AGE	DAYS	DATES	TIMES	ENROLLMENT	
August Lunch Box Variety	Paul Stock Aquatic & R...	16/up	Weekdays	08/03-08/31	12pm-1pm	0/20	\$65

Maximize your results in minimum time with both cardio and strength elements.

Activity Lunch Box Variety
Session August Lunch Box Variety
Location Paul Stock Aquatic & Recreation Center
Room/Facility Multi Purpose Room
Address 1402 Heart Mountain Street Cody, WY 82414
Phone 307-587-0400
Date Range 08/03-08/31
Schedule Details Noon-1p every weekday from Aug 3 to Aug 31 at Paul Stock Aquatic & Recreation Center Multi Purpose Room
Age/Gender 16/up
Activity Code 231323-1
Fee \$65.00
Registration Open
Min Participants 6
Max Participants 20
Instructor Kelly Bower

ACCOUNT MEMBERS

- Jane Test (Adult)
Eligible
- Add Account Member

Add To Cart ←

Using Your CivicRec Account

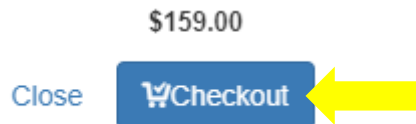
You can add as many items as you would like to your cart in one login session. When you are ready to checkout, click on the cart icon at the top-right of the screen.



A new screen will appear that lists your selected activities and purchases.

#	Item	Total
1.	Jane Test for Lunch Box Variety August Lunch Box Variety	\$65.00 x
2.	Jane Test for Fusion Dance Fitness Fusion Dance	\$50.00 x
3.	Jane Test for Down and Dirty Circuit Training Down & Dirty Circuit Trai...	\$44.00 x

If you want to remove an item from your cart, click the x next to the item amount.



If you are ready to checkout, click the **Checkout** button.

If you would like to add more items to your cart, click **Close** and select the additional items you want to add from the Catalog.

Using Your CivicRec Account

After selecting Checkout, you will be prompted to accept and sign the waivers applicable to the items in your cart.

Check the box next to
I agree on behalf of

General Liability Waiver

Applies to:

[Jane Test for Lunch Box Variety August Lunch Box Variety](#)

[Jane Test for Fusion Dance Fitness Fusion Dance](#)

[Jane Test for Down and Dirty Circuit Training Down & Dirty Circuit Training](#)

Please read this waiver carefully, and let us know if you have any questions or concerns.

When registering yourself, your spouse, or your minor child(ren) for membership and participation in activities and programs sponsored by the Paul Stock Aquatic & Recreation Center you will be waiving and releasing all claims for injuries you, your spouse, or your minor child(ren) might sustain arising out of the use of the facility mentioned above.

I hereby give my consent for myself, spouse or minor child(ren) to participate in recreational activities sponsored by the Cody Parks & Recreation Department in Cody, Wyoming, during any session of the recreation program. In consideration of, and as a condition of using the Paul Stock Aquatic and Recreation Center, or participating in any programs or activities sponsored by the City of Cody, **I HEREBY EXPRESSLY FOREVER WAIVE, RELEASE AND DISCHARGE THE CITY OF CODY, ITS ELECTED OFFICIALS, OFFICERS, EMPLOYEES AND AGENTS FROM ALL LIABILITY, INCLUDING ANY AND ALL CLAIMS AND SUITS AT LAW OR IN EQUITY FOR DAMAGES OF ALL KINDS, LOSSES, INJURIES (FATAL OR OTHERWISE), INCLUDING BUT NOT LIMITED TO CLAIMS FOR NEGLIGENCE,** arising out of my use of or presence in the Paul Stock Aquatic and Recreation Center, or arising out of participation in any of the recreation activities and understand that I will be fully responsible for any damage or injuries incurred by the participant while involved in any Recreation Department activity.

Also, I hereby pledge to provide positive support, care and encouragement for my fellow competitors and league officials by following this Code of Ethics. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game. I will treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability. I understand that I am participating in a recreation activity and agree not to use profane language or engage in 'trash talking' at any time. I will lead, by example, in demonstrating fair play and sportsmanship to all my fellow competitors. I understand that the officials are there for my benefit and will agree not to direct any profane or threatening actions toward them (either verbal or physical). I understand that any violation of this code shall be cause for the City of Cody to deal with any behavior and/or conduct that are considered by the City to be disruptive, destructive, and/or illegal. Behavioral problems may result in expulsion from the program without reimbursements.

The City of Cody does not provide any medical insurance or personal liability to cover participants during an activity. This is the responsibility of each individual involved in any recreation activity.

NOTICE: The City of Cody reserves the right to take and use photographs of individuals using the Cody Recreation Center and/or participating in programs sponsored by the City of Cody. Such photographs are the property of the City of Cody, and may be used in brochures, advertisements and other promotional materials.

All purchased memberships are non-transferable and non-refundable. All purchases are subject to our return policy.

Signature: _____ Date: _____

E mail _____

Cody Recreation Center – P O Box 2200 – Cody, WY. 82414 // Fax 307 587 2565 // Phone 307 587 0400

I agree on behalf of Jane Test

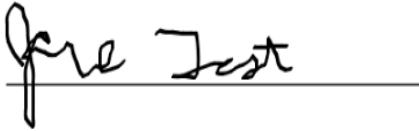


Using Your CivicRec Account

After accepting the waiver a signature box will appear. Electronically sign your name and click Save

Waiver Signature

Please sign on the line:



Clear/Reset Close Save

CHECKOUT FOR JANE TEST

- Browse Catalog
- Waivers**
- Forms
- Payment
- Review & Confirm
- Receipt

Confirm Waiver Agreement >

< Browse Catalog

Follow us on Social Media

Like 0

After signing, click the Confirm Waiver Agreement button on the right side of the screen.

If there are any informational forms for the items in your cart, you may view or print them from the next screen

Forms

- Form
- 1. Down & Dirty Circuit Training [View/Print](#)

Select **Confirm Forms** to advance to the payment screen.

CHECKOUT FOR JANE TEST

- Browse Catalog
- Waivers
- Forms**
- Payment
- Review & Confirm
- Receipt

Confirm Forms >

Using Your CivicRec Account

On the payment screen you will see the items from your card and a total charges due.

Payment

Item	Price	
1. Jane Test for Lunch Box Variety August Lunch Box Variety	\$65.00	×
2. Jane Test for Fusion Dance Fitness Fusion Dance	\$50.00	×
3. Jane Test for Down and Dirty Circuit Training Down & Dirty Circuit Training	\$44.00	×
Total Charges		\$159.00

If you have a gift certificate, you can enter the code here.



Gift Card Code

You can enter optional transaction notes here.

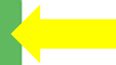


Notes

If you do not want your card information saved to your CivicRec account, un-check this box.





Save Card



Click the **Continue to Payment** button to continue your transaction.

Using Your CivicRec Account

When the payment screen appears, fill in your card information and billing address information, then click the **Submit Payment** button.



 Card Number *	Exp. Date *	Card Code *
<hr/>	<hr/>	<hr/>
Billing Address		
First Name	Last Name	
Jane	Test	
Billing Country	Zip	
USA ▼	82414	
Street Address	City	
PO Box 999	Cody	
State	Phone Number	
WY	3079999999	
 <input type="button" value="Submit Payment"/>		<input type="button" value="Cancel"/>

Using Your CivicRec Account

After your payment is processed, a receipt will appear on the screen.

You can share on Facebook or Twitter and follow us on social media but clicking the **Like** button.

Transaction Receipt

Receipt   ← You can print or email this receipt.

Forms ← You can print any activity forms.







Cody Parks, Recreation, and Public Facilities
PO Box 2200
1402 Heart Mountain St
Cody, WY 82414
307-587-0400
civicrec@cityofcody.com
<https://cityofcody-wy.gov/147/Programs-and-Activit>

Registration/Payment Receipt 21479968
06/16/2020 01:26 PM

Account Information Jane Test PO Box 999 Cody, WY 82414 United States	Payment Credit/Debit \$159.00 Ending in 2240 Merchant Code 0c9f7551-8d1d-418e-9ae9-41be91fbae87
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Item	Amount Paid
Jane Test for Lunch Box Variety August Lunch Box Variety SCHEDULE: Noon-1p every weekday from Aug 3 to Aug 31 at Paul Stock Aquatic & Recreation Center Multi Purpose Room	\$65.00
Jane Test for Fusion Dance Fitness Fusion Dance (July Dance) SCHEDULE: 4:30p-6p every Mon/Wed from Jul 6 to Jul 29 at Paul Stock Aquatic & Recreation Center Multi Purpose Room	\$50.00
Jane Test for Down and Dirty Circuit Training Down & Dirty Circuit Training (July) SCHEDULE: 7p-8p every Tue/Thu from Jul 7 to Jul 30 at Paul Stock Aquatic & Recreation Center Multi Purpose Room	\$44.00
Subtotal	\$159.00
Total Payment	\$159.00


CHECKOUT FOR JANE TEST

-  Browse Catalog
-  Payment
-  Review & Confirm
-  **Receipt**

"I just signed up for Lunch Box Variety at CODYWY"

Tweet 

Follow us on Social Media

 Like 0 ←

Managing Your CivicRec Account

You have several options for managing your CivicRec account.

 Catalog

This tab will open the Catalog, where you can browse activities and add them to your cart

 Account

This tab will take you to your account Dashboard, where you can: view your account statements, transaction history, linked accounts, wait list status, check-in history, event calendar, contact preferences, and scholarships; and manage your payment accounts and memberships.

 Connect

This tab will connect you with Facebook.

 Policies

This tab will allow you to view the City's policies.

 Help

This tab will allow you to submit an online request for assistance from City staff.

CivicRec Support



Paul Stock Aquatic and Recreation Center

Phone: (307) 587-0400

Email: recreation@cityofcody.com



City of Cody Information Technology

Phone: (307) 527-7511

Email: support@cityofcody.com



CivicPlus

Phone: (888) 228-223

Email: support@civicplus.com