



Harford County Office on Aging Senior Center Division

FOR Members: Creating Your Online CivicRec Account and Renewing your Senior Center Membership (PC or Laptop)

1. Type in the address below on your web browser address line, then press ENTER on your device.

<https://secure.rec1.com/MD/office-on-aging-harford-county/catalog>

Note: Use Chrome, Microsoft Edge or Firefox as your Internet browser. Do not use Internet Explorer or other browsers.

2. It will bring you to the screen below. Click on the red **Log in with Email** button as shown below.

A screenshot of a web browser displaying the "Senior center catalog" page. The page features a large, colorful collage of words related to senior activities like "painting", "zumba", "tai chi", "crocheting", and "color theory". At the top, there's a "WELCOME SENIOR CENTER MEMBERS" banner with a photo of a group of women. Below the banner, there are four navigation links: "ABOUT US", "PROGRAMS & SERVICES", "RESOURCES", and "HOW DO I...". The "PROGRAMS & SERVICES" section contains a large image of several women smiling. At the bottom of the page, there's a navigation bar with links for "Log in with Email", "Catalog", "Login Help", "Policies", "Help", "Cart (Empty)", and a search bar. A green footer bar at the bottom includes links for "All Activities" (140), "Edgewood Senior Activity" (12), "ERCC Edgewood Rec..." (2), "Fallston Senior Activity" (35), "Havre de Grace Senior..." (27), "McPaul Senior Activity" (28), "Norrisville Activity Center" (0), and "Virtual Classes" (36). A "MEMBERSHIPS" link is also visible in the footer.

3. If you have not created an account yet, click on the “Don’t have an account? [Sign up](#)” as shown below.

4. If you've already created an account on this site, type in your username and password below, then enter your email and click **CONTINUE** to enter your password.

NOTE: If you already set up have a CivicRec account to register for Parks & Recreation programs, you do NOT need to set up a new account; simply enter your email and password.

5. If you are creating a new account, you will see the screen below. Type your first name, then click the Tab key, then type your middle initial, then click the Tab key, then type your last name, click the N/A dropdown box and choose the suffix that applies to you, if any, then click the Tab key. Type your date of birth – mm, dd, yyyy, then click the appropriate Gender box - Male or Female, then click the tab key, then type a nickname if desired.

6. Click the Tab key. You will move over to the screen below. Type in **Address Line 1**, then click the Tab key. If you live in an apartment, type the apartment number on **Address Line 2**, then click the Tab key. Type your **zip code**, then click the Tab key, type the **city**, then choose your **state** by clicking on the dropdown box. Click the Tab key and type in your **County/Parrish**.

ADDRESS

Address Line 1 *	<input type="text" value="Address Line 1"/>
Address Line 2	<input type="text" value="Address Line 2"/>
Zip Code, City, State*	<input type="text" value="Zip Code"/> <input type="text" value="City"/> <input type="button" value="AL"/>
County/Parish*	<input type="text" value="County/Parish"/>

7. Click the Tab key. You will move over to the screen below. Type your main phone number (home/cell) in the **Phone 1 box**. From the drop-down box to the right, select your **Mobile Carrier** if it appears on this list.
8. **Click in the Add Email box**, then enter your email (this is for email notices from Harford County) then move your cursor over to the right side of the screen to **Primary Email (this will be your User ID)**.

NOTE: DO NOT CLICK the Emergency Contacts box. If you click on the Emergency Contact it will direct you to enter primary password first.

CONTACT INFO

Phone 1*	<input type="text" value="Phone 1"/>	<input type="text" value="Label"/>	<input type="button" value="No Mobile Carrier"/>
Phone 2	<input type="text" value="Phone 2"/>	<input type="text" value="Label"/>	<input type="button" value="No Mobile Carrier"/>
Phone 3	<input type="text" value="Phone 3"/>	<input type="text" value="Label"/>	<input type="button" value="No Mobile Carrier"/>
Email Preferences	<input type="button" value="Add Email"/>		
Emergency Contacts*	<input type="button" value="Manage Emergency Contacts (0 of 1 required)"/>		

9. Click on the **Primary Email** box on the right side of the screen (see below) and type in your email, click the Tab key, then **create a password** following the rules in the light blue box below. Click the Tab key and type it in again to confirm your new password. *NOTE: Don't forget to write down your new password!*

ACCOUNT SETTINGS

Primary Email*	<input type="text" value="Primary Email"/>
Password*	<input type="text" value="Password"/>
Confirm Password*	<input type="text" value="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

10. Now click the **Emergency Contacts** box. You will see the screen shot below.

My Emergency Contacts (0 of 1 required)
Click and drag your emergency contacts below to set priority.

Add New Emergency Contact for Donald Mull

Emergency Contact First Name * Emergency Contact Last Name *

Relationship *
Choose an option or type your own

Emergency Contact Phone *

Emergency Contact Email *

 ADD NEW CONTACT 0 OF 1 REQUIRED CONTACTS ADDED

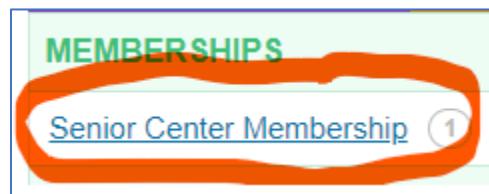
11. Enter the emergency contact first name, click the tab key, enter the last name, click the tab key, then type the relationship – daughter, son, etc. (If not already listed in the drop down) then enter the emergency contact phone. It will turn red while you are typing. That is normal. Click the tab key, then enter the emergency contact email. It will also turn red. That is normal. Click the Add New Contact button.

*Note: If you clicked on NEXT STEP: Other Account Member after adding your password, you can add **family member(s)** who will be registering for senior center classes.. If not, click Save and Close and then go back into your account and add your Emergency Contacts.*

12. Click the blue Browse/Register Now! Button in the upper right-hand corner of the screen (see below).



13. Click on Senior Center Membership (circled below in orange).



14. You will see the screen below. Click on the green Add to Cart button (circled below).

MEMBERSHIPS

Senior Center Membership

Individual Membership	Location TBD	55/up	TBD	Open	Time TBD	\$0
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This Senior Center Membership allows you to easily RENEW your annual Senior Center Membership agreement online! Simply add it to your cart and follow the prompts to complete the form. You will receive an email asking you to agree and electronically sign the Membership Agreement. The membership is valid for one year, and there is no cost for senior center membership. It is valid for all Harford County Senior Activity Center locations.

NOTE: All NEW memberships must be done in person at any of our four senior center locations.

Activity	Senior Center Membership
Session	Individual Membership
Location	Multiple Locations
Facility	Multiple Facilities
Date Range	Year-round
Days	TBD
Age/Gender	55/up
Fee	\$0.00
Registration	Opened Nov 16 - 12:00 AM

ACCOUNT MEMBERS

<input checked="" type="checkbox"/>	Donald Mull (Adult)
Eligible	
Add Account Member	

Add To Cart

15. You will see the screen below. Click on the blue Checkout button in the bottom right-corner of the screen.

#	Item	Total
1.	Donald Mull for Senior Center Membership Individual Membership	\$0.00

TOTAL

User Icon
Checkout

16. You will see the screen below. Click the green **Confirm Attachments** button (circled in orange).

Catalog Account Connect Policies Help Log Out

Attachments

Attachments	View/Print
1. Senior Center Policies and Guidelines2021	View/Print

\$0.00 1 item

CHECKOUT FOR DONALD MULL

- [Browse Catalog](#)
- [Attachments](#)
- [Prompts](#)
- [Waivers](#)
- [Payment](#)
- [Review & Confirm](#)
- [Receipt](#)

Confirm Attachments >

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Like 1

17. You will see the screen below. **YOU MUST FILL OUT EVERY RESPONSE**. Click the green Submit Responses button when complete.

Prompt	Response
Prompts for Donald Mull	
1. Which center do you most frequently attend (choose one)?	Select an option... <input type="button" value="▼"/>
2. Do you live in an Assisted Living Facility or Group Home? (If YES, the Facility Owner/Administrator must complete and return the Assisted Living/Group Home Information Form and Agreement before you can attend the Senior Center or register for activities)	Yes <input type="radio"/> No <input checked="" type="radio"/>
3. U.S. Military Veteran?	Yes <input type="radio"/> No <input checked="" type="radio"/>
4. Do you consider yourself disabled?	Yes <input type="radio"/> No <input checked="" type="radio"/>
5. Race:	Select an option... <input type="button" value="▼"/>
6. Are you Hispanic/Latino?	Yes <input type="radio"/> No <input checked="" type="radio"/>
7. Marital Status	Select an option... <input type="button" value="▼"/>
8. Living Arrangements:	Select an option... <input type="button" value="▼"/>
9. Do you rent or own your home?	Select an option... <input type="button" value="▼"/>
10. How many people live in your household? (Include you, and all other persons)	<input type="text"/>
11. Monthly Individual Gross income (before taxes or deductions)	Select an option... <input type="button" value="▼"/>
12. Are you interested in Volunteering with us?	Select an option... <input type="button" value="▼"/>
13. Do you currently receive or require the assistance of a Caregiver for help with daily activity activities?	Yes <input type="radio"/> No <input checked="" type="radio"/>
14. I have completed a Senior Center Membership Agreement in the past and understand I will be asked to renew this membership each year (at no cost).	Yes <input type="radio"/> No <input checked="" type="radio"/>

CHECKOUT FOR DONALD MULL

- [Browse Catalog](#)
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- [Receipt](#)

Submit Responses

[Attachments](#)

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Like 1

18. You will see the Waiver screen below. Scroll all the way to the bottom of the screen and **click the "I agree" box (circled in orange)**.

Waivers

Senior Center Membership Agreement

Applies to:

Donald Mull for Senior Center Membership Individual Membership

Harford County Office on Aging

Senior Activity Center Membership and Eligibility Requirements

Harford County Government operates senior activity centers and programs throughout the county to promote the physical, mental, and social well-being of its older citizens. By providing enrichment opportunities through classes, workshops and events, Members can gain knowledge and skills, overcome isolation, gain access to essential services, and enhance their health through the congregate nutrition program and an array of fitness classes and activities. Maintaining a welcoming, orderly and safe atmosphere is essential to the successful operation of these centers for the benefit of the county's older citizens as set forth in Harford County Policy 09-7101. It is the policy of Harford County Government to ensure compliance with Title VI and Title VII of the Civil Rights Act of 1964, and the Americans With Disabilities Act, as well as related statutes and regulations to ensure that no person shall be excluded from participation in or be denied the benefits of, or be subject to discrimination on the grounds of race, color, sex, age, religion, disability or national origin.

I. REQUIREMENTS for MEMBERSHIP and ACTIVITY ELIGIBILITY

The Harford County Office on Aging reserves the right to rescind the membership of an individual who cannot satisfy the membership requirements, and/or behavioral policies stated in the [Senior Activity Center Membership and Activity Eligibility Requirements](#). A Complete Copy of this Document is Available Upon Request.

Signature*: _____

*Signature is only required for on a printed agreement for members who do not have email and did not provide an online signature.

I agree on behalf of Donald Mull

[Terms & Conditions](#)

19. You will see the screen below. **Using the mouse on your computer, sign on the line then click the blue Save button.**

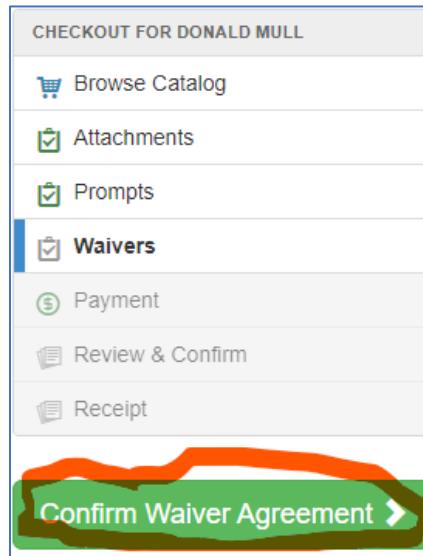


Waiver Signature

Please sign on the line:

Clear/Reset Close Save

20. **Scroll all the way back up to the top of the screen and click the green Confirm Waiver Agreement button (circled in orange).**

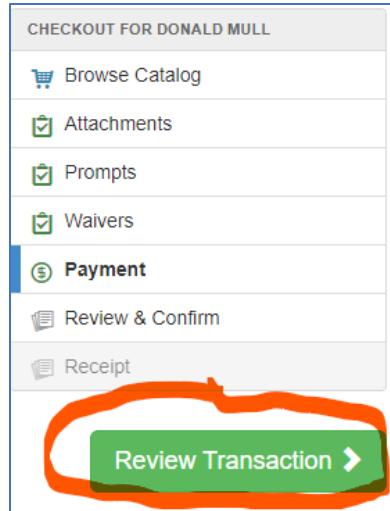


CHECKOUT FOR DONALD MULL

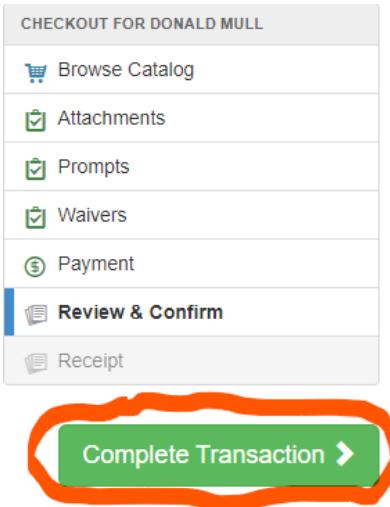
- Browse Catalog
- Attachments
- Prompts
- Waivers**
- Payment
- Review & Confirm
- Receipt

Confirm Waiver Agreement ➤

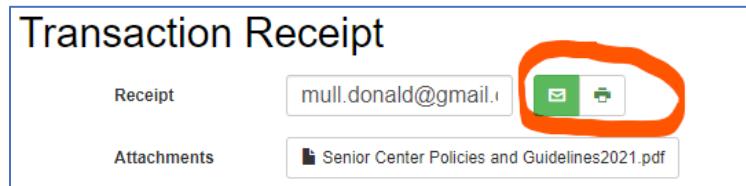
You will see the screen below. Click the green **Review Transaction** button (circled in orange).



21. You will see the screen below. Click the green Complete Transaction button (circled in orange).



22. You will see the screen below. Your receipt will be mailed to the primary email on your account. Click the **green envelope button** circled in orange if you want the receipt emailed to a different email address or click the white printer button to print out a hard copy of your receipt.



Congratulations! Your online account is created, and your Annual Senior Center Membership renewal is complete! You are now ready to register for classes.