



## Harford County Office on Aging Senior Center Division

### FOR SENIOR CENTER MEMBERS – How to Create a CivicRec Account and Renew your Senior Center Membership Online (**Mobile device - tablet or cell phone**)

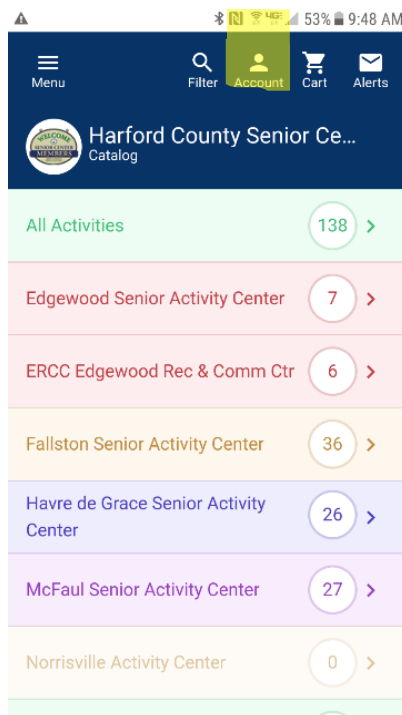
*Note: CivicRec works best with Chrome, Microsoft Edge or Firefox as web browsers. Please be aware that you will need to scroll up and down to see the full screens during some steps of the process. This document will guide you through with screenshots and instructions.*

#### Part 1. Create your online account

**Step 1.** To create your account, go to:

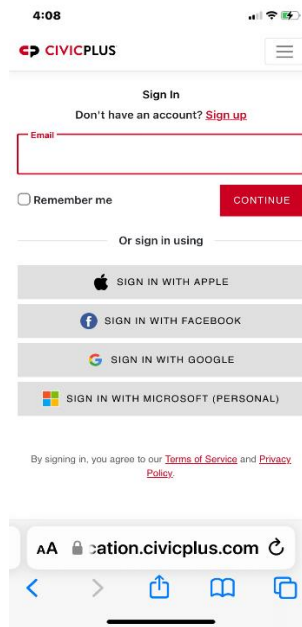
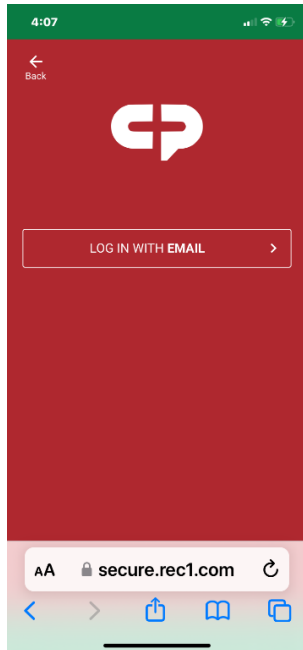
<https://secure.rec1.com/MD/office-on-aging-harford-county/catalog>

First you will see the green CivicRec screen, then the catalog screen will appear. Click on Account in the dark blue box (highlighted in yellow below).



Center locations.  
Note the number  
of classes being  
offered appear  
in the circle to  
the right of the  
location.

**Step 2.** On the RED screen, enter Click on **LOGIN WITH EMAIL**  
ON THE Sign IN screen, if you are setting up a new account, Click on “Don’t have an account? **Sign up**”.  
If you already have an account, enter your email, then click on **CONTINUE** to enter password.



**NOTE:** The mobile version is designed to present the information in the best format for a small mobile screen. However, if you prefer, on the **Menu**, you can change the view to **Desktop Version**, which takes you to the view you would see from a computer. If you prefer to continue in **MOBILE** view, **skip to Step 3**.

Click here to see the Desktop Version (to the right)

Click here for accessibility options.

This is how the catalog appears on a PC or laptop. It may be challenging to see the detail of this view on your mobile device.

Click here to return to Mobile view

Touch the **Mobile** button on the Catalog Home screen to return to the mobile view.

**Step 3.** In the **Create User** screen, complete the account information fields as shown. You will use your email address as your user ID for logging in to CivicRec. **Create a password** using the guidelines provided. Be sure to make note of it, as this will be the password you use to get online and register for classes.

Next you will be taken to the MOBILE view of the **Harford County Senior Center Catalog**.

The image displays three sequential screenshots of the 'Create User' mobile application interface. Each screen has a dark blue header with a back arrow, the title 'Create User', and a 'Catalog' icon. The status bar at the top shows signal strength, Wi-Fi, battery level, and time (2:18 PM or 2:19 PM).

- Screen 1 (Left):** Shows the 'Account' section with fields for 'E-mail Address' (with an envelope icon), 'Password', and 'Confirm Password'. Below is the 'Basic Info' section with fields for 'Firstname', 'Middlename', 'Lastname', and 'Suffix' (with a dropdown arrow). A blue person icon is on the right.
- Screen 2 (Middle):** Shows the 'Gender' section with 'Male' and 'Female' radio buttons. Below is the 'Birthdate' section with 'Month', 'Day', and 'Year' dropdowns. The 'Additional' section has a 'Nickname' field with a red 'X' error icon. The 'Contact' section has a 'Primary Phone' field and a 'Mobile Carrier' dropdown showing 'No Mobile Carrier'. A blue person icon is on the right.
- Screen 3 (Right):** Shows the 'Address' section with 'Enter address' and 'Address 2' fields. Below is the 'City', 'State' (set to 'AL'), and 'Zip' fields. The 'County' field has a red 'X' error icon. The 'Apply Address Changes To Other Household Members' checkbox is checked. At the bottom is a 'Manage Emergency Contacts (0 of 1 required)' section. A blue 'CREATE ACCOUNT' button is at the bottom right.

Once all fields are completed, touch the blue **CREATE ACCOUNT** button.

You will then be directed to **Enter Emergency Contact information**. (Note that an email address is required; if you do not have one for your contact, enter your own email address as a placeholder. We will NOT use email in an emergency!)

**You have completed creating your online registration account! Now it is time to renew your annual Senior Center Membership. See steps below to continue.**

## Part 2. Renew your Senior Center Membership – mobile device

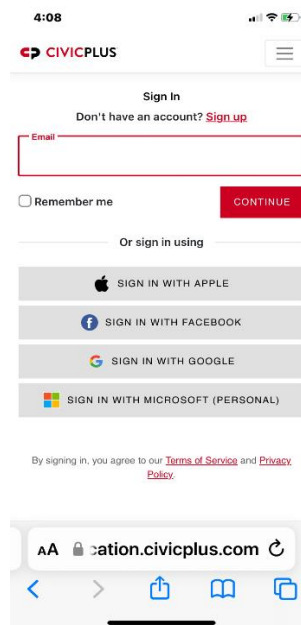
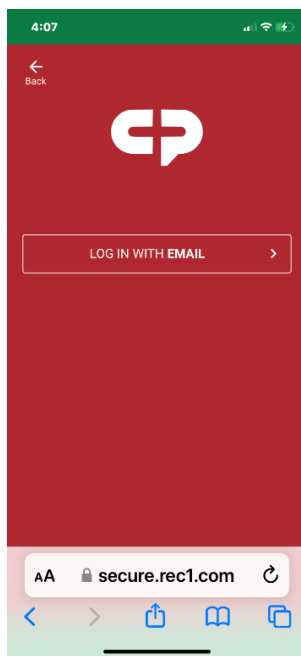
**Step 1.** To log in or create your account, go to:

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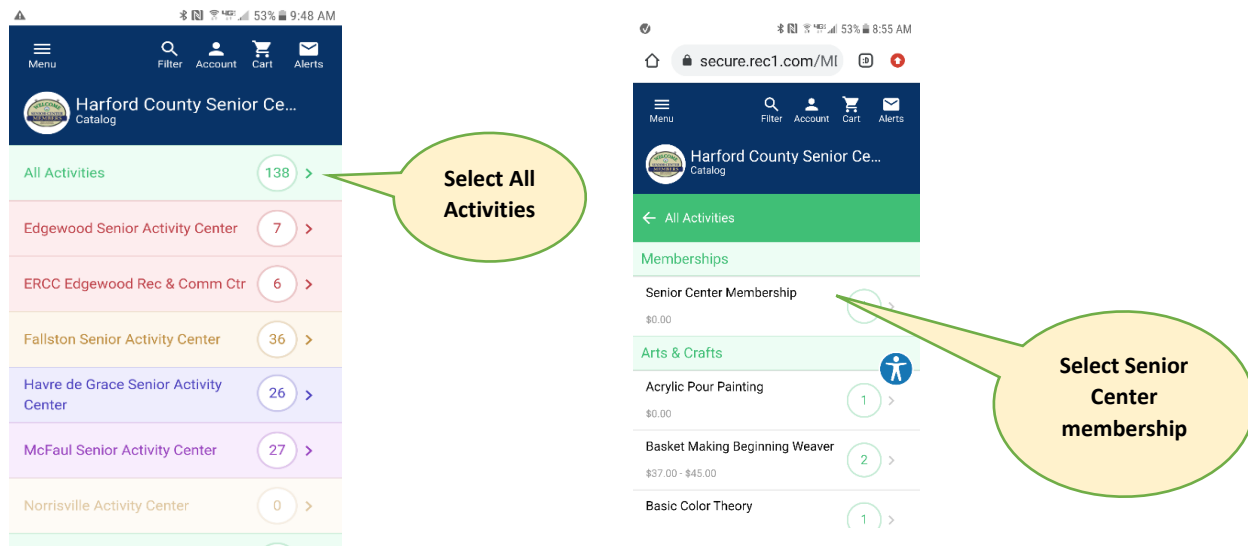
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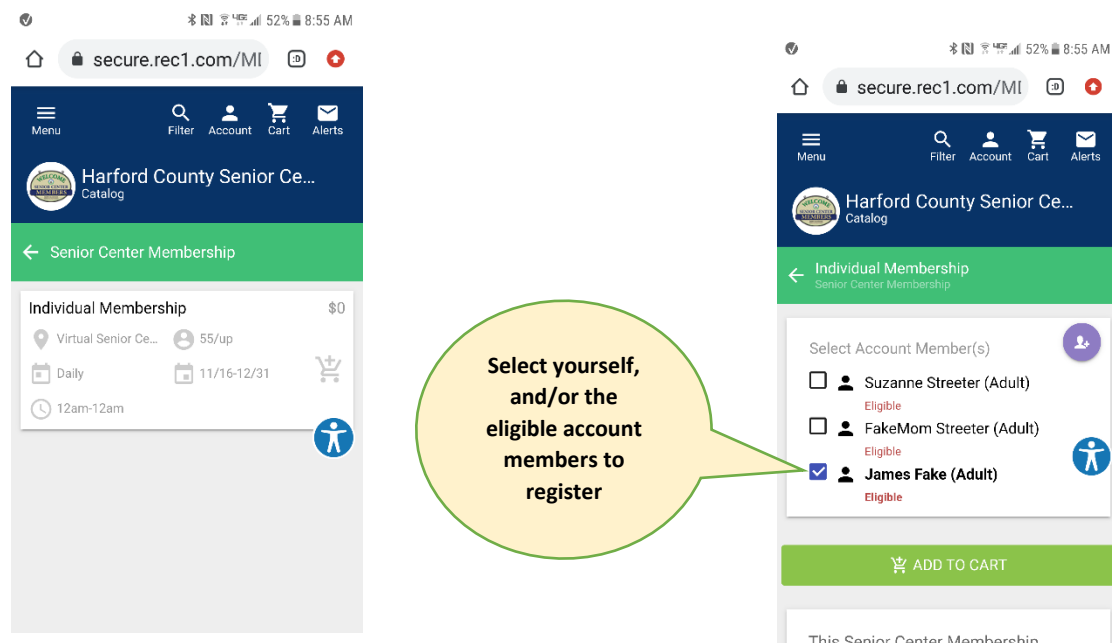
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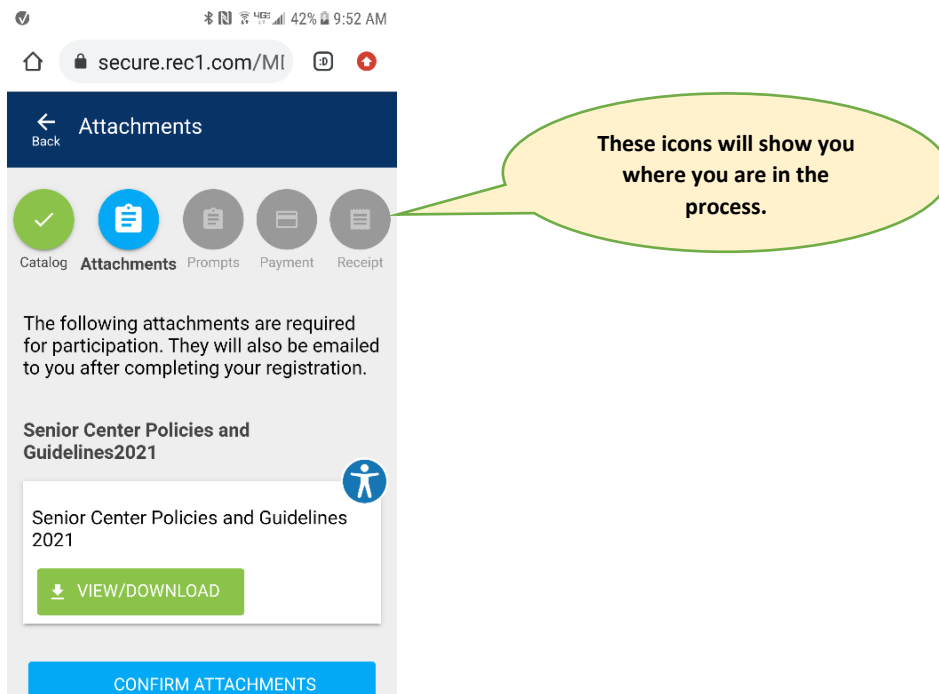
**Step 3.** Once you are logged in, you will see the catalog page (on the left below). To renew your Senior Center Membership, select **All Activities**, then select **Senior Center Membership**.



**Step 4.** Once you have selected the **Senior Center Membership**, Select the **Individual Membership**. Check the box next to the eligible member or members whose membership you will renew (yourself, a household member or both). In this example, we are renewing for James Fake. Select **ADD TO CART**.



**Step 5.** On the **Attachments** screen, that you will be sent a copy of the **Senior Center Policies and Guidelines** with your Membership receipt. You can download them here, or move on to the next step by selecting **CONFIRM ATTACHMENTS**.



**Step 6.** On the **Prompts** screens, check off your responses to the questions asked. These are all the same questions we ask on our paper **Senior Center Membership** form. Keep scrolling and answering questions until you get to the last screen, where you will select **SUBMIT RESPONSES**.

**Sally FakeSenior**

Which center do you most frequently attend (choose one)?

- ☐ Edgewood
- ☐ Fallston
- ☐ Havre de Grace
- ☒ McFaul (Bel Air)

Do you live in an Assisted Living Facility or Group Home? (If YES, the Facility Owner/Administrator must complete and return the Assisted Living Facility Agreement)

U.S. Military Veteran?

- ☐ Yes
- ☒ No
- ☐ Refuse to answer

Do you consider yourself disabled?

- ☐ YES
- ☒ NO

Race:

- ☐ White

Are you interested in Volunteering with us?

- ☐ Yes
- ☒ No
- ☐ Maybe

Do you currently receive or require the assistance of a Caregiver for help with daily activity activities?

- ☐ YES
- ☒ NO

**SUBMIT RESPONSES**

**Step 7.** This will bring you to the **Waivers** screen that shows you the complete **Senior Center Membership Agreement** (this will be emailed to you with your receipt). Review, and scroll down to the bottom, and check the “I agree on behalf of...” box. The **Signature** line will now appear for you to **add your signature**

**(sign with a stylus or your finger via the touch screen).** Once you have completed your Signature, select **CONFIRM WAIVER AGREEMENT**.

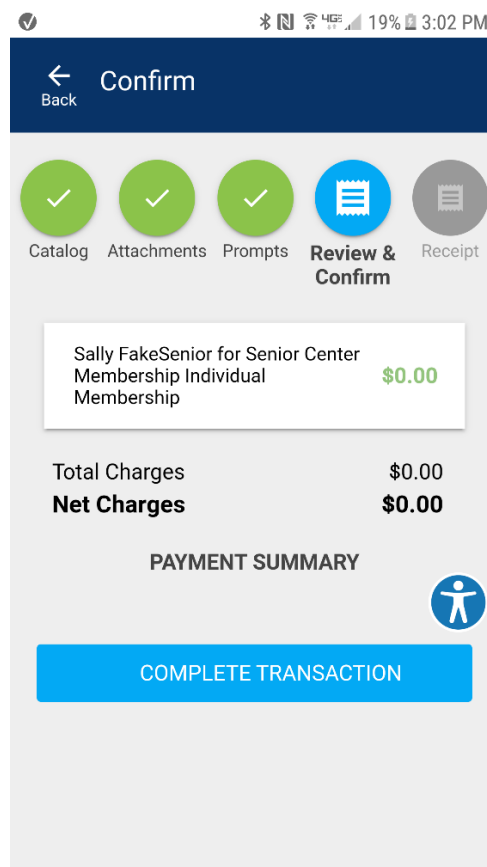
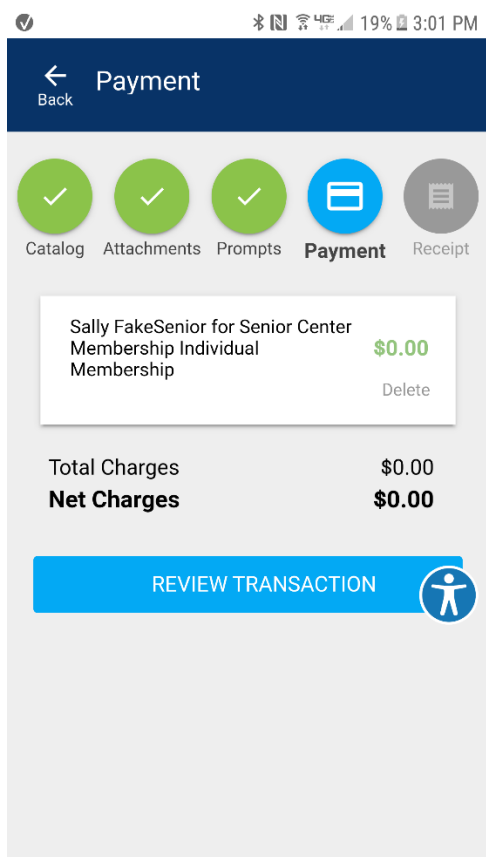
The image displays two screenshots of a mobile application interface, specifically the 'Waivers' screen. The top navigation bar is dark blue with a back arrow and the word 'Waivers'. Below the navigation bar, there are five circular icons: a green checkmark (Catalog), a green checkmark (Attachments), a blue document icon (Waivers), a grey wallet icon (Payment), and a grey receipt icon (Receipt). The main content area on the left screenshot shows the 'Senior Center Membership Agreement' which 'Applies To: Sally FakeSenior for Senior Center Membership Individual Membership'. It also mentions 'Harford County Office on Aging' and 'Senior Activity Center Membership and Eligibility Requirements'. A paragraph describes the county's services. At the bottom is a blue button labeled 'CONFIRM WAIVER AGREEMENT'. The right screenshot shows the same 'Waivers' screen but with a signature line. It includes a note: '\*Signature is only required for on a printed agreement for members who do not have email and did not provide an online signature.' There is a checkbox labeled 'I agree on behalf of Sally FakeSenior' which is checked. Below it is a line for the signature, which has a stylized signature 'Sally FakeSenior' written on it. To the right of the signature line is a blue circular icon with a white person symbol. At the bottom is a blue button labeled 'CONFIRM WAIVER AGREEMENT'.

**Step 8.** This will take you to the **Payment** screen. There is no payment for the membership renewal.  
**NOTE:** *If you were to make a purchase, you would be directed to the payment screens and prompted to provide your credit or debit card information here.*

Select **REVIEW TRANSACTION** to proceed.



On the **Confirm** screen, select **COMPLETE TRANSACTION**.



**Step 9. Your annual Senior Center Membership is renewed!** Your receipt will be emailed to the email address on your account. Click on the green **Catalog** button to return to the catalog page.

