



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>

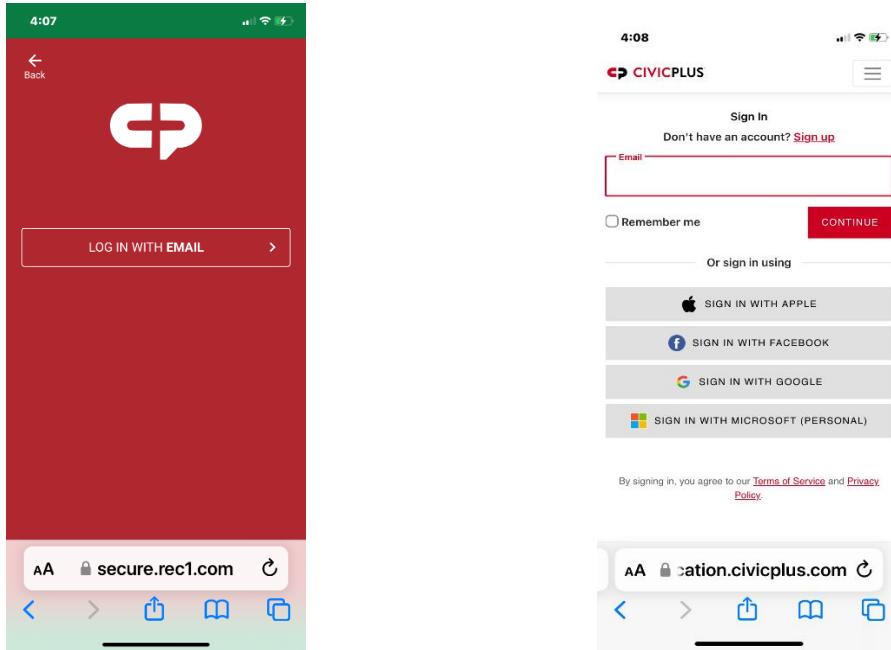
First you will see the green CivicRec screen, then the catalog screen will appear. Click on Account in the dark blue box (highlighted in yellow below).

A screenshot of a mobile device displaying the CivicRec app. The screen shows a list of senior activity centers. At the top, there is a dark blue header with the text "Harford County Senior Ce... Catalog". Below this is a list of centers with their names and the number of classes offered: "All Activities" (138), "Edgewood Senior Activity Center" (7), "ERCC Edgewood Rec & Comm Ctr" (6), "Fallston Senior Activity Center" (36), "Havre de Grace Senior Activity Center" (26), "McFaul Senior Activity Center" (27), and "Norrisville Activity Center" (0). Each center name is followed by a circular icon with a number and a right-pointing arrow. The "Account" button in the header is highlighted with a yellow box. The background of the app is white.

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

Mobile View (Left): Shows a mobile browser interface with a dark header bar and a light content area. The content area displays a sidebar menu with links like 'Log In/Create Account', 'Catalog', 'Our Terms', 'Policies', 'Help', and 'Desktop Version'. A speech bubble points from the 'Desktop Version' link to the desktop view.

Desktop View (Middle): Shows a desktop browser interface with a light header bar and a light content area. The content area displays a 'WELCOME SENIOR CENTER MEMBERS' banner and a 'SENIOR CENTER CATALOG' page. The page features a collage of words related to senior activities like 'cardio', 'dancing', 'crocheting', etc. Below the banner is a photo of a group of senior citizens. A speech bubble points from the 'accessibility options' link to the desktop view.

Catalog Home Screen (Right): Shows a desktop browser interface with a light header bar and a light content area. The content area displays a 'Catalog - Offic...' page. The page includes a 'Log In/Create Account' button, a 'Catalog' button, and a 'Mobile' button (which is highlighted with a yellow box). Below these are sections for 'MEMBERSHIPS', 'ARTS & CRAFTS', and a list of class offerings like 'Acrylic Pour Painting', 'Basket Making Beginning Weaver', etc. A speech bubble points from the 'return to Mobile view' link to the desktop 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 a mobile application's 'Create User' form. The first screenshot shows the initial account creation screen with fields for Email Address, Password, and Confirm Password. The second screenshot shows additional personal information like Birthdate and Nickname. The third screenshot shows address details like City, State, Zip, and County, along with options for applying address changes to household members and managing emergency contacts. A large blue 'CREATE ACCOUNT' button is visible at the bottom of the third screen.

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.

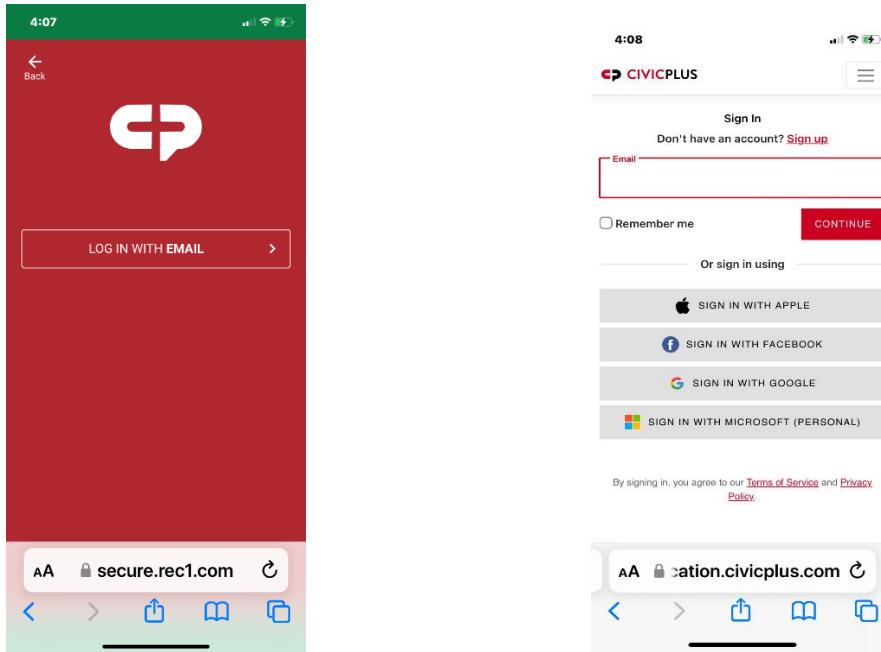
Part 2. Renew your Senior Center Membership – mobile device

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

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

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.



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**.

The image contains two screenshots of a website. The left screenshot shows a list of activity centers with a green callout bubble pointing to the 'All Activities' button. The right screenshot shows a list of membership categories with a green callout bubble pointing to the 'Senior Center Membership' button.

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**.

The image contains two screenshots of a website. The left screenshot shows the 'Individual Membership' page with a green callout bubble pointing to the member selection area. The right screenshot shows the 'Select Account Member(s)' page with a green callout bubble pointing to the 'James Fake (Adult)' checkbox, which is checked.

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**.

Back **Attachments**

Catalog **Attachments** Prompts Payment Receipt

The following attachments are required for participation. They will also be emailed to you after completing your registration.

Senior Center Policies and Guidelines2021

Senior Center Policies and Guidelines 2021

 [VIEW/DOWNLOAD](#)

CONFIRM ATTACHMENTS

These icons will show you where you are in the process.

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**.

Back **Prompts**

Catalog **Prompts** Payment Receipt

Sally FakeSenior

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

Edgewood
 Fallston
 Havre de Grace
 McFaul (Bel Air)

Are you interested in Volunteering with us?

Yes
 No
 Maybe

U.S. Military Veteran?

Yes
 No
 Refuse to answer

Do you consider yourself disabled?

YES NO

Race:

White

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**

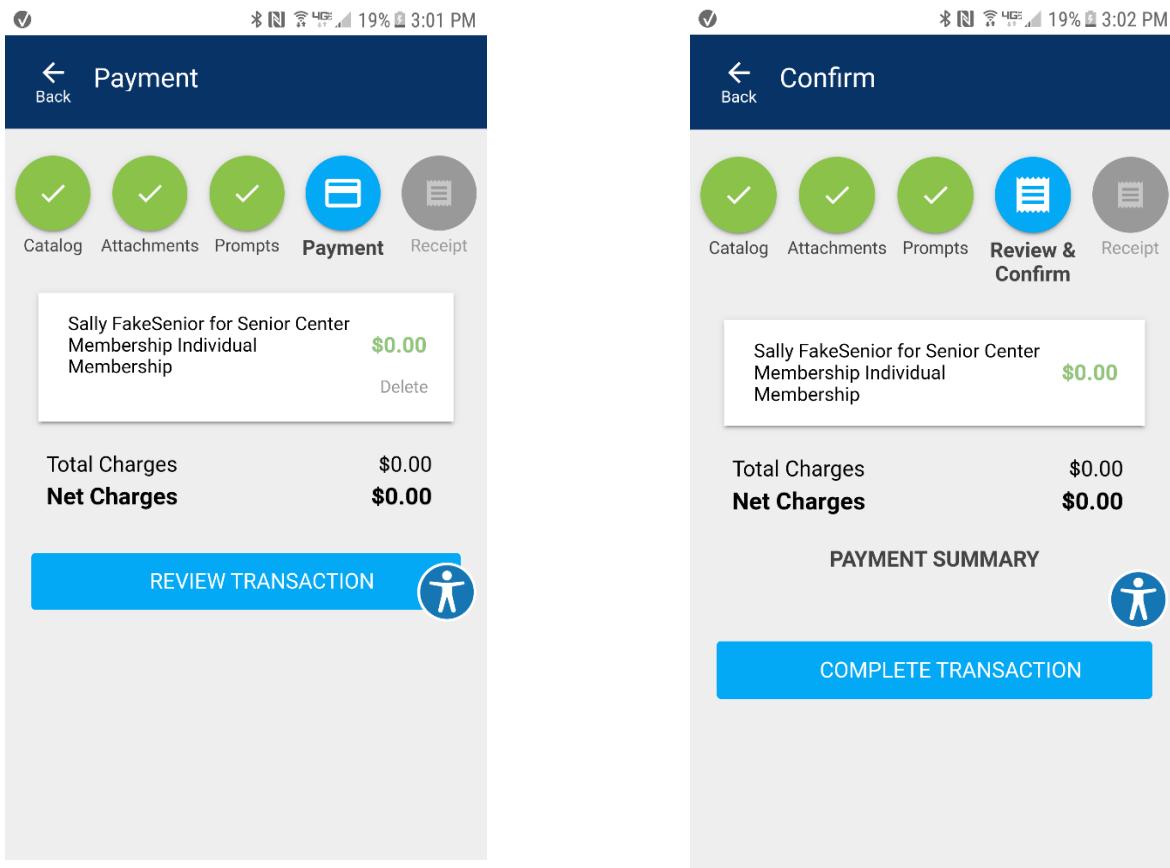
(sign with a stylus or your finger via the touch screen). Once you have completed your Signature, select **CONFIRM WAIVER AGREEMENT**.

The screenshots show a mobile application interface for managing waivers. The top bar indicates the device is at 20% battery and 3:01 PM. The first screenshot shows a list of items: Catalog (green checkmark), Attachments (green checkmark), **Waivers** (blue checkmark, highlighted in red), Payment (grey), and Receipt (grey). The second screenshot shows a detailed view of the 'Waivers' section, with a note: 'Copy of this Document is Available Upon Request.' Below this is a 'Signature*' field with a placeholder text: '*Signature is only required for a printed agreement for members who do not have email and did not provide an online signature.' A checkbox is checked, followed by the text: 'I agree on behalf of Sally FakeSenior' and 'Please sign on the line:'. A 'CLEAR/RESET SIGNATURE' button and a blue 'CONFIRM WAIVER AGREEMENT' button are also present. A handwritten signature 'Sally' is shown above the signature line, and a small blue icon of a person is to the right.

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.

