



How to Create an Online Account with St. Clair Township – Community Services


1. Go to the website: <https://stclairtownship.perfectmind.com/>
2. This will bring you to a screen that has our Township Logo – right below the logo you will see a “Signup” link – Please click this link...

The screenshot shows a web browser window with the URL stclairtownship.perfectmind.com/SocialSite/MemberRegistration/MemberSignIn?returnUrl=%2FContacts%2FContact. The page features the St. Clair Township logo at the top center. Below the logo, the word "Signup" is circled in red, and a red arrow points to it from the text in the previous block. Below the logo is a "Login to your account" form with fields for "Email" and "Password", a "Forgot your password?" link, and a "Login" button. At the bottom of the page, there is a "Log in with Facebook" button. The right side of the page is a solid blue vertical bar.



- When you click the “Signup” link it will bring you to a client information form – lets go through this together...

Please complete all the fields listed including First & Last name, email address, make sure it says “I agree” on the acknowledge you are over the age of 18, we do require your birthday, and a primary phone number – We recommend a mobile phone number as you can add another phone number once your account is created on your customer profile, then we need your full address including street name and number, city, province, and postal code.



Already have an Account? [Login](#)

NOTICE
Please Create Parent / Adult Account First and then any Child Accounts withing the Portal.
Thank you.

First Name *

Last Name *

Email *

I acknowledge I am over 18 years of age *

Day of birth* Month* Year*

Primary Phone *

Primary Phone Type *

Street*

City*

State/Province*

Postal code*



- Once all the information is completed please click on the “Create Account” button at the bottom of the form...

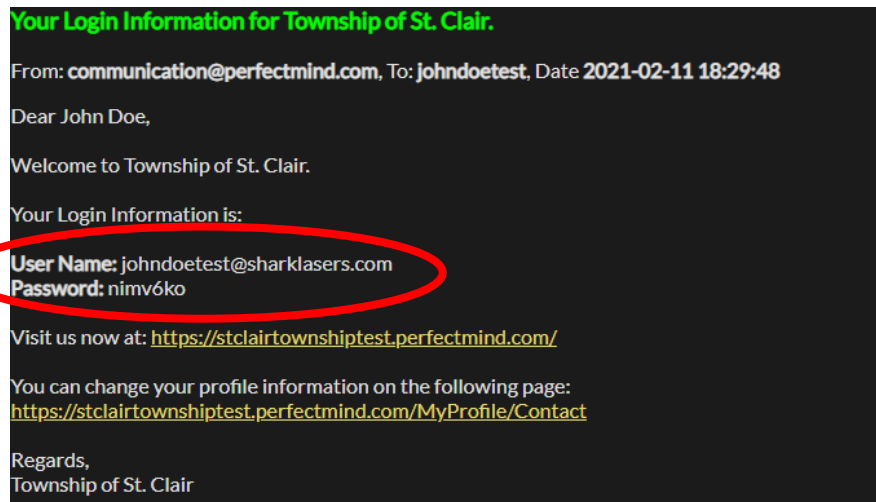
The screenshot shows a registration form with the following fields: Street, City, State/Province (dropdown), and Postal code. A red arrow points from the top right towards the 'Create Account' button, which is circled in red.

- Now that you have created your account it will bring you to your account “Family Member Detail” – at this time our system will send you an email with your Temporary password.

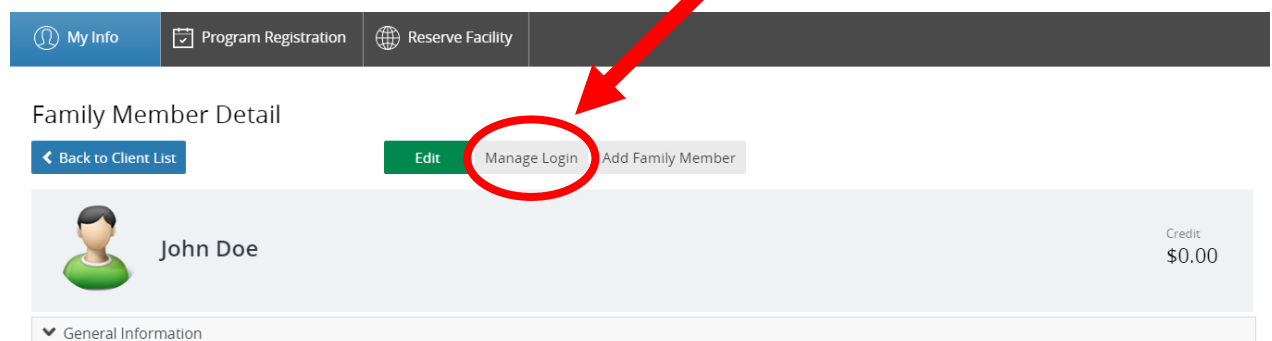
The screenshot shows the 'Family Member Detail' page for John Doe. The page includes a navigation bar with 'My Info', 'Program Registration', and 'Reserve Facility'. Below the navigation bar, there are buttons for 'Back to Client List', 'Edit', 'Manage Login', and 'Add Family Member'. The user's name is 'John Doe' and the credit balance is '\$0.00'. The page is divided into two sections: 'General Information' and 'Contact Information'. The 'General Information' section includes fields for First Name (John), Last Name (Doe), Age (40), and Birthday (18/09/1980). The 'Contact Information' section includes fields for Primary Phone Type (Mobile), Secondary Phone Type (Work), Primary Phone (555-123-4556), Secondary Phone, Mailing address (123 St. Clair Parkway, Mooretown, Ontario, Canada, N0N 1M0), and Email (johndoetest@sharklasers.com).



- Here is an example of the email you will receive; the circled information are your credentials and temporary password. Copy this password as you will need it for the next step.



- Once you have your temporary password - you then then click "Manage Login"





8. In "Manage Login" you will be able to type in or paste in your temporary password / or your current password and then continue to add a new password which you will then need to confirm by typing it in one more time.

Then click the "Save" Button.

The screenshot shows the 'Family Member Detail' page for John Doe. A modal window titled 'Manage Login' is open, showing fields for Username, Current Password, New Password, and Confirm Password. The 'Save' button in the modal is circled in red. A red arrow points from the 'Save' button in the modal to the 'Edit' button on the main page.

Section	Field	Value
General Information	First Name	John
	Last Name	Doe
	Age	40
	Birthday	18/09/1980
I acknowledge I am over 18 years old. I Agree		
Contact Information	Primary Phone Type	Mobile
	Primary Phone	555-123-4556
	Mailing	123 St. Clair Parkway Mooretown, Ontario Canada, N0N 1M0
	Secondary Phone Type	Work

9. You have now successfully made your NEW account with us! At any time, you can and should update your information by clicking on your name from the "my info" page and clicking the Green "Edit" Button at the top of that Client form.

The screenshot shows the 'Family Member Detail' page for John Doe. The 'Edit' button is circled in red. A red arrow points from the 'Edit' button to the 'Manage Login' modal in the previous screenshot.

Section	Field	Value
General Information	First Name	John
	Last Name	Doe
	Age	40
	Birthday	18/09/1980
I acknowledge I am over 18 years old. I Agree		
Contact Information	Primary Phone Type	Mobile
	Primary Phone	555-123-4556
	Mailing	123 St. Clair Parkway Mooretown, Ontario Canada, N0N 1M0
	Secondary Phone Type	Work



10. From this page you can also add your family members; simply click the “Add Family Member” button.

This screenshot shows the top navigation bar with "My Info", "Program Registration", and "Reserve Facility" buttons. Below is the "Family Member Detail" section for "John Doe" with a credit of "\$0.00". A red circle highlights the "Add Family Member" button, with a red arrow pointing to it from the right.

11. It will bring you to a similar form to add your additional family members information. Some of these fields will be automatically filled in with your account information. We have highlighted the example below on the information which you should update for the additional family member:

This screenshot shows the "Add Family Member" form overlaid on the "Family Member Detail" page. The form contains several fields: "First Name *" (Jane), "Last Name *" (Doe), "Birthday *" (April 1, 1987), "Email *" (janedoe@sharklasers.com), "Primary Phone *" (555-123-4556), "Primary Phone Type" (Mobile), "Street *" (123 St. Clair Parkway), "City *" (Mooretown), "State/Province *" (Ontario), "Zip/Postal Code *" (N0N 1M0), "Gender" (Female), "I acknowledge I am over 18 years of age *" (I Agree), and "Contact Relation" (Wife). The "Jane", "Doe", "April", "1", "1987", "janedoe@sharklasers.com", "Female", "I Agree", and "Wife" fields are highlighted in yellow.



12. Once this information is completed; click the “Submit” button at the bottom of that screen.

The screenshot shows a registration form with several fields. A red arrow points from the text above to the 'Submit' button at the bottom right of the form. The 'Submit' button is circled in red. The form includes a sidebar on the left with 'Schedules' and 'Activity Outcomes', and a main area with a dropdown menu for 'I Agree' and a 'Contact Relation' dropdown menu set to 'Wife'. At the bottom, there are 'Cancel' and 'Submit' buttons.

13. Once you submit that form it brings you back to the “Home Page”, where you will find all your family members listed.

The screenshot shows the Home Page with a navigation bar at the top containing 'My Info', 'Program Registration', and 'Reserve Facility'. Below the navigation bar is a section titled 'Family Members' with an 'Add Family Member' button. A table lists family members with columns for Photo, Full Name Simple, Primary Phone, Email, and Attendance Rating.

Photo	Full Name Simple	Primary Phone	Email	Attendance Rating
<input type="checkbox"/>	Jane Doe	555-123-4556	janedoetest@sharklasers.com	--None--
<input type="checkbox"/>	John Doe	555-123-4556	johndoetest@sharklasers.com	--None--

Thank you for taking the time to create your ONLINE account!

If you have any questions, feel free to contact us here at the Sports Complex 519-867-2651 and we would be happy to assist you!