



The Sylvania Recreation website has been developed to serve as an informative tool to the residents of the Sylvania area. Our website features exclusive on-line registration so we may offer you the convenience of being open virtually all hours, of every day of the year. The following reference has been developed to assist you with the registration process. If you experience difficulties after referring to this document, please contact our office during business hours, Monday - Friday, 8:30 AM - 5:00 PM at (419) 882-1500.

If you do not have internet access, you may visit our office and register on one off our work stations during the regular business hours listed above.

### Creating Your Adult Profile

The first step to the conveniences of online registration is to create your Adult Profile. Upon completing your Adult Profile, you will have the capability to register yourself, as well as any children in your household for all of our activities

#### Getting Started

- Go to our website: [www.sylvaniarecreation.org](http://www.sylvaniarecreation.org)
- Go to **Members Only** and click **Login** (the following screen will appear)

### Sylvania Recreation Online Services - Login

**Login**

**Username**

**Password**

**First Time Here**

Please click [here](#) if you have never registered with us before.

**Forgot Your Password?**

Please click [here](#) to have your login information emailed to you.

## Creating Your Adult Account (Continued)

- Click “**First Time Here**” which is located on the upper right side of the screen.
  - After you click on first time here the next screen will ask you for:
    - Your First and Last Name (Please fill out the information accurately)
    - Your email address
    - If you do not have an email account, please type in the following address:  
(no\_email@sylvaniarec.com)
  - After completing this section above, click “**submit**”.  
(you will be directed to the screen below)
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## Register

### ▶ New Registration

**John Doe** please click [here](#) to create your new registration.

- Click “**here**” to create the remainder of your adult profile”.
  - Please fill out all required fields on the following screen with accurate information. Then click “**Submit**”.
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- The following screen will confirm your profile and will also assign your login information.

John M Doe, thank you for registering with Sylvania Recreation.

You have been assigned the following login information.

Username: **SR10949**  
Password: **Doe**

Once you login, you can:

1. Add related youth records
2. Register yourself and your related youths for our events
3. Change your username and password

[Click here](#) to login.

- Please record your login information.
- Upon login, your profile will show.
- Sylvania Recreation encourages you to change your login information to something that you will remember.

## Login

- All adult profiles are assigned login information.
- To login, type in your assigned login information
- Your assigned username will begin with SR with 4 to 5 numbers following.
- Your assigned password is your last name
- You may change your login information to whatever you choose when you login.

## Adding / Registering A Youth

- To add a youth record to your Adult record, you must select “Add Youth Record”
- Complete all fields on the form and click “Submit”.
- Return to your Adult Profile and you will see the new youth Record under “Related Youths”.
- To register a child for an event click the word “select” next to the child’s name and you will taken to their screen.
- Towards the bottom of their screen, you will see “register this youth for an event” click the link and a screen with all event offerings for that child will be displayed.

## Registering Yourself For An Event

- Log-in to your account
- Under “Current Action Items”, click the words “Register Yourself For An Event”.
- A screen with all event offerings for Adults will be displayed.
- Please note, that if you are registering a team for one of our programs, you must register them under your profile (since you will be the coach/manager of the team).

## Secure Online Payments

- When registering yourself or a youth for an event you will come to a payment screen. This screen will ask you to select a card type for online payment.
- On this screen there is also a place to make special requests for certain coaches or placement with specific individuals.
- Special request can not be guaranteed!

## Cash or Check Payments

- If you would rather not pay online you have option to pay by cash, check or money order. This must be done in person at the Sylvania Recreation office.
- To pay your fees in person, please complete the registration process “as normal” from home on your computer.
- When you reach the screen that requests your card type, close out of the screen. This reserves your registration until 5:00 PM the same business day.
- You will then need to make payment in person by 5:00 PM at our office the same day that you registered for the event.
- If payment is not received by 5:00 PM on the same business day, your reservation will be deleted and you will have to re-peat the process.

If you have further questions, please contact the Sylvania Recreation office at (419) 882-1500.

