

## Internet Browser

Please note that the new Online Recreation Registration system, PerfectMind, runs best in Google Chrome or Firefox.

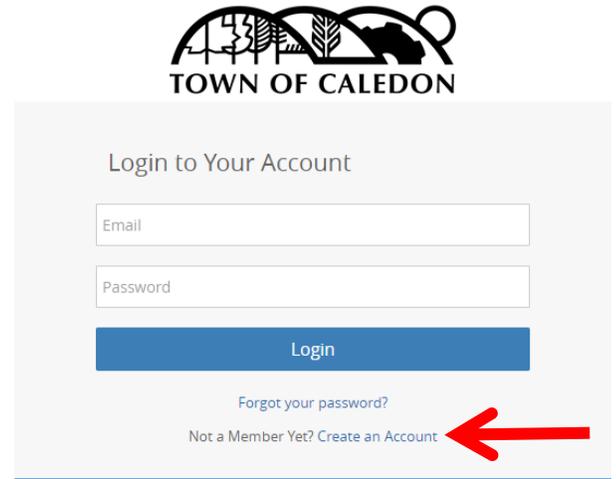


## Why create a new account?

Existing online accounts will not work in the new Recreation Registration system.

## How to create a new account?

1. Click on the **'Create an Account'** button at the bottom of the Log In Box:



TOWN OF CALEDON

Login to Your Account

Email

Password

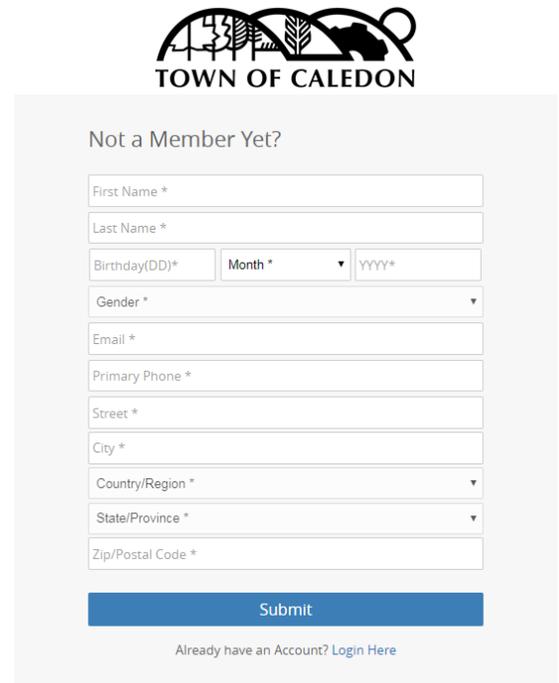
Login

[Forgot your password?](#)

[Not a Member Yet? Create an Account](#)

2. Fill out the **'Not a Member Yet?'** page. Once all the fields have been completed, click the blue Submit button at the bottom.

After hitting submit, you will receive an email from PerfectMind with your **temporary password**. You will need this information later.



TOWN OF CALEDON

Not a Member Yet?

First Name \*

Last Name \*

Birthday(DD)\* Month \* YYYY\*

Gender \*

Email \*

Primary Phone \*

Street \*

City \*

Country/Region \*

State/Province \*

Zip/Postal Code \*

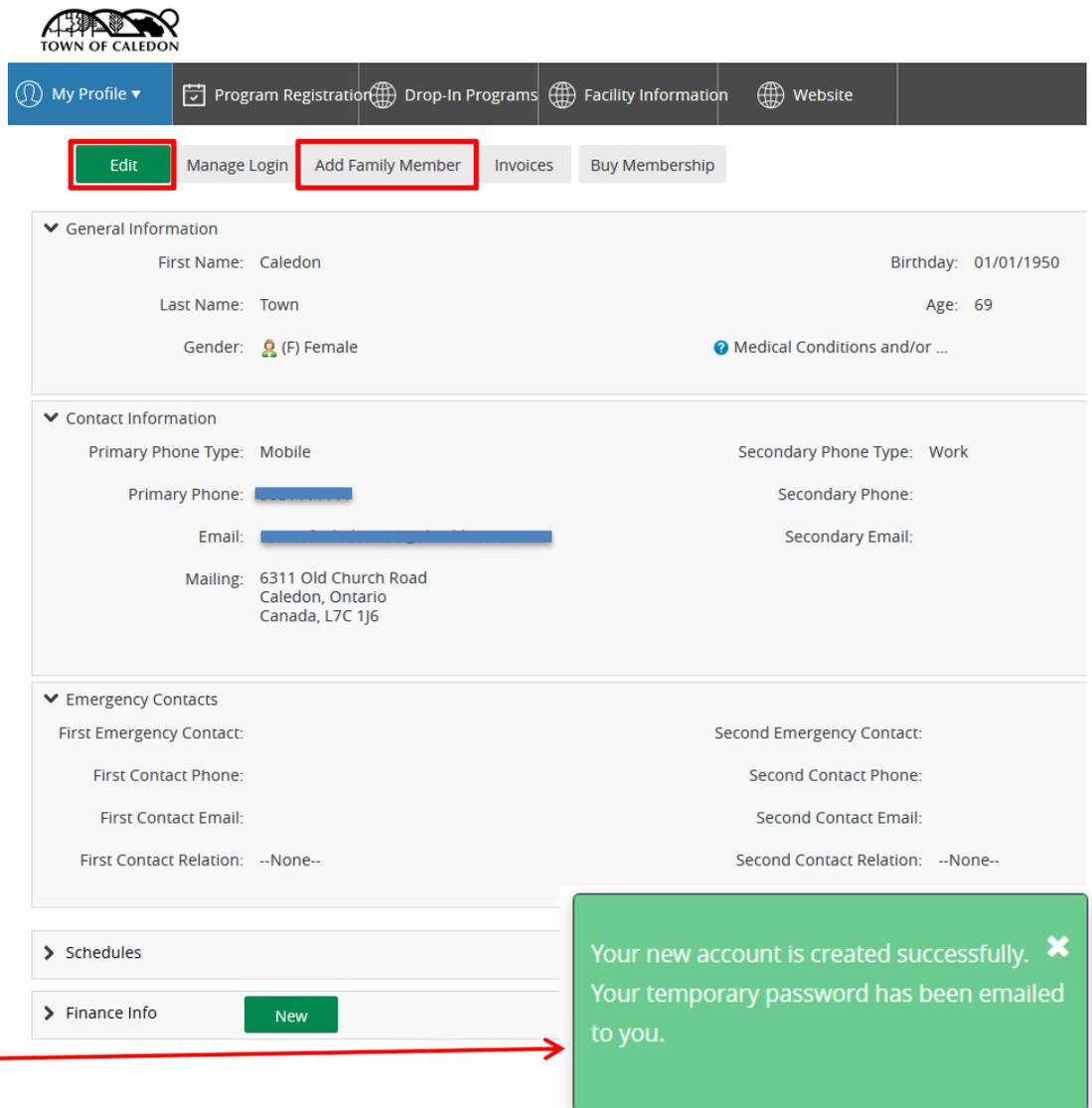
Submit

[Already have an Account? Login Here](#)

# Creating an Account

3. After clicking the submit button, a new screen will open where you can edit your account and add family members.

Please edit your information and update fields such as Emergency Contacts. For each family member, you can add details such as allergies and medical information.



The screenshot shows the 'My Profile' page of the Recreation Registration system. The page has a dark navigation bar with links for 'My Profile', 'Program Registration', 'Drop-In Programs', 'Facility Information', and 'Website'. Below this is a secondary navigation bar with buttons for 'Edit', 'Manage Login', 'Add Family Member', 'Invoices', and 'Buy Membership'. The 'Edit' and 'Add Family Member' buttons are highlighted with red boxes. The main content area is divided into sections: 'General Information' (First Name: Caledon, Last Name: Town, Gender: (F) Female, Birthday: 01/01/1950, Age: 69), 'Contact Information' (Primary Phone Type: Mobile, Secondary Phone Type: Work, Mailing: 6311 Old Church Road, Caledon, Ontario, Canada, L7C 1J6), and 'Emergency Contacts' (First and Second Emergency Contact fields). At the bottom, there are sections for 'Schedules' and 'Finance Info' with a 'New' button. A green pop-up message is overlaid on the bottom right, stating: 'Your new account is created successfully. Your temporary password has been emailed to you.' A red box on the left contains the text: 'A green pop-up will appear. Please see step (5) for further information', with a red arrow pointing to the pop-up.

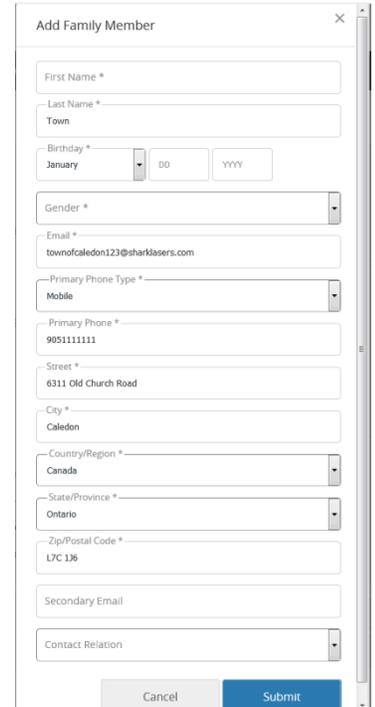
A green pop-up will appear. Please see step (5) for further information

Your new account is created successfully. ✕  
Your temporary password has been emailed to you.

4. Add Family Member. Please add any additional members you would like onto your account.

*\*Family members must be added in order to register into a program*

Once all members have been added to your account, click on your name in the top right corner, log out and exit the browser.



The screenshot shows a web form titled "Add Family Member" with a close button (X) in the top right corner. The form contains the following fields: First Name \*, Last Name \*, Town, Birthday \* (with dropdowns for month, day, and year), Gender \*, Email \* (with the value townofcaledon123@sharkslasers.com), Primary Phone Type \* (with a dropdown menu), Primary Phone \* (with the value 9051111111), Street \* (with the value 6311 Old Church Road), City \* (with the value Caledon), Country/Region \* (with a dropdown menu), State/Province \* (with a dropdown menu), Zip/Postal Code \* (with the value L7C 1J6), Secondary Email, and Contact Relation (with a dropdown menu). At the bottom of the form are "Cancel" and "Submit" buttons.

5. Check for an email from PerfectMind. Click on the link in the email, and use the username and temporary password provided to log in.

**From:** Town of Caledon <[communication@perfectmind.com](mailto:communication@perfectmind.com)>  
**Date:** August 30, 2018 at 10:53:23 AM EDT  
**To:** [Redacted]  
**Subject:** Your Login Information for Town of Caledon.  
**Reply-To:** Town of Caledon <[recreation@caledon.ca](mailto:recreation@caledon.ca)>

Dear **Bob Hill**,

Welcome to Town of Caledon.

Your Login Information is:

**User Name:** [Redacted]  
**Password:** ctcgytv

Visit us now at:

You can change your profile information on the following page:

Regards,  
Town of Caledon



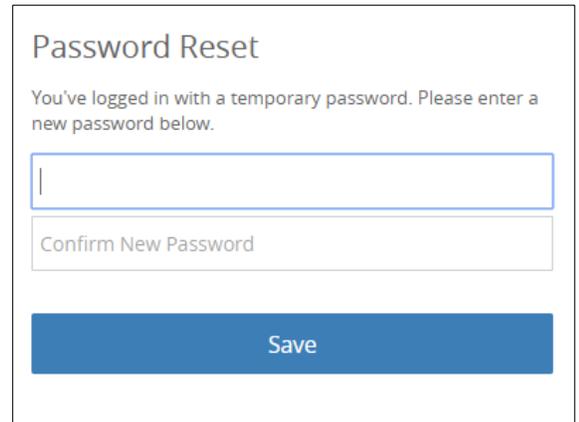
# Creating an Account

6. When you log in using the username and temporary password emailed to you, you will be prompted to reset your password.

\* Choose a password that is familiar, so you will remember next time you log in.

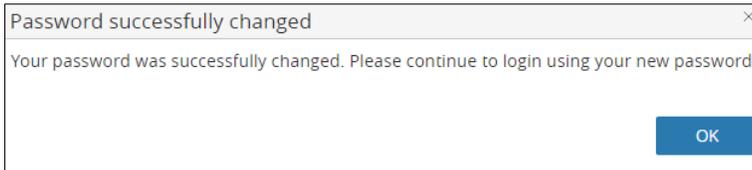
\* Passwords must be at least six characters long; contain at least one lower case character, one upper case character and one number.

Once you click save, a notification will appear that your password was successfully changed. You may now log in using your username and updated password.



**Password Reset**

You've logged in with a temporary password. Please enter a new password below.

Password successfully changed

Your password was successfully changed. Please continue to login using your new password.

**Please be sure to check your email inbox for our Welcome Letter**