

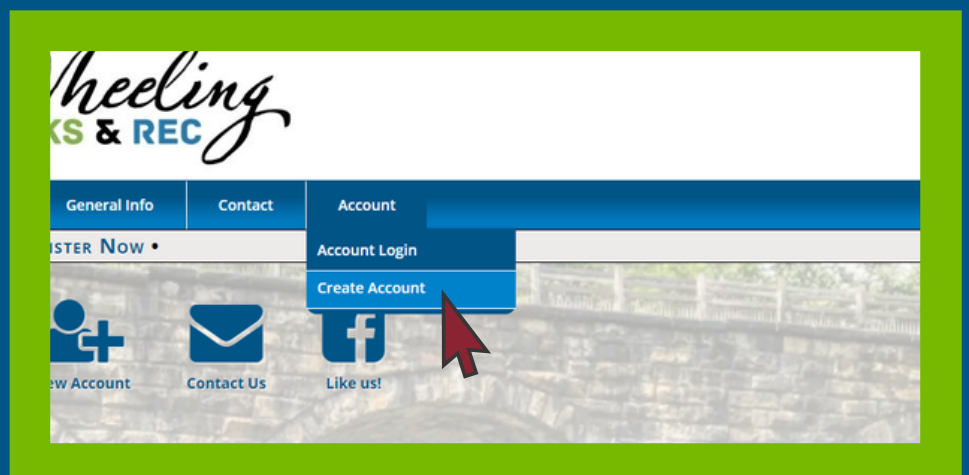
HOW TO CREATE AN ORGANIZATIONAL ACCOUNT

FOR LEAGUE SIGN-UPS AND FACILITY USE

GO TO WWW.WHEELINGREC.COM



STEP 1:
CLICK
"CREATE ACCOUNT"



STEP 2:
CLICK
"ORGANIZATION" FOR
ACCOUNT TYPE

one-time event that allows you to utilize this system. It is not a registration by itself.
Primary adult first.
Members of your household from the Account Members portion of your account.
registrations and other purchases using the site navigation.

If you have previously made an account and cannot log in, please reset your password or contact us instead of creating a new account.

Account Information

Account Type

☐ Household ☒ Organization

Organization Name Title

Primary Account Member

STEP 3:
FILL OUT FIELDS FOR
ORGANIZATION
INFORMATION

West Virginia 26003 USA

Contact Information

Billing Email Address	Primary Phone	Ext	Type
wheelingwv@wheelingwv.gov	(304) 234-3641		Work

Receive Emails For:
☒ General Notices ☒ Cancellations

Account Login Information

Username	Password	Confirm Password
wheelingwv@wheelingwv.gov	*****	*****

Password must have 8+ characters, an uppercase & lowercase letter, a number, & a symbol.
Accepted symbols: ~!@#%&'()*+,-./:;<=>?`~

Please provide an answer below to let us know you're not a robot.
4 + 4 = 8

All fields required for households except Apt and Ext.

In the Adult, Parent, or Guardian information screen, enter the following required fields:

- Account Type- Organization
- Account Name – Organization name
- First name and last name of the primary account holder
- Address
- City, State, Zip Code, Country (Default USA)
- Birthdate and Gender
- Billing Email Address
- Primary Phone Number and type, which includes home, work, cell
- Receive Email Notifications for Cancellations the following- default is checked, uncheck to opt out
- Create username and password
- Click "submit"

**STEP 4:
VALIDATE ADDRESS &
CLICK NEXT**

• REGISTER NOW •

Confirm Address

The following address could not be confirmed:

Address Line 1:		Address Line 2:	
51 16th St		Suite 302	
City:	State:	Zip Code:	Country:
WHEELING	WV	26003	US

Which Address Is Correct?

Select Correct Address

☐ My address is: 51 16TH ST, STE 302, WHEELING, WV, 26003, US

☐ The address I entered is correct.

Back Next Cancel

**STEP 5:
ONCE ACCOUNT IS
CREATED, CLICK
"REGISTER" TO SIGN-
UP FOR LEAGUES OR
"RESERVE" TO
REQUEST FACILITY USE**

Overview Calendar Register Reserve Notifications Log Out

Account Finance Members Balances Registrations Memberships Reservations Products Cart

Account Overview

Account	Account Members	Balances	Registrations	Other Purchases
Account	Add Member Add Payer	All Paid Up!	No Current Registrations	Redeem Gift Certificate
Romayne	Romayne Gallagher			
Up:	Account Members			
01/15/2020				

If you are a league commissioner or in charge of scheduling a facility, contact our office upon account creation for further instructions.

QUESTIONS? CONTACT US!



304.234.3641 | wheelingrec@wheelingwv.gov
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wheelingwv.gov | wheelingrec.com