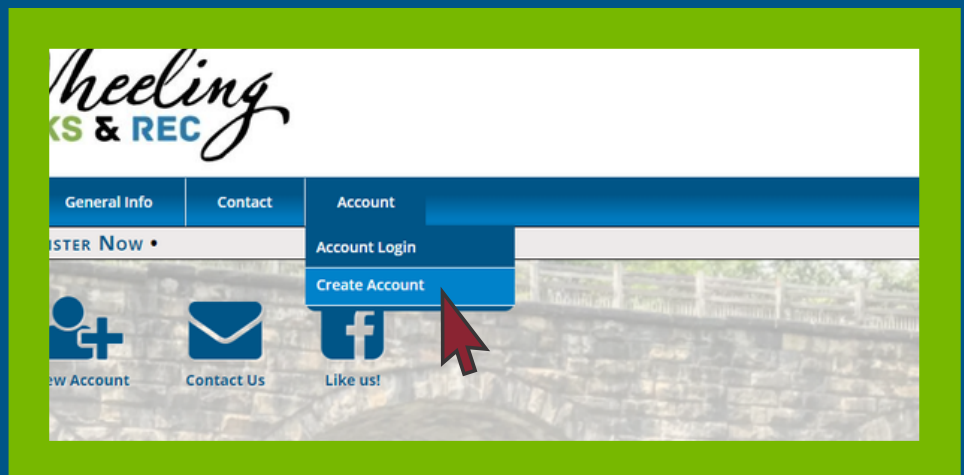


# HOW TO CREATE A HOUSEHOLD ACCOUNT

GO TO [WWW.WHEELINGREC.COM](http://WWW.WHEELINGREC.COM)



**STEP 1:**  
**CLICK**  
**"CREATE ACCOUNT"**



**STEP 2:**  
**CHOOSE ACCOUNT**  
**TYPE**



## STEP 3:

West Virginia

26003

U.S.A.

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 Age and Ext.

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

- Account Name – Usually Household Last 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, and also special types such as mom, dad or guardian cell phone
- Receive Email Notifications for Cancellations & General Notices - default is checked, uncheck to opt out
- Create username and password
- Click "submit"

## STEP 4:

• 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 HOUSEHOLD  
ACCOUNT IS  
CREATED, CLICK "ADD  
ACCOUNT MEMBER"**

**Doe Household**

Overview Calendar Register Reserve Notifications Log Out

Account Finance Members Balances Registrations Memberships Reservations Products Cart

Account Members

Active Account Members

Name	Type	Email	Primary Phone	Birthdate	Age	Grade	Gender
John Doe	Adult	wheelingwv@wheelingwv.gov	Work: (304) 234-6420	1/1/1972	48	N/A	Male

Add Account Member Add Payer Member

Payer members only have access to pay on account balances.

Each child or adult associated with a household should be added as an account member. This makes sign-ups for programs and activities specific to the child or adult participating.

**STEP 6:  
FILL OUT  
INFORMATION THEN  
CLICK "COMPLETE" OR  
"ADD ANOTHER"**

Medical Information: \*

Include conditions\*\* coaches/instructors should be aware of and provide physician's name & phone number if applicable.

☐ Enter Medical Information

☐ No Medical Information

\*\* Conditions may include allergies, disabilities, hearing loss, or other emotional, mental, physical, and learning issues. Be sure to provide any information a coach or instructor would need to know in case of injury or incident.

Notification Email

Notification Email Opt In

☒ General Notices ☒ Cancellations

Account Member must be 12 years or older to enter notifications. If needed, you can add more email addresses on a later page.

Complete Add Another Cancel

Quick Access: Overview Account Finance Members Balances Registrations Memberships Reservations Products Cart

Please include medical information a coach or instructor might need as well as an emergency contact.

**STEP 7:  
ONCE ALL HOUSEHOLD MEMBERS ARE ADDED, YOU  
ARE READY TO REGISTER AND REQUEST FACILITIES!**

**QUESTIONS? CONTACT US!**



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wheelingwv.gov | wheelingrec.com