

## City of Livonia CivicRec Guide (Public)

### How to Create a User Account (Public View)

1. Click into <https://secure.rec1.com/MI/livonia-mi/catalog> directly, or access the link via [VaccinateLivonia.org](https://www.livonia.gov/1874/COVID-19-Vaccine-Information) or <https://www.livonia.gov/1874/COVID-19-Vaccine-Information>
2. Click “Accounts” in the top left.

The screenshot shows the Livonia Parks & Recreation website. At the top, there is a navigation bar with links for KIRKSEY RECREATION CENTER, L MAGAZINE, AQUATICS, and ATHLETICS. Below this is a large image of the Jack E. Kirksey Livonia Community Recreation Center. In the top right corner, there are links for Policies and Help, and a Cart icon. The main content area features a login form with fields for Email/Username and Password, and a Log In button. A red box highlights the 'Log In/Create Account' dropdown menu. Below the login form, there is a blue button labeled 'Create Your Livonia Parks & Rec. Account', also highlighted with a red box. To the right of the login form, there is a grid of activity categories with counts, such as 'All Activities' (600), 'Archery' (4), 'Aquatics' (127), and 'COVID-19 Vaccine Clinic' (8).

3. Login if you have any account. Click “Create Your Livonia Parks & Rec. Account” if you do not.
4. Input your name, birthdate, phone number, address and email. Click “Save New User” in the bottom-right corner. User is now created. **If you do not have an email, you will have to call to have an account created for you.**

The screenshot shows the 'Livonia Parks & Rec. Sign-Up' form. The form is divided into several sections: BASICS, ADDRESS, CONTACT INFO, and ACCOUNT SETTINGS. The BASICS section includes fields for Name (First Name, Middle Name, Last Name), Date of Birth (mm/dd/YYYY), Medical Conditions, Gender Identification, and Silver Sneakers 16 Digit #. The ADDRESS section includes fields for Address Line 1, Address Line 2, Zip/Postal Code, City/Municipality, and Country. The CONTACT INFO section includes fields for Phone 1, Phone 2, and Phone 3, each with a label and a 'No Mobile Carrier' dropdown. The ACCOUNT SETTINGS section includes fields for Primary Email, Password, and Confirm Password. A red box highlights the 'Next Step: Other Account Members' button at the bottom right. At the bottom of the form, there are checkboxes for 'Archery Range' and 'Beverly Park', and a progress bar showing the status of various activities, such as 'Greenmead Rentals' (4), 'Senior Center' (28), 'Senior Center Drop-In' (8), 'Open Gym' (35), and 'COVID-19 Vaccine Clinic' (8).

### How to Register for an Activity (Public View)

1. On the main Catalog page, click the “COVID-19 Vaccine Clinic” tab at the end of the list.
2. Click on the available time slot you are requesting. It will drop down to show additional details.

Catalog    Account    Connect   Internal   Policies   Help   Log Out

Cart Empty

Clear All Filters   Online / Virtual Classes **4**   Account FAQ's **0**   L Magazine **0**   Membership & Daily Pa... **0**   All Activities **600**

**Filter**   Keyword or code...

**Location**

- Civic Park Senior C...

**Category**

- COVID-19 Vaccine

**Eligibility**

- Chris Jackett (Adult)

**Age Group**

- Youth
- Adult
- Senior

**Days of the Week**

- Mon
- Tue
- Wed
- Thu
- Fri

Adult Programs	80	Youth Programs	85	Archery	4	Aquatics	127	Climbing Wall	12
Fitness and Wellness	193	Massage	15	Personal Training	0	Special Events	30	Livonia AIR	0
Facilities	137	Field Rental	4	Pavilion Rental	10	Room Rental (Kirksey)	4	Indoor Pools	15
Greenmead Historical P...	17	Greenmead Rentals	4	Senior Center	29	Senior Center Drop-In	0	Open Gym	36

**COVID-19 Vaccine Clinic 8**

**COVID-19 VACCINE**

**Tuesday Feb. 23 Appointments**

Tuesday Feb. 23 - 9 a.m.	Civic Park Senior Center	65/up	Tue	02/23/21	9am-9:30am	0/32	\$0
Tuesday Feb. 23 - 9:30 a.m.	Civic Park Senior Center	65/up	Tue	02/23/21	9:30am-10am	1/32	\$0

Appointments for Livonia residents ages 65 and older.

**Activity** Tuesday Feb. 23 Appointments  
**Session** Tuesday Feb. 23 - 9:30 a.m.  
**Location** Civic Park Senior Center  
**Room/Facility** Senior Center South End Dining Room  
**Address** 15218 Farmington Road Livonia, MI 48154

**ACCOUNT MEMBERS**

- Chris Jackett (Adult)  
Ineligible by Age (65/up)

3. Click the check box on the right that appears next to the user's name. Once checked, hit the green "Add to Cart" button in the lower right corner.
4. A pop-up will show the cart with a \$0 item. Click the blue "Checkout" button in the bottom-right corner.

Donald Test (Adult)  
 Sally Test (Adult)  
 Jack Test (Adult)  
 George Test (13)  
 Junior Test (11)  
 Baby Test (10)

**Age Group**

- Youth
- Adult
- Senior

**Days of the Week**

- Mon
- Tue
- Wed
- Thu
- Fri
- Sat
- Sun

**Activity Tags**  
 Select Tags -

**Current Participation** 0/32  
**Activity** Tuesday Feb. 23 Appointments  
**Session** Tuesday Feb. 23 - 10:30 a.m.  
**Location** Civic Park Senior Center  
**Room/Facility** Senior Center South End Dining Room  
**Address** 15218 Farmington Road Livonia, MI 48154  
**Phone** 734-466-2555  
**Date Range** 02/23  
**Schedule Details** 10:30a-11a on Tue 02/23/2021 at Civic Park Senior Center Senior Center South End Dining Room  
**Age/Gender** 65/up  
**Fee** \$0.00  
**Registration** Closes Feb 23  
**Max Participants** 32

**ACCOUNT MEMBERS**

- Chris Jackett (Adult)  
Ineligible by Age (65/up)

#	Item	Total
1.	Henry Test for Tuesday Feb. 23 Appointments Tuesday Feb. 23 - 10:30 a.m.	\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

Close

- On the Prompts screen, accept and click the green "Submit Responses" button on the right.

**Prompts**

Account Profile | Browse Catalog | Forms | **Prompts** | Payment | Receipt

**Submit Responses**

- On the Payment screen, check verify the price shows \$0 and hit the green "Complete Transaction" button on the right. **You are now registered.**

**Payment**

Notes | Date Override | Pay Later

Item: 1. Henry Test for Tuesday Feb. 23 Appointments Tuesday Feb. 23 - 10:30 a.m.

Price: \$0.00

Total Charges: **\$0.00**

PAYMENTS

Account Profile | Browse Catalog | Forms | Prompts | **Payment** | Receipt

**Complete Transaction**

- A PDF receipt will appear on the screen. Email yourself a PDF copy of your receipt. You will not need to present it at the appointment (we'll have a roster list), but you will have it as verification.

**Transaction Receipt**

Account: Henry Test | Email Address: 1 West St. Livonia, MI 48152 | 5555555555

Receipt: **Email**

Forms: Vaccine Information.docx

**Livonia** Civic Park Senior Center  
15218 Farmington Road  
Livonia, MI 48154  
(734) 466-2555  
kpeters@livonia.gov  
www.livonaparks.org

**Registration/Payment Receipt 25265933**  
02/19/2021 09:18 AM

Account Information	Received By
Henry Test 1 West St. Livonia, MI 48152 United States	Chris Jackett at COVID-19 Vaccine Clinic

Item	Amount Paid
Henry Test for Tuesday Feb. 23 Appointments Tuesday Feb. 23 - 10:30 a.m. SCHEDULE: 10:30a-11a on Tue 02/23/2021 at Civic Park Senior Center Senior Center South End Dining Room	\$0.00
<b>Total Payment</b>	<b>\$0.00</b>

Prompts(s)  
I have reviewed the COVID-19 vaccine information or will review it on-site prior to my appointment. (Henry Test) Agreed

Account Profile | Browse Catalog | Payment | Receipt

**Return to POS**

Help