

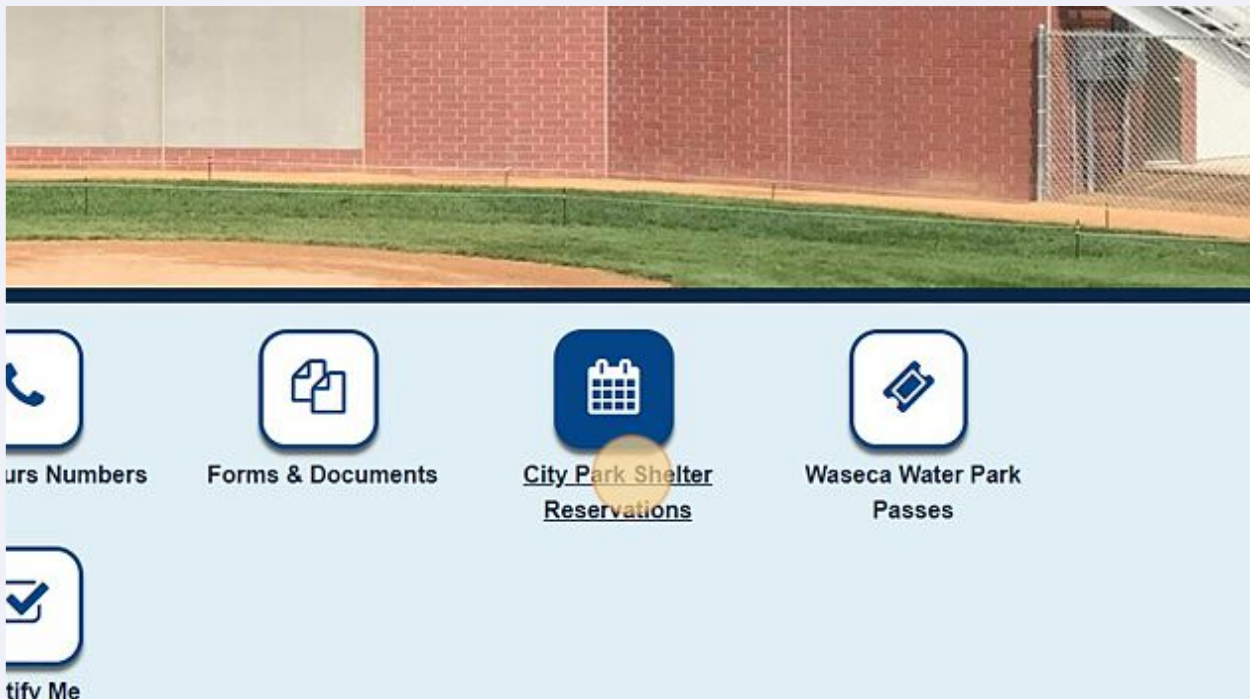
City of Waseca

Online Park Reservation

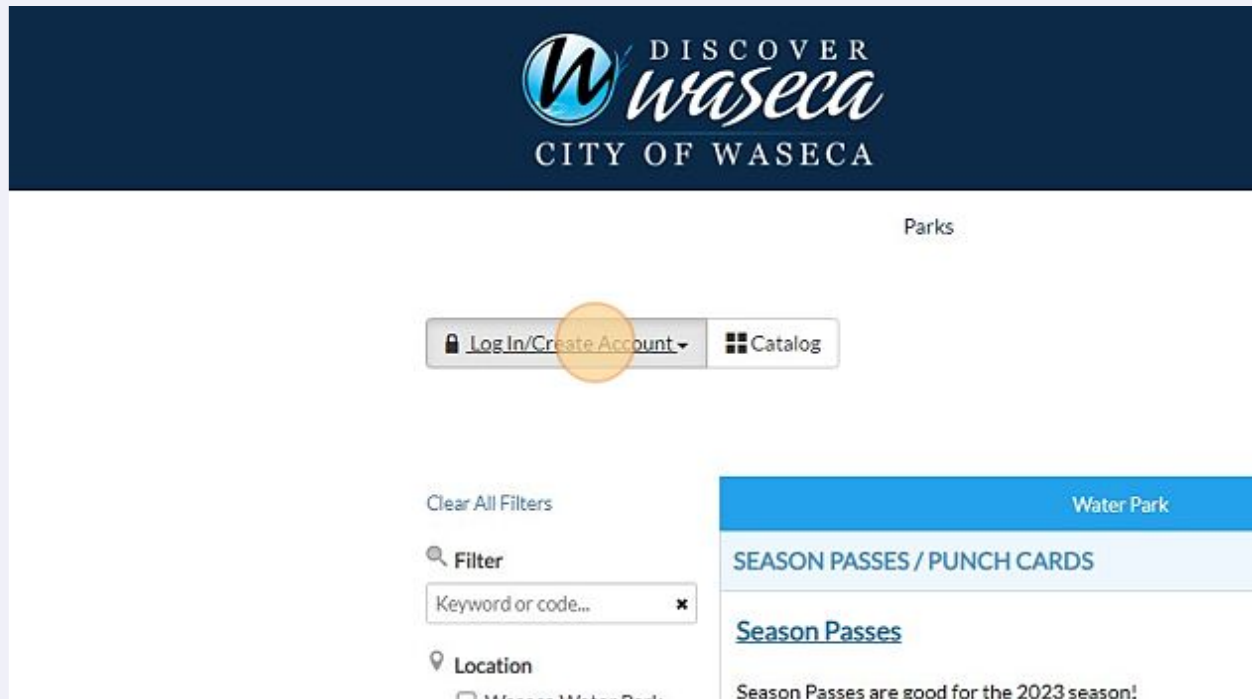
Account Set-up Instructions

1 Navigate to www.ci.waseca.mn.us

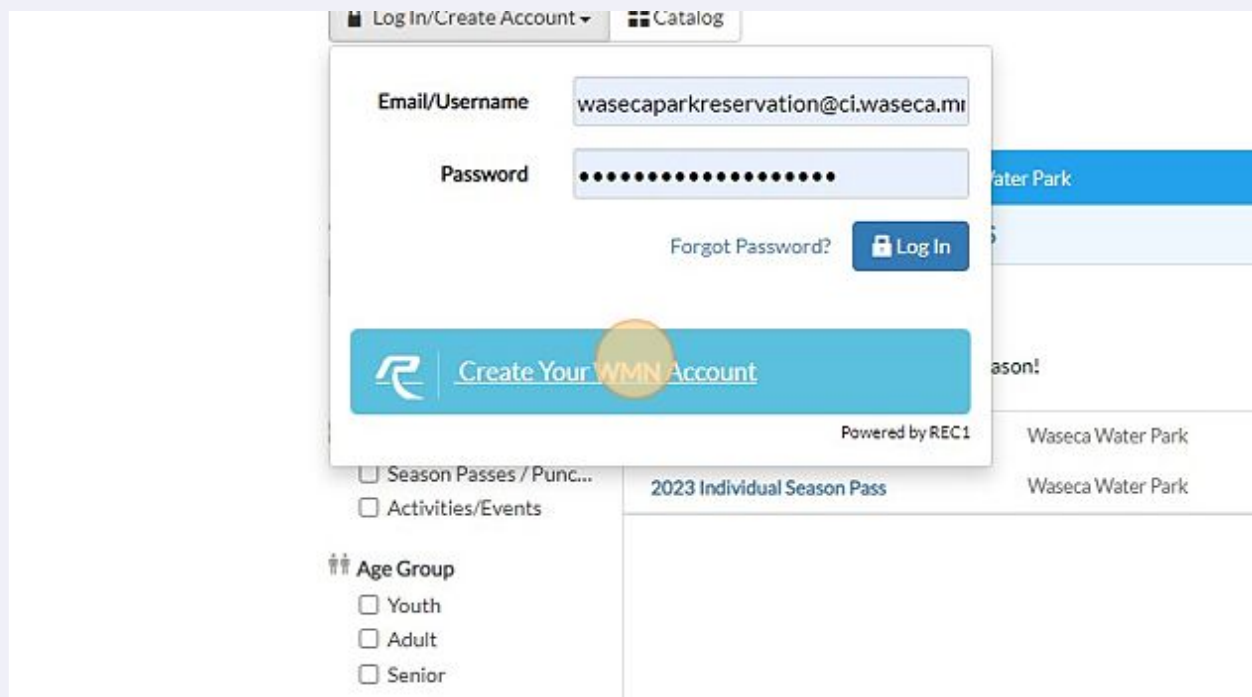
2 Click "City Park Shelter Reservations"



- 3 Click "Log In/Create Account"



- 4 Click "Create your WMN Account"



- 5 Click the "First Name" field.

WMN Sign-Up

Step 1: Account Holder | Step 2: Other Account Members

Account holder must be an Adult.

BASIC S

Account Type: Individual | Organization

Name*: First Name | Middle Na | Last Name | N/A ▼

Date of Birth*: mm/dd/YYYY

Gender: Male | Female

CONTACT INFO

Phone 1*: Phone 1 | Label | No Mobile Carrier ▼

Phone 2: Phone 2 | Label | No Mobile Carrier ▼

Phone 3: Phone 3 | Label | No Mobile Carrier ▼

The image shows a web form titled "WMN Sign-Up". It has two tabs: "Step 1: Account Holder" (active) and "Step 2: Other Account Members". A note states "Account holder must be an Adult." The form is divided into two sections: "BASIC S" and "CONTACT INFO". In the "BASIC S" section, there are radio buttons for "Account Type" (Individual and Organization). Below that is a "Name*" field with four input boxes: "First Name", "Middle Na", "Last Name", and a dropdown menu currently showing "N/A". An orange circle highlights the "First Name" input box. Below the name fields is a "Date of Birth*" field with a placeholder "mm/dd/YYYY". Underneath is a "Gender" section with "Male" and "Female" radio buttons. The "CONTACT INFO" section contains three phone number entries, each with a "Phone" input box, a "Label" input box, and a dropdown menu set to "No Mobile Carrier".

- 6 Type "Name (First, Middle, Last)" "Date of Birth (Month, Day, Year)"

7 Select "Gender"

Step 1: Account Holder | Step 2: Other Account Members

Account holder must be an Adult.

BASICS

Account Type: Individual | Organization

Name*: Park | Middle Na | Reservations | N/A

Date of Birth*: 01/01/1900

Gender: Male | **Female**

CONTACT INFO

Phone 1*: Phone 1 | Label | No Mobile Carrier

Phone 2: Phone 2 | Label | No Mobile Carrier

Phone 3: Phone 3 | Label | No Mobile Carrier

Email Preferences: Add Email

Emergency Contacts: Manage Emergency Contacts (0 of 5 selected)

8 Click the "Address Line 1" field.

ADDRESS

Address Line 1, * ? Address Line 1 (No PO Boxes)

Address Line 2 Address Line 2

Zip Code, City, State*: 56093 | Waseca | MN

ACCOUNT SETTINGS

Primary Email*: Primary Email

Password*: Password

Confirm Password*: Confirm Password

Reservations: N/A

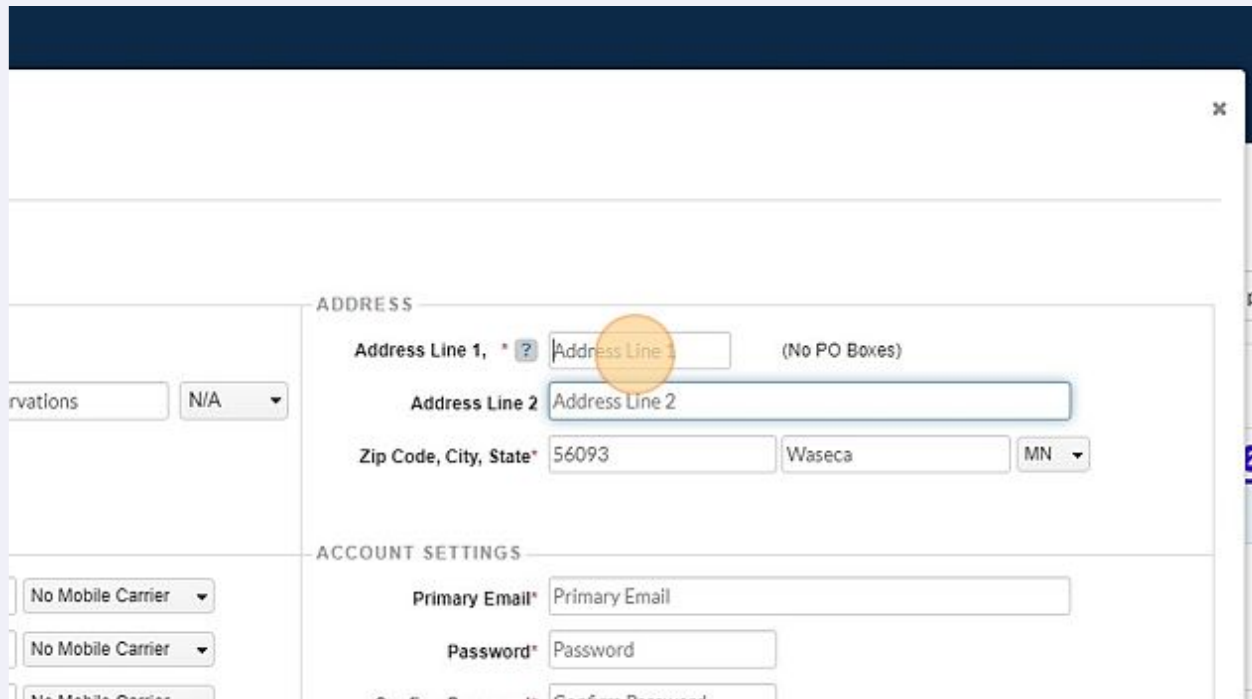
No Mobile Carrier

No Mobile Carrier

No Mobile Carrier

Passwords must be at least 8 characters long and contain characters from at least 3 of the following categories: uppercase letters, lowercase letters, numbers, and special characters.

9 Type "Address Line 1".



The screenshot shows a web form with a dark blue header bar. Below the header, there is a white content area. On the left side, there is a sidebar with a search bar and a list of items, each with a 'No Mobile Carrier' dropdown menu. The main content area is divided into two sections: 'ADDRESS' and 'ACCOUNT SETTINGS'. The 'ADDRESS' section contains three input fields: 'Address Line 1' (with a red asterisk and a question mark icon), 'Address Line 2', and 'Zip Code, City, State'. The 'Zip Code, City, State' field is split into three parts: '56093', 'Waseca', and 'MN'. The 'ACCOUNT SETTINGS' section contains two input fields: 'Primary Email' and 'Password'. An orange circle highlights the 'Address Line 1' input field.

ADDRESS

Address Line 1, * ? Address Line 1 (No PO Boxes)

Address Line 2 Address Line 2

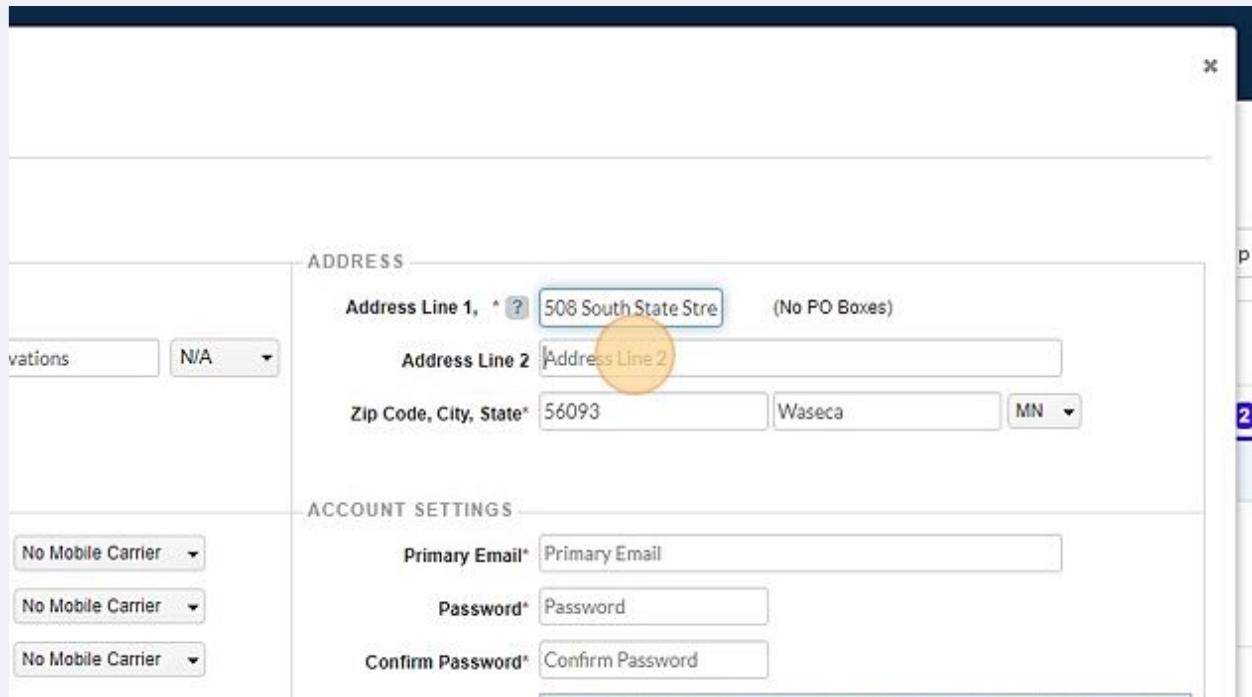
Zip Code, City, State* 56093 Waseca MN

ACCOUNT SETTINGS

Primary Email* Primary Email

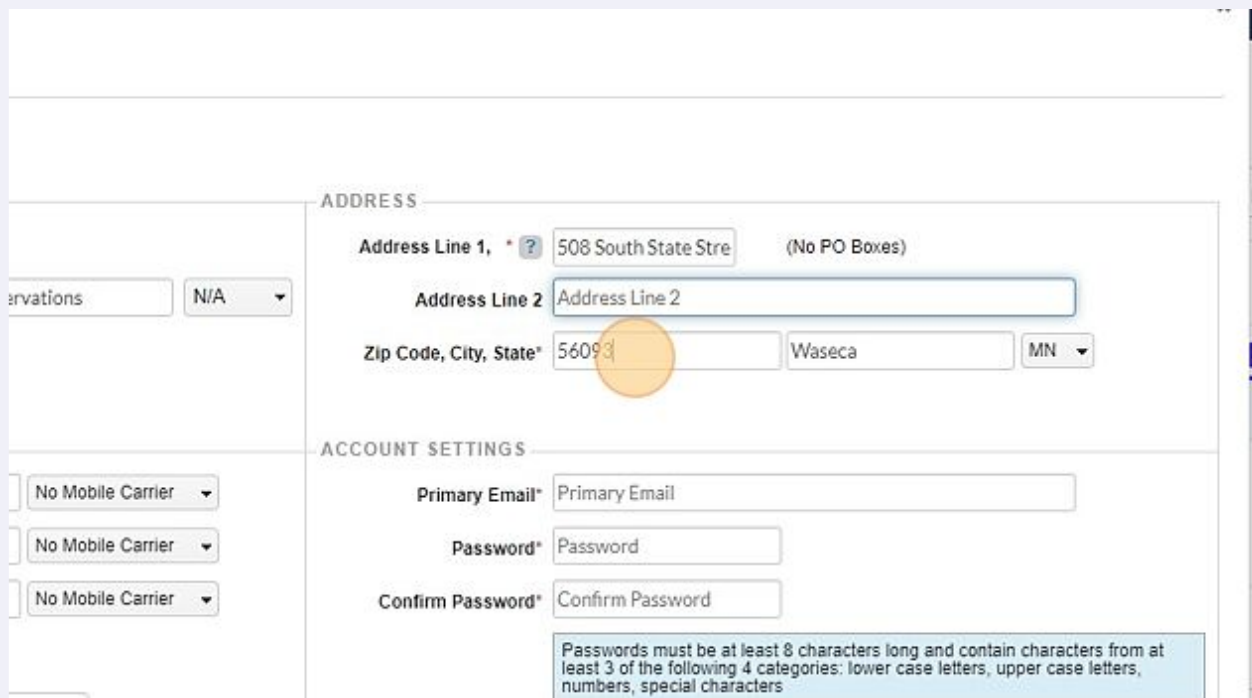
Password* Password

- 10 Click the "Address Line 2" field.



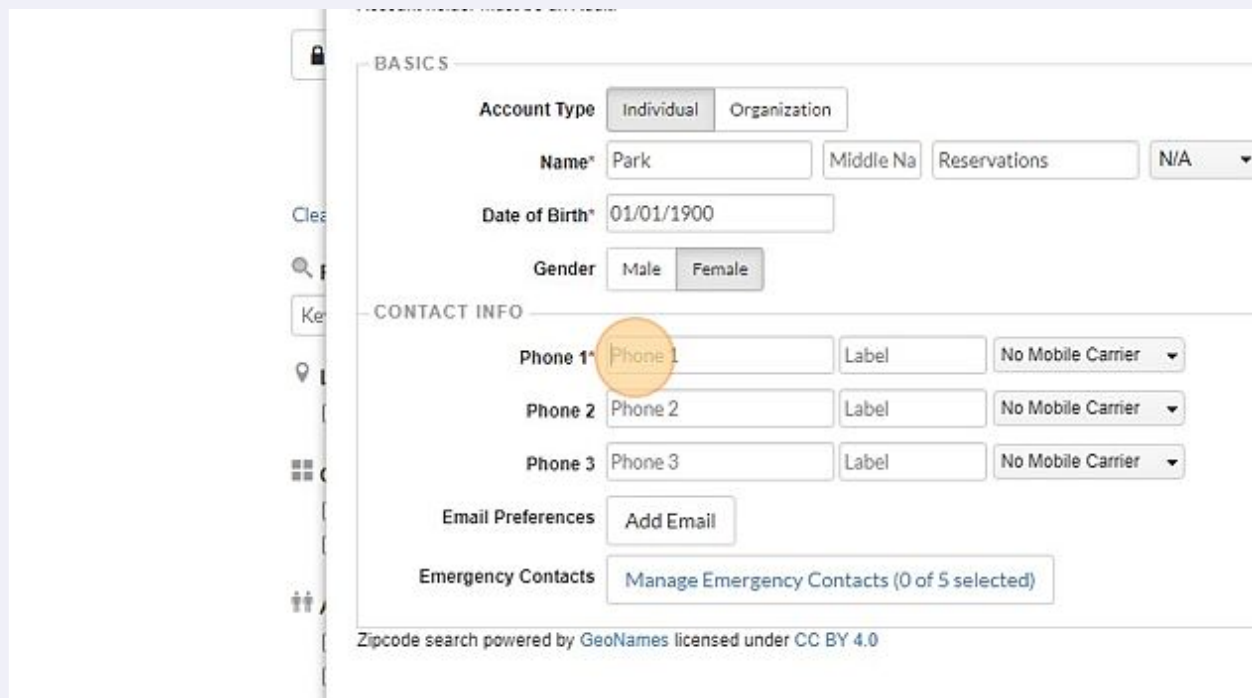
The screenshot shows a web form with a dark blue header bar. On the left, there are three dropdown menus, each with 'No Mobile Carrier' selected. The main form area is divided into two sections: 'ADDRESS' and 'ACCOUNT SETTINGS'. The 'ADDRESS' section contains three fields: 'Address Line 1, * ?' with the value '508 South State Stre' and a '(No PO Boxes)' note; 'Address Line 2' which is highlighted with an orange circle and contains the placeholder text 'Address Line 2'; and 'Zip Code, City, State*' with values '56093', 'Waseca', and a state dropdown set to 'MN'. The 'ACCOUNT SETTINGS' section contains three fields: 'Primary Email*' with the value 'Primary Email', 'Password*' with the value 'Password', and 'Confirm Password*' with the value 'Confirm Password'. A small 'x' icon is in the top right corner of the form area.

- 11 Click the "Zip Code" field.



This screenshot is identical to the one above, showing the same form with the 'ADDRESS' and 'ACCOUNT SETTINGS' sections. In this instance, the 'Zip Code' field (the first input box in the 'Zip Code, City, State*' group, containing '56093') is highlighted with an orange circle. A blue tooltip box is visible at the bottom right of the form, containing the text: 'Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters'.

- 12 Click the "Phone 1*" field.



The screenshot shows a user profile form with two main sections: 'BASICS' and 'CONTACT INFO'. In the 'BASICS' section, there are fields for 'Account Type' (Individual/Organization), 'Name*' (Park, Middle Na, Reservations), 'Date of Birth*' (01/01/1900), and 'Gender' (Male/Female). The 'CONTACT INFO' section contains three phone number fields: 'Phone 1*', 'Phone 2', and 'Phone 3'. Each phone field has a 'Label' and a 'No Mobile Carrier' dropdown. The 'Phone 1*' field is highlighted with an orange circle. Below the phone fields are 'Email Preferences' (Add Email) and 'Emergency Contacts' (Manage Emergency Contacts (0 of 5 selected)). A footer note states 'Zipcode search powered by GeoNames licensed under CC BY 4.0'.

BASICS

Account Type: Individual Organization

Name*: Park Middle Na Reservations N/A

Date of Birth*: 01/01/1900

Gender: Male Female

CONTACT INFO

Phone 1* Phone 1 Label No Mobile Carrier

Phone 2 Phone 2 Label No Mobile Carrier

Phone 3 Phone 3 Label No Mobile Carrier

Email Preferences: Add Email

Emergency Contacts: Manage Emergency Contacts (0 of 5 selected)

Zipcode search powered by [GeoNames](#) licensed under CC BY 4.0

- 13 Enter Phone Number "xxx-xxx-xxxx"

- 14 Click the "Primary Email*" field.

The screenshot shows a registration form with two main sections: ADDRESS and ACCOUNT SETTINGS. The ADDRESS section includes fields for Address Line 1 (containing "508 South State Stre" and a "(No PO Boxes)" note), Address Line 2, Zip Code (56093), City (Waseca), and State (MN). The ACCOUNT SETTINGS section includes fields for Primary Email* (highlighted with an orange circle), Password*, and Confirm Password*. A blue tooltip box provides password requirements: "Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters". On the left side of the form, there are several dropdown menus, including one labeled "N/A" and three labeled "No Mobile Carrier".

- 15 Type "your email address"

- 16 Click the "Password*" field.

ADDRESS

Address Line 1, * ? 508 South State Stre (No PO Boxes)

Address Line 2 Address Line 2

Zip Code, City, State* 56093 Waseca MN

ACCOUNT SETTINGS

Primary Email* juliahall@gmail.com

Password* Password

Confirm Password* Confirm Password

Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters

- 17 You will see ***** where your password is typed, that is not your password

Zip Code, City, State* 56093 Waseca

ACCOUNT SETTINGS

Primary Email* juliahall@gmail.com

Password* *****

Confirm Password* Confirm Password

Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters

- 18 Click the "Confirm Password*" field.

Reservations N/A

Address Line 2 Address Line 2

Zip Code, City, State* 56093 Waseca MN

ACCOUNT SETTINGS

Primary Email* juliahall@ymail.com

Password*

Confirm Password* Confirm Password

Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters

- 19 Enter your password a second (2nd) time matching the first exactly.

ACCOUNT SETTINGS

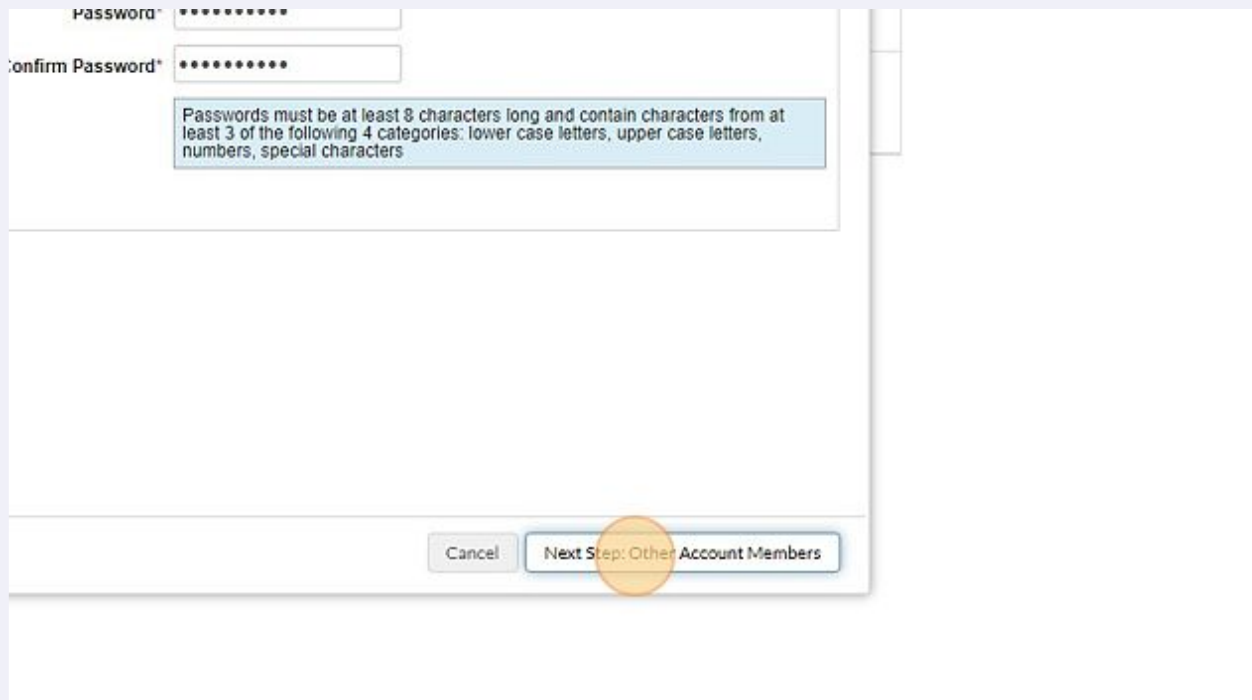
Primary Email* juliahall@ymail.com

Password*

Confirm Password*

Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters

20 Click "Next Step: Other Account Members"



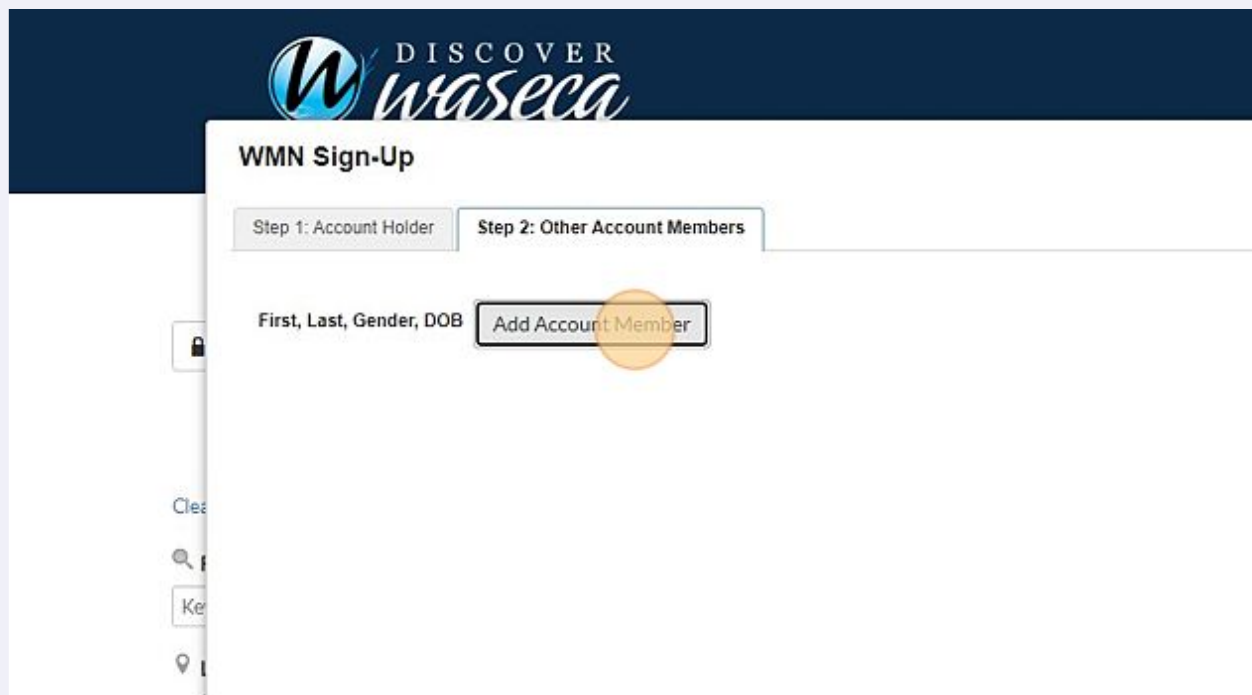
Password*

Confirm Password*

Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters

Cancel Next Step: Other Account Members

21 If any additional account members Click "Add Account Member" .



DISCOVER waseca

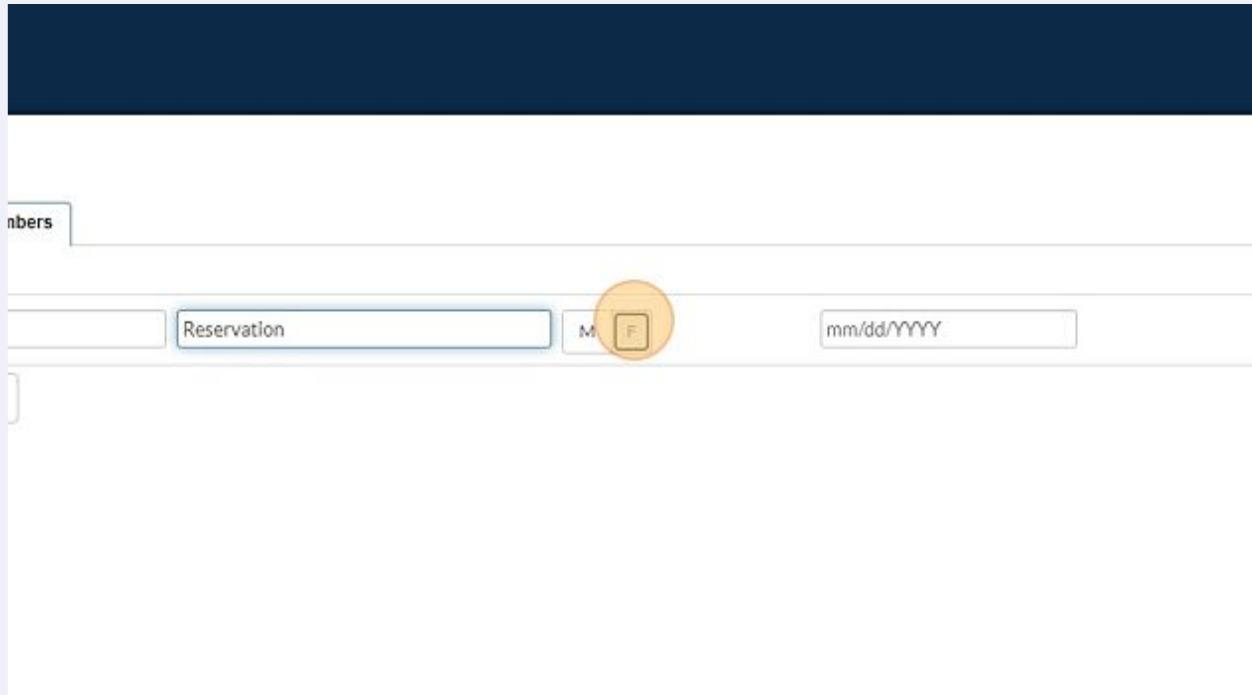
WMN Sign-Up

Step 1: Account Holder Step 2: Other Account Members

First, Last, Gender, DOB Add Account Member

22 Enter Name of additional family member " First, Last"

23 Select gender of addition member "M" or "F"



The screenshot shows a web form with a dark blue header bar. Below the header, there is a section labeled "Members" on the left. The form contains several input fields: a text field for "Reservation", a gender selection field with "M" and "F" options (the "F" option is highlighted with a yellow circle), and a date field with the placeholder "mm/dd/yyyy".

24 Add date of birth for additional member "Month/Day/Year".

The screenshot shows a web form with a dark blue header. Below the header is a white form area. On the left, there is a text input field containing the word "reservation". To its right are two buttons labeled "M" and "F". Further right is a date input field with a placeholder "mm/dd/yyyy". An orange circle highlights the date input field. To the right of the date field is a small "x" icon. On the far right edge of the form, there is a vertical sidebar with a tab labeled "2" and a button labeled "p".

- 25 For all additional member repeat: Click "Add Account Member"

DISCOVER **waseca**

WMN Sign-Up

Step 1: Account Holder Step 2: Other Account Members

First, Last, Gender, DOB

Little Reservation M

Add Account Member

- 26 Repeat Steps 23-25.

DISCOVER **waseca**

WMN Sign-Up

Step 1: Account Holder Step 2: Other Account Members

First, Last, Gender, DOB

Little Reservation M

Add Account Member

27 Click "Save & Close", your account is created.

