



HOW TO CREATE AN ONLINE ACCOUNT

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GO TO WWW.WAWMREC.COM

Once on our homepage, click "My Account" tab located on the right side of the page.

2

CLICK "CREATE AN ACCOUNT"

Under Quick Links, click "Create an Account".

3

COMPLETE NEW ACCOUNT INFORMATION

Create a unique username and password for your household so your information is secure. Next, complete all Household Primary Information. All fields in red are required to complete your account request.



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ADD ADDITIONAL FAMILY MEMBER

If you need to add a secondary guardian and/or additional family member(s) that reside in your household, click "Add New Member" located at the bottom of the page. Make sure to complete this step before saving, otherwise additional family members will need to be added by our office.

5

SAVE ACCOUNT

After you've completed all required fields, click "Save" to complete your account request.

6

ACCOUNT APPROVAL PROCESS

Your account request is sent to our office to be verified by our staff. (This may take up to 1 business day.) You may be required to provide additional information to verify residency. An email would be sent with instructions on how to provide this information.

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APPROVED ACCOUNT

Once your account is approved, you will receive an email with your login credentials. You will now be able to log in, search and enroll in classes and activities.