

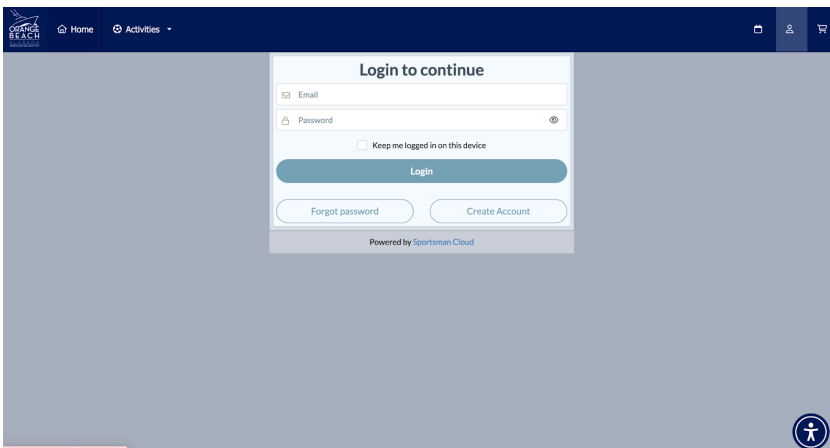
## Existing Sportsman Account Users

**Step 1.)** Sportsman Account: If you have a fitness/aquatics membership from the Orange Beach Fitness Center or have ever completed the non-member waiver, you have a Sportsman account. Go to <https://orangebeach.activityreg.com/> and choose **User Login**

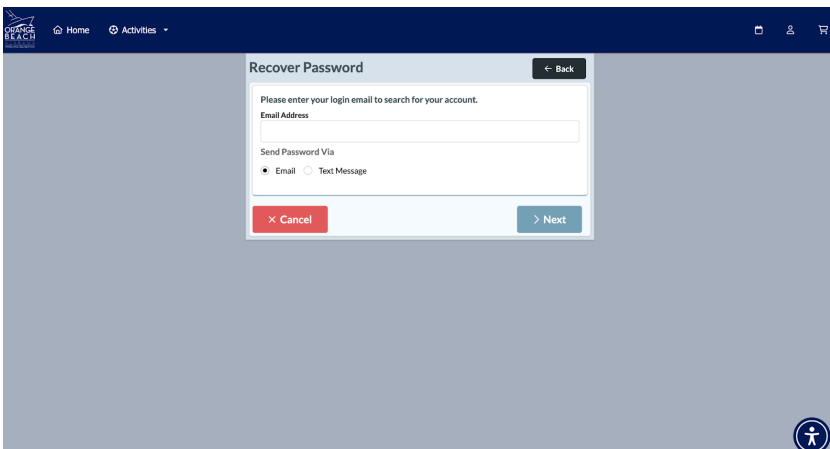
*\*If you are not sure if you have an account or need us to verify what email address is associated with your account, give us a call at 251-974-7946.*



**Step 2.)** Select Forgot Password to reset.



**Step 3.)** Email or text yourself the reset code.



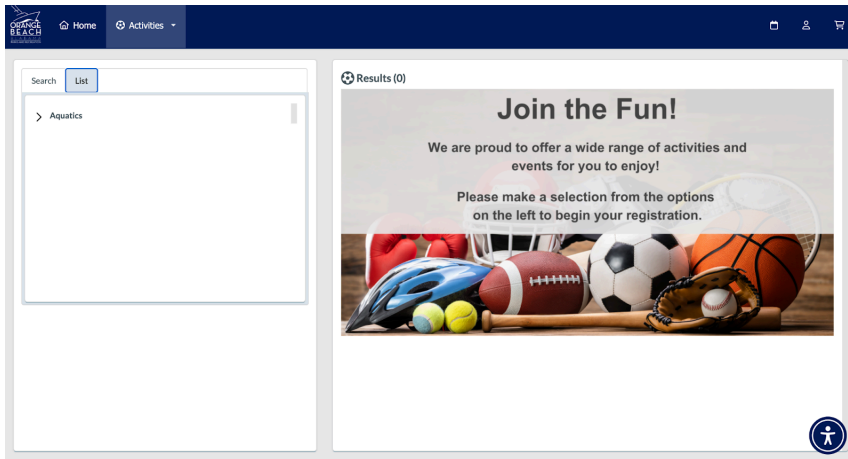
**Step 4:** Once you are logged in, review users under your account and make changes to their accounts as needed (General, Address, Contact, or Emergency Info.) by selecting the name in the drop down menu and choosing Edit Patron. You may also choose the Add New option to add participants (within your household) to your account if needed.

The screenshot displays the user's account management interface. At the top, there are navigation links for Home and Activities. The main section is titled 'Account Information' and includes a user profile for Testy McTesterson (Members ID: 45744) with contact details. A dropdown menu shows other users: Johnny McTesterson and Sally McTesterson. Key sections include Medical Notes (currently empty), Account Balances (showing zero balances and credits), and Emergency Contact (Dakota Hefflin, Cell: (941) 993-2734). Below the account info, there are tabs for Registered Activities, Facility Reservations, Memberships, Recurring Charges, and Documents. A table for Registered Activities is shown with columns for Details, Start, Description, Result, and Registered. To the right, 'Selected Activity Information' shows Participant, Date Registered, and Fee, all marked as N/A.

**Step 5:** Once you have reviewed/added patrons you are now ready to register for activities. Choose the Activities dropdown (top left) then select Register.

The screenshot shows the homepage of Orange Beach Parks & Recreation. The top navigation bar includes Home and Activities. The Activities dropdown menu is open, showing 'Register' and 'Scores & Schedules'. The main banner features a photo of children playing soccer with the text 'Welcome to Orange Beach Parks & Recreation'. Below the banner is a row of six circular buttons: 'Create New Account', 'User Login', 'Community Programs', 'Senior Center', 'Adult Fitness Center', and 'Aquatics Center'. A small accessibility icon is visible in the bottom right corner.

## Step 6: Choose the List tab and select Aquatics.



**Step 7:** Select the activity you would like to participate in and begin the registration process. You will be prompted to choose a child then answer all questions, acknowledge the waiver, and add to your cart. If you would like to enroll a second child, choose the blue “Register for Activities” button on the bottom left and search for the swimming category again. Choose which activity you would like the second child to participate in and repeat the steps above for the second participant. Once you finalize your cart, choose Checkout and proceed with payment.

