Favarh's Recreation Online Portal: New User Registration

The Arc

Favarh

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Open up any web browser (Internet Explorer, Chrome, FireFox, etc.) and type in the website: www.favarh.org. This will bring you to the Favarh Homepage you see below.

To access the Recreation and Wellness page, click on “A Healthy Lifestyle”
This is the Recreation and Wellness Department Homepage.

From here you can read more about the areas of focus for the department. You can also Register as a New User and login to the Recreation and Wellness Portal.

If you need to Register as a User for the First Time, click on “RECREATION AND WELLNESS NEW USER REGISTRATION”
The first portion of the New User Registration involves the selection of a Username and Password. Be sure to select a User Name and Password that you will be able to remember.

Typical User Names include the first initial and last name of the person or the first name and first initial of the person’s last name. Passwords must contain at least 1 letter or character (like !@#$%^) and 1 number in order to be accepted.
The next portion involves Demographic Information about the Participant who will be registering for Recreation Activities and Events. Any items in **RED** are required to be filled.

**Recreation Participant Information**

**First Name**

**Last Name**

**Participant Address (Line 1)**

**Participant Address (Line 2)**

**City**

**State**

**Zip Code**

**Phone**

**Participant E-mail Address (if applicable)**
There is some additional information we need to capture for all recreation participants which includes Gender, Age and Ethnicity. We are required to report on these areas to the United Way in order to continue to receive funding for these programs to take place.

Please fill out the 3 medical informational areas as well which are: does the individual have a Seizure Disorder, any Known Allergies or any Dietary Restrictions. If the individual does not have any Known Allergies and/or Dietary Restrictions, please type the word “NONE” in the boxes.

**Gender**

**Age**

**Ethnicity**

**Seizure Disorder**

**Known Allergies**

Please fill in all known allergies or write "None"

**Dietary Restrictions**

Please fill in all known dietary restrictions or write "None"
The Primary Contact Information refers to the parent/guardian/caregiver information who is responsible for the participant signing up. The email address entered in this section is the email address that will receive confirmations once you sign up for a Recreation Event.

**Primary Contact Information**

First Name

Last Name

Relationship to Participant

Primary Contact Address (Line 1)

Primary Contact Address (Line 2)

City

State

Zip Code

Primary Contact Email

Primary Contact Phone
Emergency Contact Information refers to the person or persons Favarh should attempt to contact should an Emergency Situation arise in regards to the participant. At least 1 Emergency Contact is required, but you have the option of entering a 2nd Emergency Contact.

Once all the information is entered correctly, you can select REQUEST ACCOUNT and you will be prompted to LOGIN using the Username and Password you just created.
This is the message you will receive once you have successfully completed the New User Registration Form.

Recreation and Wellness New User Registration

Congratulations, you have successfully created a username and password for the Favarh Recreation Online Portal. Please click the link below to login.

Click here to log in.

Once you click the link to Log In you will see the information below that asks you for your newly created username and password. Simply enter that information into the proper fields and select Log In.

Once you are logged in, you will see the Welcome Screen for the Recreation Online Portal and be able to access your Personal Profile, receive News and Updates and Register Online for Recreation Events and Activities.

That process will be shared with you in a separate tutorial.