

# cornwall.ca/rec4all

Your online access to Recreation Facilities and Services!

## How to create your new account

### STEP 1

- Visit [cornwall.ca/rec4all](http://cornwall.ca/rec4all)
- Click on **'LOGIN or Create Account'** button (takes you to new software page)
- Click on **'Create an Account'**

### STEP 2

- Complete all fields with current information. The primary owner must register first. Family members can be added once your account has been activated.
- Agree to the **'Terms and Conditions'**
- Once all fields are complete, click the Submit button.

\*Important - An email will be sent to the email address provided, with your username and temporary password.

### STEP 3

- After clicking the Submit button, you'll be taken to your new online account.
- Click on the **'Manage Login'** button at the top of the screen and enter the temporary password emailed to you, then enter a NEW password.\*
- Click on **'Add Family Member'** to add additional members to your account.

\*Important - Passwords must include the following: 8 characters long, 1 upper case letter, 1 lower case letter, 1 number.



### NEED HELP?

For more information, please call the Cornwall Aquatic Centre at 613-933-3586, the Benson Centre at 613-938-9898 or visit us in person at either location.



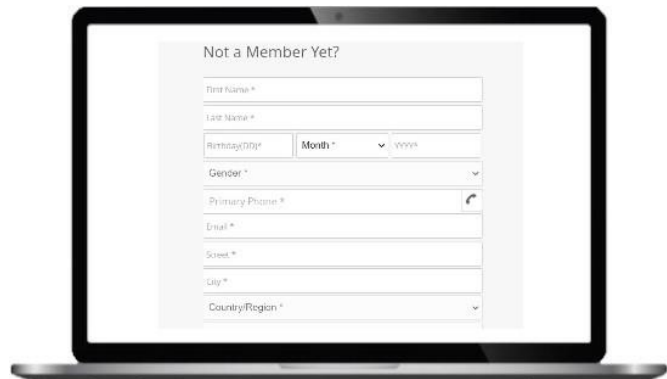
User Groups please visit the Cornwall Aquatic Centre or Benson Centre to create your account in person.



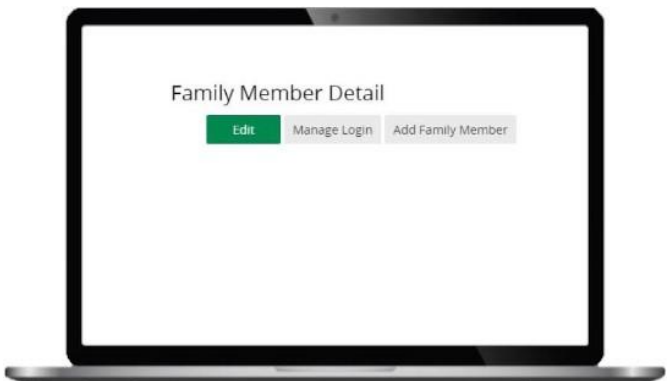
Please note: our new system runs best with Google Chrome or FireFox browsers



Step 1



Step 2



Step 3