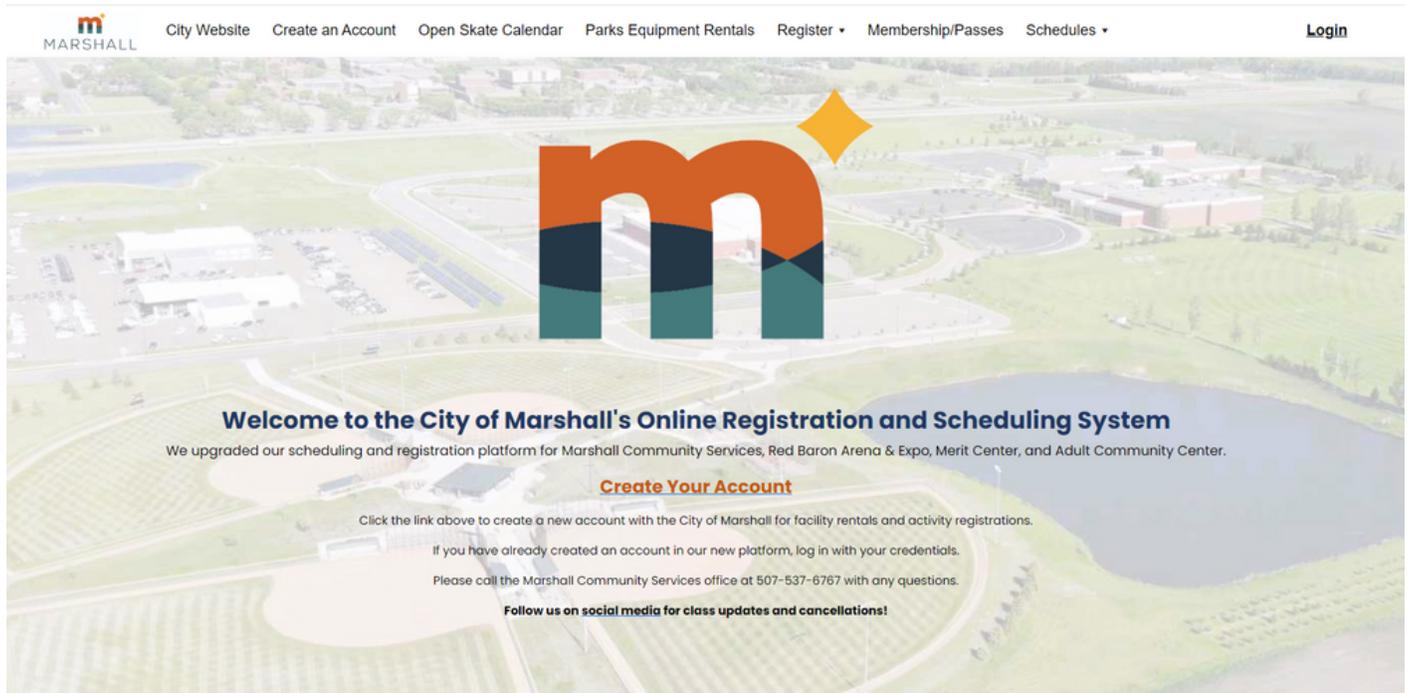


HOW TO CREATE AN ACCOUNT IN FINNLY SPORT FOR MARSHALL COMMUNITY SERVICES

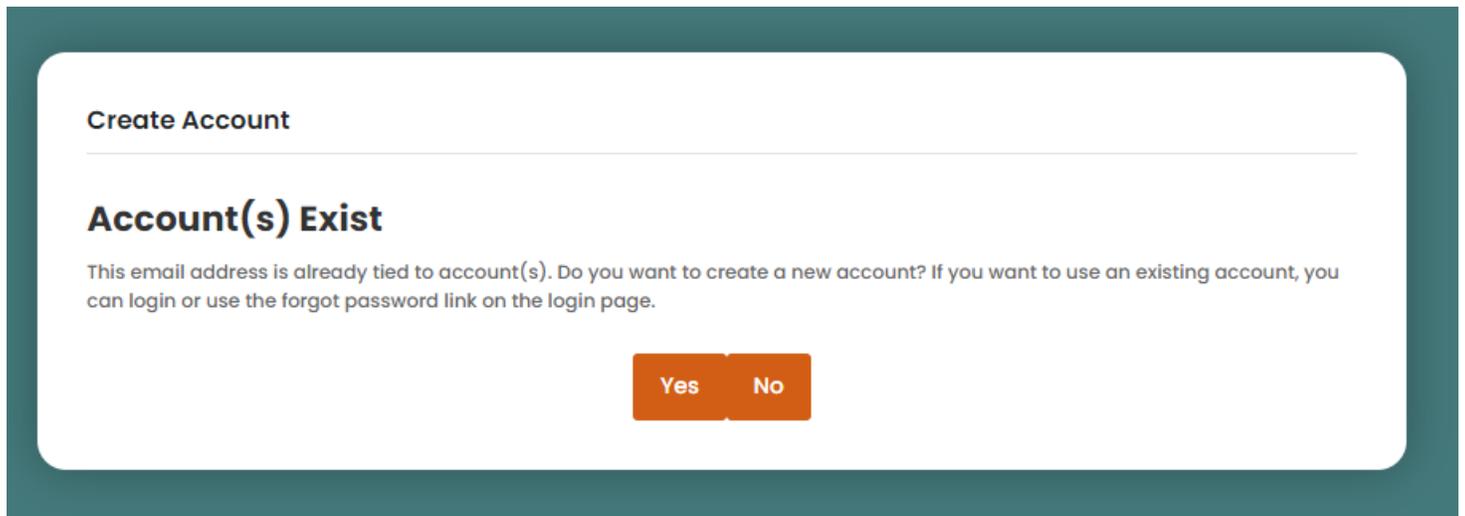
Go to com.finnlyconnect.com. The screen below will come up on your screen.



Click on [Create Your Account](#) on the main page of FinnlySport. Then the screen below will come up.

The image shows a 'Create Account' form. The form is titled 'Create Account' and is set against a dark teal background. Below the title, there is a section titled 'Email/Login Information'. Under this section, there is a line of text: 'Every account uses an email address as the User ID. An email address can be used for more than one account.' Below this text is a text input field labeled 'Email Address/User ID *'. To the right of the input field is an orange button labeled 'Next'.

*If you already have an account set up, you will receive the message below once you add your email address:



This means that you already have an account set up through FinnlySport. You can call Marshall Community Services at 507-537-6767 so that we can help you going forward.

OR

Click on **No** then you will go back to the home page to login. Click on **Reset Password?** to create a new password for your account.

Login using the email address that you typed in first and the password you created to get onto your account. *

If you do **NOT** have an account, follow the directions below:

Enter your personal email address that you will want to use for your individual/household/business account. Click on the **Next** button.

Add the information for whomever you would like as the main contact for your account.

- a. First Name
- b. Last Name
- c. Gender
- d. Birthdate (M/D/YYYY)
- e. Email Communication Preference
- f. Text Communication Preference
- g. Primary Phone Number
- h. Address Line 1
- i. City
- j. State
- k. Zip

Click on the **Next** button.

Create Account

Head Of Account

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Birthdate (M/D/YYYY)	
<input type="text" value="--Select Gender--"/>	<input type="text" value=""/> 	
Email Communication Preference *	Text Communication Preference *	
<input type="text" value="--Select Preference--"/>	<input type="text" value="--Select Preference--"/>	
Primary Phone *	Alternate Phone	
<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Use this number for text messages	<input type="checkbox"/> Use this number for text messages	
Emergency Contact	Emergency Phone	
<input type="text"/>	<input type="text"/>	

Address

Address Line 1 *

Address Line 2

City *	State *	Zip *	Zip +4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Create Account

Account

What type of account are you creating? The type of account will determine facility rates.

Account Type *

--Select Account Type--

Account Name *

Account Password

Password *

Confirm Password *

Select Account Type, a drop down menu will come up. Options are Individual, Household or Business.

For Account Name, for individual: enter your first name/last name for your personal account, if for a household/family account: enter your Last Name with Family, lastly, if a Business: add the business name. As shown above.

**There will be multiple family accounts with the same name. This will not mean that the accounts will link together. Your account is set up with the email that you sign up with and will be tied to the family members you add onto your account.

Enter the password that you would like for your account. Confirm with the same password.

Click on the **Next** button.

Security Code

A security code will be sent to the email address,
Please enter that code
to reset the password.

Security Code *

Back Reset

The screenshot above is what you will see after clicking on the **Next** button. In your email that you signed up with, you will find an email message about your security code. Type that security code into the Finly Connect screen.

NOW YOU HAVE AN ACCOUNT!

If you would like to add your family members to your account, directions are as follows:



Click on the **Add Member** button under your account. Add in as many members as you would like.

A form titled "Personal Information" and "Contact Information" with various input fields and dropdown menus. The form is enclosed in a teal border.

Personal Information

First Name *

Last Name *

Gender *

Birthdate (M/D/YYYY) *

Contact Information

Text Communication Preference *

Email Communication Preference *

Primary Phone *

Use this number for text messages

Email Address

Alternate Phone

Use this number for text messages

Emergency Contact

Emergency Phone

[Cancel](#) [Save](#)

**CALL MARSHALL COMMUNITY SERVICES
WITH ANY QUESTIONS. 507-537-6767**