Account Setup Information

Create a New Account

If you are new to the Saline Rec Center, you will need to follow the instructions below to setup a new account through this website.

1) From the HOME Page, click on the "***Sign In***" button [Sign In] in the upper right hand corner and then click on "***Create a new account***".

2) Once you have entered all of the required fields (*), click on the "***Create Profile***" button [Create Profile] to establish your family's account.

3) Now that your family account has been created, you can add family members to the account by clicking on the "***Add Member***" button. [Add Member] Enter all required fields (*) for each family member and click "***Save***". Once ALL family members have been added to your account, you will be ready to begin using the Online Registration System. There should be a link on the registration site for "***Register Now***" where you will be able to search for available programs.

4) PLEASE make note of the email address and password you provided when setting up the account as these will be needed to access your account for future online registrations and account management.

"Sign In" to Existing Account

If you have utilized the Online Registration system before, you should have an existing account with our department. In order to use your existing account, you will need to follow the instructions below.

1) From the HOME Page, click the "***Sign In***" button [Sign In] in the upper right hand corner.

2) You will then be taken to the Sign In page where you will need to provide your family's main email address along with the password you created. Once provided, click "***Sign In***".

E-mail Address: [E-mail]

Password: [Password]

[🔒 Sign In]

Forgot Password / Accessing Account

If you have an account with our department and can't remember your password or if you are using the Online Registration website for the very first time even though you are a patron, follow the instructions below to retrieve your password.

1) From the HOME Page, click on the "**Sign In**" button in the upper right hand corner and then click on "**Forgot your password**".

2) Enter the email address that you believe is on file with us. (**NOTE:** If you didn't provide us with an email address previously, you will need to call our office and provide an email address to complete the account setup for online use).

3) Once you have entered your email address, click the "**Retrieve**" button

4) If the system recognizes the email address you entered, your password will be sent to that email address. If you have never used the Online Registration system before, the password provided with be a temporary password that you can change once you sign in.

If you are still having trouble logging in, please call Jody Roberts @ 734-429-3502 ext 0. Or you can email Jody at jroberts@cityofsaline.org