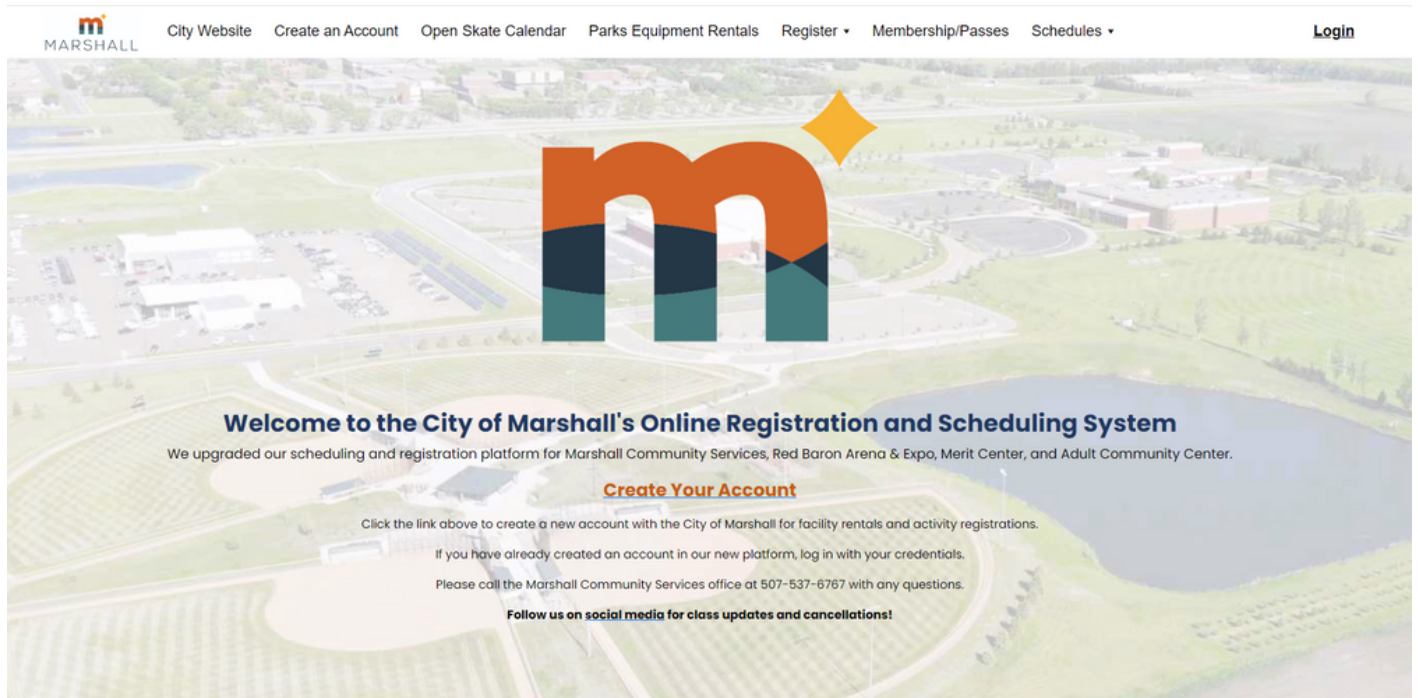


HOW TO CREATE AN ACCOUNT IN FINNLY SPORT FOR MARSHALL COMMUNITY SERVICES

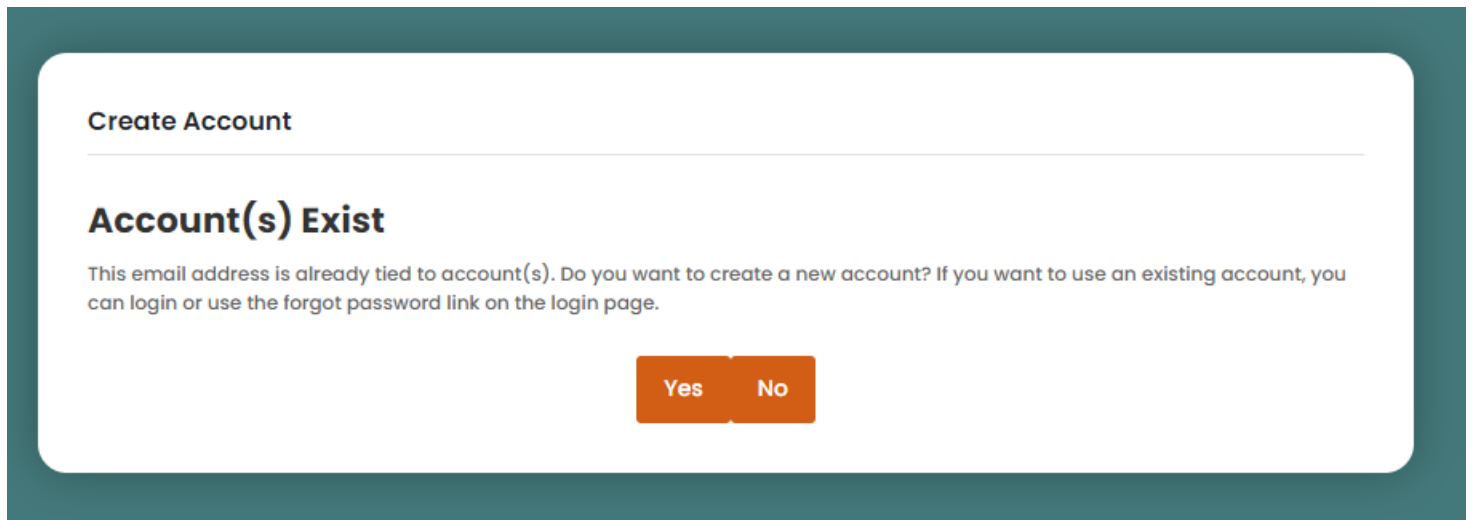
Go to com.finnlyconnect.com. The screen below will come up on your screen.



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

The image shows the 'Create Account' form in FinnlySport. The form is titled 'Create Account' and has a section for 'Email/Login Information'. Below this section, a note states: 'Every account uses an email address as the User ID. An email address can be used for more than one account.' There is a text input field labeled 'Email Address/User ID *'. At the bottom right of the form, there 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:



The screenshot shows a web form titled "Create Account" with a horizontal line below the title. Below the line, the heading "Account(s) Exist" is displayed in bold. Underneath this heading is a message: "This email address is already tied to account(s). Do you want to create a new account? If you want to use an existing account, you can login or use the forgot password link on the login page." At the bottom of the message area are two orange buttons: "Yes" and "No".

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 *

--Select Gender--

Birthdate (M/D/YYYY)

Email Communication Preference *

--Select Preference--

Text Communication Preference *

--Select Preference--

Primary Phone *

☐ Use this number for text messages

Alternate Phone

☐ Use this number for text messages

Emergency Contact

Emergency Phone

Address

Address Line 1 *

Address Line 2

City *

State *

Zip *

Zip +4

Back

Next

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 Finnly Connect screen.

NOW YOU HAVE AN ACCOUNT!

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

Account Members

Add Member

Click on the [Add Member](#) button under your account. Add in as many members as you would like.

Personal Information

First Name *

Last Name *

Gender *

--Select Gender--

Birthdate (M/D/YYYY) *

Contact Information

Text Communication Preference *

--Select Preference--

Email Communication Preference *

--Select Preference--

Primary Phone *

Email Address

☐ Use this number for text messages

Alternate Phone

Emergency Contact

☐ Use this number for text messages

Emergency Phone

Cancel

Save

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