

#### How to Create an Account on Amilia SmartREC

This Fall, Silver Springs Community Association will be introducing a brand new online registration system! We are excited about our new easier and more user-friendly way to register for programs and purchase memberships! Our new registration system can be found here: <a href="https://app.amilia.com/store/en/silver-springs-community">https://app.amilia.com/store/en/silver-springs-community</a>

#### <u>Step 1</u>

If you already have an account on Amilia SmartREC, no further action is necessary. You can log into that account to register for a program or purchase a membership. If you do not have an account, click Create an Account.

Silver Springs Community Association	End of session. You have ended your session securely.	
		Or login with
	Log In	G 🚯 📕
Community Association	Email	
administration@silverspringsc		
(403) 288-2616	Password	
		Q
	Log in	
	Create account or reset your password	
	Exploring Amilia? Check us out here.	

## <u>Step 2</u>

Complete the fields with the information for an adult in your family (or use the Facebook, Google, or Microsoft login options on the right)

	Create account		
Silver Springs Community Association	First name	Or login v	vith
		G	) 📕
Community Association	Last name		
administration@silverspringsc			
ommunity.ca (403) 288-2616	Email		
	Password		
	Ø		
	Verify email		
	By clicking on "Verify email", you agree to the User		
	Service Agreement and Privacy Policy.		

Step 3 Click Verify email

#### <u>Step 4</u>

A six digit code will come to the email address you've entered. The message will come from Amilia (support@amilia.com). Enter the code you received in your email into the box onscreen. Click Verify. If you do not see the email in your inbox, make sure to check your junk/spam folder.

SmartRec	
Welcome to Amilia,	<b>V</b>
Thank you for registering at Amilia SmartRec.	Verify email address
To get started, we need to verify your email address. To activate your account, please enter the code below in our website:	Check your email for the verification code sent to test23@amilia.com (Charge)
654321	Didn't get it?
This code vill expire in 19 minutes.	10.04
Amila Enterprovo Inc. + 1-077-343-0034 1751 Richardson Street, Bulte 3.165 - Montreat, GC + H3K 100 Canada	Can't find your code? Check your spare felder

#### Step 5

Select Continue when the prompt appears to say verification was successful.



# <u>Step 6</u>

On the My Account screen, click on "Members".

## Step 7

Complete the information on screen for the primary adult, and use the Add a Person button for each family member who will be registering for a program or included in your membership. **Please enter your birthdate! Memberships and many programs have age based restrictions.** 

Need help? Email programs@silverspringscommunity.ca for assistance.