

Upload Document Tutorial

Step 1

- visit MoragaRec.com
- Click on Registration



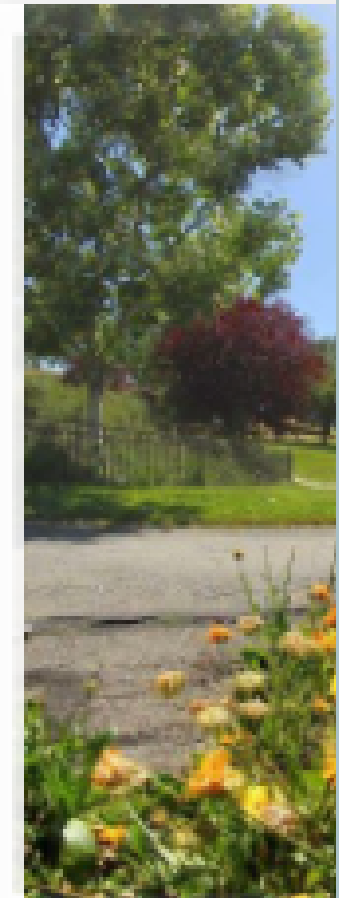
Activity Guide

View the most recent selection of classes, activities, and events in the Activity Guide.



Registration

Go to the online registration system to sign up for classes, camps, and events.



Parks

Moraga has beautiful open spaces for you to enjoy.

Step 2

- Click on “Log In/Create Account” to access your Account Page

The screenshot shows the Town of Moraga website. At the top is a banner image of a town with a rainbow. Below the banner is a navigation bar with a 'Log In/Create Account' button (highlighted with a mouse cursor) and a 'Catalog' button. Below the navigation bar is a filter section with a search bar and filters for Location and Category. To the right of the filter section is a horizontal menu with links to various programs, each with a count in a colored circle: Moraga Day Camp (4), 50th Anniversary Events (2), Special Events (19), Teen/Adult Programs (6), Senior Programs (9), Facility Rentals (7), and Police. Below the horizontal menu is a section titled 'MORAGA DAY CAMP PROGRAMS' with a link to 'Moraga Day Camp'. The 'Moraga Day Camp' link is underlined and blue. Below the link is a paragraph about 'SUMMER EARLY BIRD DISCOUNTS! 10% Off from February 1 thru February 29th! Let the fun Behold the grand spectacle that awaits at Moraga Day Camp! The stage is set for a summer of cinema world of Hollywood with arts, crafts, and games inspired by the finest works of Tinseltown.'

Town of
MORAGA
California

Log In/Create Account ▾ Catalog

Click All Filters

Filter

Keyword or code... ✕

Location

☐ Hacienda de las Flo...

Category

☐ Moraga Day Camp ...

Moraga Day Camp 4 50th Anniversary Events 2 Special Events 19 Town

Teen/Adult Programs 6 Senior Programs 9 Facility Rentals 7 Police

MORAGA DAY CAMP PROGRAMS

[Moraga Day Camp](#)

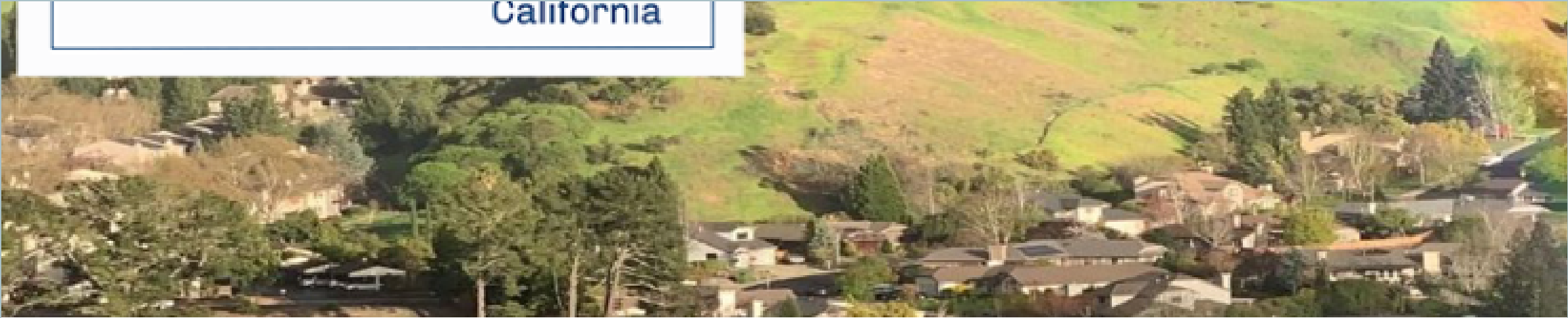
SUMMER EARLY BIRD DISCOUNTS! 10% Off from February 1 thru February 29th! Let the fun


Behold the grand spectacle that awaits at Moraga Day Camp! The stage is set for a summer of cinema world of Hollywood with arts, crafts, and games inspired by the finest works of Tinseltown.


Step 3


- Click on “Account”


California




 Catalog


 Account

 Connect




[Clear All Filters](#)

 **Filter**

 **Location**

☐ Hacienda de las Flo...

 **Category**

☐ Moraga Day Camp ...

Moraga Day Camp 4

50th Anniversary Events 2

Teen/Adult Programs 6

Senior Programs 9

MORAGA DAY CAMP PROGRAMS

Moraga Day Camp

SUMMER EARLY BIRD DISCOUNTS! 10% Off from Febr
Behold the grand spectacle that awaits at Moraga Day Cam
world of Hollywood with arts, crafts, and games inspired by

Step 4

- You can now see your account members.
- Click on Upload Documents.

CatalogAccountConnectInternalPoliciesHelpLog Out

Upload Documents

The document(s) listed below are associated to registered sessions or facility reservations and may be required to complete registration.

MEMBER	DOCUMENT TYPE	STATUS	EXPIRES IN ?
CivicPlus HelpCenter	Liability Insurance*	Click or drag to add a file...	

Rows per page: 10 1-1 of 1

*Required

Browse/Register Now!

Account Statements

Transaction History

Manage Memberships

Manage Payment Accounts

Linked Accounts

Waiting List Status

Check-In History

Contact Preferences

Event Calendar

Scholarships

Pay Balance (\$10.69)

Upload Documents

Step 5

- View the list of Documents related to your programs that need uploading.

CatalogAccountConnectInternalPolicies

Upload Documents

The document(s) listed below are associated to registered sessions or facility reservations and may be required to complete registration.

MEMBER	DOCUMENT TYPE	STATUS	EXPIRES IN ?
CivicPlus HelpCenter	Liability Insurance*	Click or drag to add a file...	

Rows per page: 10 1-1 of 1

*Required

BrowseAccount STransactiManage MManage PLinked AcWaiting LCheck-InContact PEvent CalScholarshPay BalanUpload D

Step 6

- Click or Drag to add the file to your account.
- When completed, the Status will change to File Uploaded on -Date-

These Documents are secured and are HIPAA Compliant. Only Specified Town Staff will have access to this information.

- Camp Counselors
- Camp Director
- Program Coordinator
- Program Supervisor
- Program Director
- Administrative Assistant

CatalogAccountConnectInternal

Upload Documents

The document(s) listed below are associated to registered sessions or facility reservations and may be required to complete registration.

MEMBER	DOCUMENT TYPE	STATUS	EXPIRES IN ?	
CivicPlus HelpCenter	Liability Insurance*	Click or drag to add a file...	13 Days	
CivicPlus HelpCenter	Medical Form*	File Uploaded on 07/18/2023 2:35 P		

Rows per page: 101-2 of 2<>

*Required