

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

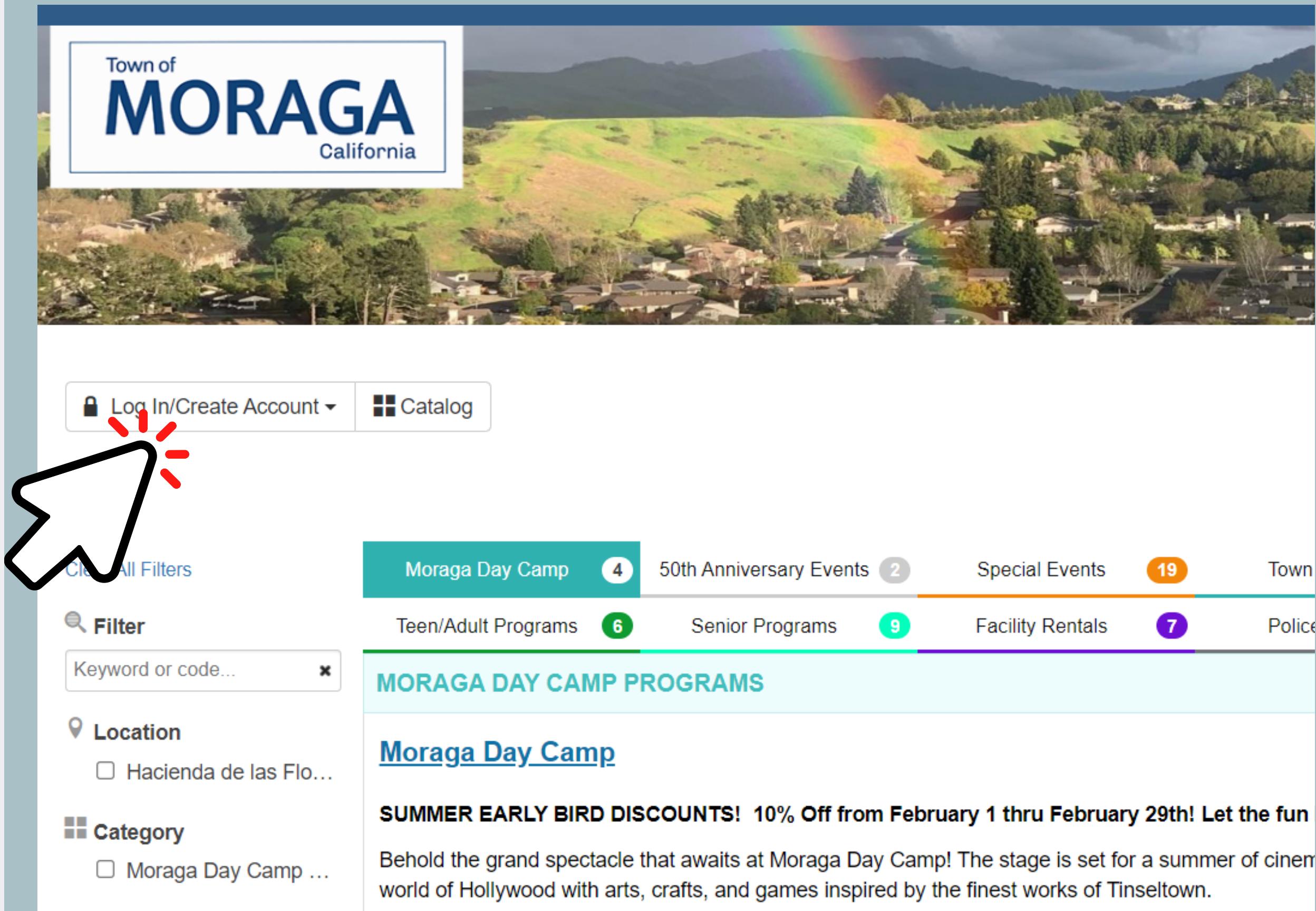
Go to the online registration system to sign up for classes, camps, and events.



Park

Step 2

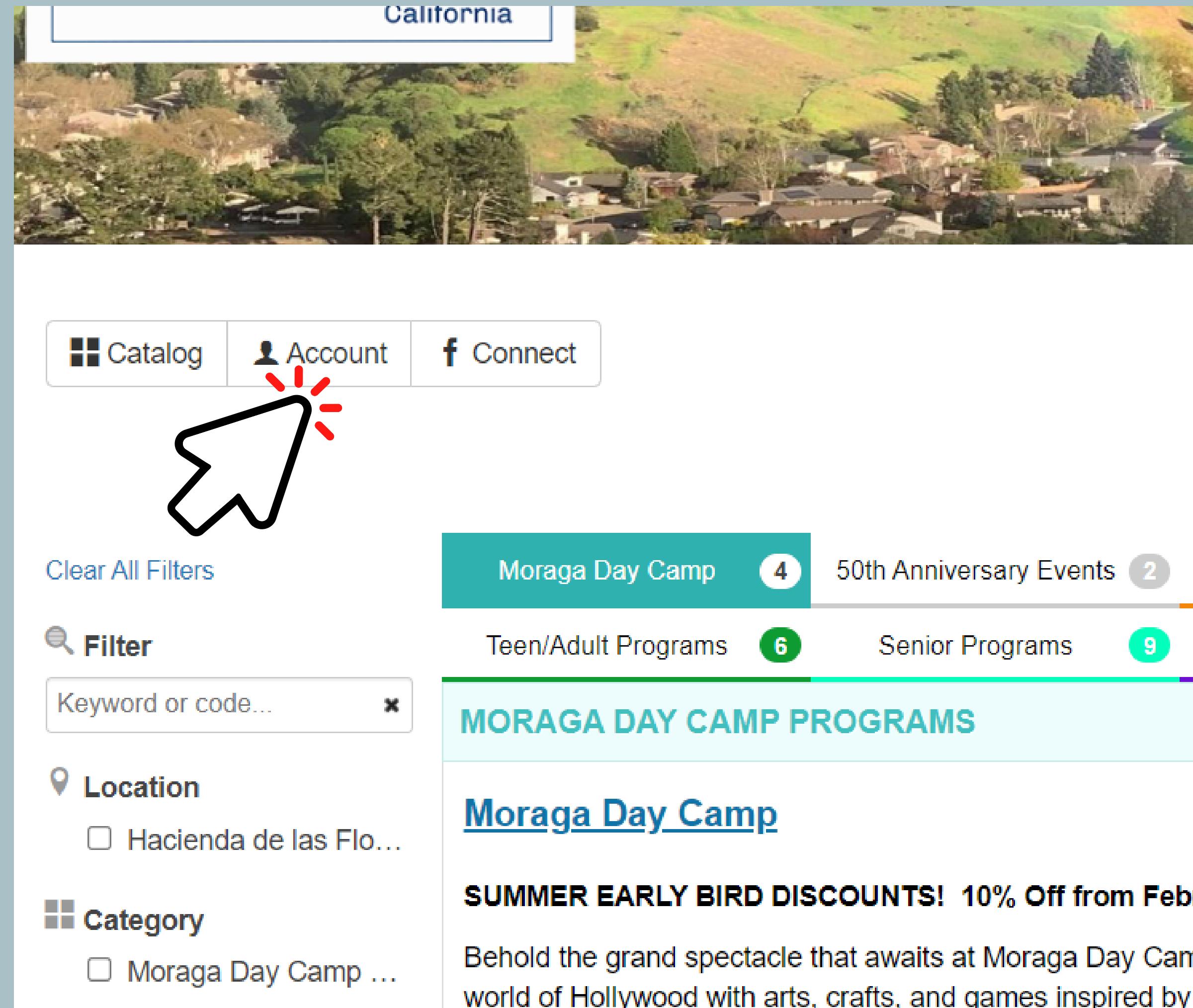
- Click on “Log In/Create Account” to access your Account Page



The image shows the homepage of the Town of Moraga website. At the top left is the town's logo: "Town of MORAGA California". Below the logo is a scenic photograph of a green, hilly landscape with a rainbow in the background. At the top right is a bright green vertical bar. The main navigation bar includes a "Log In/Create Account" button with a lock icon, a "Catalog" button with a grid icon, and a "Clear All Filters" link. To the left of the filters is a large, black, hand-drawn style cursor arrow pointing directly at the "Log In/Create Account" button. Below the filters are sections for "Filter" (with a search bar), "Location" (with a checkbox for "Hacienda de las Flores"), and "Category" (with a checkbox for "Moraga Day Camp"). The main content area features a teal header for "Moraga Day Camp" with a "4" badge, followed by "50th Anniversary Events" (2), "Special Events" (19), "Teen/Adult Programs" (6), "Senior Programs" (9), "Facility Rentals" (7), and "Police". A green horizontal bar highlights the "Moraga Day Camp" section. Below this is a teal header for "MORAGA DAY CAMP PROGRAMS". The main content of the page is titled "Moraga Day Camp" and includes a promotional banner: "SUMMER EARLY BIRD DISCOUNTS! 10% Off from February 1 thru February 29th! Let the fun begin!" and a descriptive text: "Behold the grand spectacle that awaits at Moraga Day Camp! The stage is set for a summer of cinematic fun in the world of Hollywood with arts, crafts, and games inspired by the finest works of Tinseltown."

Step 3

- Click on “Account”



The screenshot shows a website interface for Moraga Day Camp. At the top, there is a navigation bar with a "California" button. Below the navigation bar is a scenic image of a hillside with houses and trees. The main content area features a "Catalog" button, an "Account" button (which is highlighted with a large black cursor icon pointing to it), and a "Connect" button. Below these buttons is a "Clear All Filters" link. The main menu includes "Moraga Day Camp" (4 items), "50th Anniversary Events" (2 items), "Teen/Adult Programs" (6 items), and "Senior Programs" (9 items). A search bar with a placeholder "Keyword or code..." is also present. On the left, there are filters for "Location" (Hacienda de las Flores) and "Category" (Moraga Day Camp). The main content area displays a section titled "MORAGA DAY CAMP PROGRAMS" with a link to "Moraga Day Camp". A promotional banner for "SUMMER EARLY BIRD DISCOUNTS! 10% Off from Feb 1" is visible, along with a descriptive text about the camp's offerings.

California

Catalog Account Connect

Clear All Filters

Moraga Day Camp (4) 50th Anniversary Events (2)

Teen/Adult Programs (6) Senior Programs (9)

Filter

Keyword or code...

Location

Hacienda de las Flores

Category

Moraga Day Camp ...

MORAGA DAY CAMP PROGRAMS

Moraga Day Camp

SUMMER EARLY BIRD DISCOUNTS! 10% Off from Feb 1

Behold the grand spectacle that awaits at Moraga Day Camp world of Hollywood with arts, crafts, and games inspired by

Step 4

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

Catalog Account Connect Internal Policies Help Log Out

Upload Documents

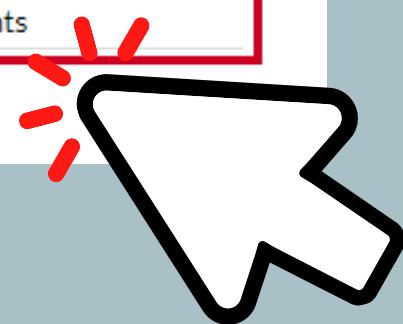
The document(s) listed below are associated to registered sessions or facility reservations and may be required to complete registration.

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

Rows per page: 10 1-1 of 1

*Required

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.

Catalog Account Connect

Internal Policies

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

- Account S...
- Transacti...
- Manage M...
- Manage P...
- Linked Ac...
- Waiting L...
- Check-In...
- Contact P...
- Event Cal...
- Scholarsh...
- Pay Bala...
- Upload 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

Catalog Account f Connect Internal

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 PM		

*Required

Rows per page: 10 ▾ 1-2 of 2 < >

