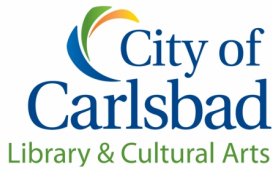


1775 Dove Lane
Carlsbad, CA 92011
760-602-2084
Laurette.Garner@carlsbadca.gov
www.carlsbadconnect.org



How to Set-up or Sign-into an Account in Carlsbadconnect

Navigate to www.carlsbadconnect.org

Signing in or Creating an Organization's Account

Creating account:

Select **"Log In/Create Account"** at the top left side of the screen and then **"Create Your Carlsbad Account"** from the dropdown menu (light blue box).

1. Select **"Individual"** and enter the school's/organization's name in the **"First Name"** section.
2. Enter the main account holder's full name in the **"Last Name"** section.
3. Enter **"Date of Birth"** as 01/01/1999 and select either **"Male"** or **"Female."**
4. The **"Phone Number"** should be the main contact phone number for the organization.
5. Enter the email of the main contact in **"Email Preferences"** and select the email notifications you would like to receive. We recommend organizations select **"Courtesy Notices"** at a minimum.

Signing into account:

Select **Log In/Create Account** and then **"Log In with Email"** from the dropdown menu (green box). Enter your email or user name and password and click **"Log In."**

Password not working:

1. Passwords will need to be changed every 90 days. You should be prompted to change your password.
 - a. If you are not prompted to change your password or you forgot your password, select **"Forgot Password?"** under the **"Log In with Email"** (green box).
 - b. Enter the email account associated with your account and click **"Submit."**
 - c. You will receive an email from City of Carlsbad, CA (noreply@rec1.com) with instructions on how to change your password.
 - d. Once you create your new password, you will see information on the page that is asking for an organization code, do not worry about entering any information.
 - Select the **"Log In/Create Account"** and use the email/user name and new password associated with the account.
 - Or in the web browser you can re-enter www.carlsbadconnect.org.
Either option will take you back to the catalogue.

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How to Sign-up for Arts Programs

Step 1

1. Select on **“Teacher Portal”** from the selection box area (highlighted in light blue).
2. Select **Three-Part Art** (and the exhibit you are interested in) and or **Cannon Art Gallery Tours** (choose exhibit).
3. To register for the program you will click on the date you would like and then add it to your cart.

Step 2

1. Select the **“Checkout”** button on the lower right-hand side of the page.
2. On the **“Forms”** page you can view or print the program’s flyer that has more information about the programs. Press **“Confirm Forms”** to move to the next step.
 - a. On the **“Prompts”** page fill out all the information. You will not be able to select **“Submit Responses”** until all answers are completed.
3. On the **“Waiver Agreement”** page:
 - a. Read the waivers, click on **“I agree on behalf of organization name”** and sign the waivers (electronically).
 - b. Click on **“Confirm Waiver Agreement.”**
4. The **“Payment”** screen lets you once again see the date you are requesting. Click **“Review Transaction”** to move to the next step.
5. On the **“Review & Confirm”** page:
 - a. Review your request to confirm your reservation date and time.
 - b. Select **“Complete Transaction”**
 - If you receive a receipt, the request has been submitted. The receipt will have a link to the Zoom event that you can click on to access for the day of your scheduled virtual live event with Cultural Arts staff.

Changes or Cancellations

All changes or cancellations must be made in writing to: Three-Part Art laurette.garner@carlsbadca.gov