

Online Registration How-To

City of KELLER Parks & Recreation	
	PARKS & RECREATION THE
Log In/Create Account -	Catalog
Email/Username User	name
Password Pass	word
	Forgot Password?
Create Your	KPR Account
	Powered by REC1

How To Create Your Account

- Go to <u>https://secure.rec1.com/TX/keller-</u> <u>tx/catalog</u>
- Click "Create Your KPR Account"
- If you're a current member of The Keller Pointe or already have an account and need help logging in, please contact staff to reset password.
- If you're unsure if you're a member, please call 817-743-4050 to verify membership.

p 1: Account Holder	Step 2: Other Account M	embers							
unt holder must be an Ad	dult.								
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Account Type	e Individual Organization		Address Line 1 * 👔	Address Line, 1					
Name*	First Name	Middle Na	Last Name	N/A 🔹	Address Line 2	Address Line 2			
Date of Birth*	mm/dd/YYYY				Zip Code, City, State*	Zip Code	City	AL	•
Gender*	Male Female								
/lember/Non-Member*	•								
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Relationship Number NTACT INFO Phone 1*	Relationship Number Phone 1 Phone 2	Label	No Mobile Carrie	er 🔹	– ACCOUNT SETTINGS –– Primary Email* Password*	Primary Email Password			
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- Input your information • into the fields
- Member/Non-Member • Age: 55+ = Member Age: 18-54= Non-Member
- Please make sure you have ٠ a working e-mail address.
- Please select all three • communication types next to email preferences to receive updates.



- If you would like to add another member to the account, click "Step 2: Other Account Members" (others in your family including children)
- Click "Add Account Member"
- Input their information in the fields
- Save & Close

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Step 1: Account Holder First, Last, Gender, DOB	Step 2: Other Acco	ount Members				
irst, Last, Gender, DOB	Peter	Rabbit	M	F	01/01/1996	×
	Christoper	Robin	M	F	01/01/1998	×

How To Register For An Activity

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Keyword or code 🔹	PUBLIC ARTS						
Location Keller Town Hall Category Public Arts	KPA Keller's Got Ta Keller's Got Talent is an Applications are being a from October 4th - Nove	alent art show for amateur a iccepted starting Augus mber 19th. The awards	nd professiona st 15th and will : recep <mark>ti</mark> on is o	I artists, age 18+, from end on September 10 n October 21st at 7:00	the City of Kel th. The Keller's PM. Please co	ler and Keller Got Talent sh ntact Libby G	× ISD areas. low will run ergely with
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- Click catalog in the top left hand corner.
- Our tab is "Public Arts"
- In this, you will find all of our activities that are available for registration
- Click the category that best fits your needs.
 - Keller's Got Talent: Select the number of pieces you will be submitting.
 - Art Walk: Select the vendor type of your business.
 - Non-profit: Registered 501(c)
 - Merchant: Selling items on site
 - Commercial: Businesses not selling items on site.

Activity Information



1 Piece of Artwork

Keller Town Hall 18/up Weekda... 10/04-11/19 8am-5pm

0 \$20 ()

() Registration for this program opens at 12:00 AM on 08/15/2021.

Keller's Got Talent is an art show for amateur and professional artists, age 18+, from the City of Keller and Keller ISD areas. Applications are being accepted starting August 15th and will end on September 10th. The Keller's Got Talent show will run from October 4th - November 19th. The awards reception is on October 21st at 7:00 PM. Please contact Libby Gergely with any questions at 817-743-4000 or <u>egergely@cityofkeller.com</u>.



- Select which user will be joining the activity
- Then click "Add To Cart"
- The software system will not allow you to register or add to cart if any of the following apply to you:
 - Do not have an account created.
 - Registration has not opened.
 - Registration is closed.
 - You have already registered for this event.



TOTAL



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1. KGT - Info	ormatior	Sheet		\subset	View/Print	1	rowse Cata	log	
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as a reference.				Prompts					
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• You will then be taken to the attachment page. This will have any attachments regarding the event. You have the option to view/print the attachment. When you are done viewing/printing the attachment or if you do not want the attachment click the green confirm attachment button.

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Prompt	Response				
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Seneral Prompts		Ľ	J Attachments	5	
 Please include your website and/or your social media link 		2	Prompts		
Social media mila		0	J Waivers		
		6	Payment		
What is the title of your piece of art?		W.	Review & Co	nfirm	
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3. What is the medium of your piece of art?			Subr	nit Resp	onses 🕽
4. What is the size of your piece of art?	#			4	Attachm
5. What is the price of your piece of art?					
b. Do you want the city to charge sales tax on this piece?	Yes ONo 🖲				
7. Do you wish for this piece to be judged as	Yes ONo 🖲				

- You will then be taken to the prompt page. It is important you fill in or answer all the questions on this page or it will not allow you continue with the checkout process.
 - If you do not have a website or social media account please put NA.
 - If you are entering more than one piece of art for Keller's Got Talent, you will be asked the same questions for each individual piece.
- Once you have completed the prompts you will click on the green submit responses button.

Catalog Account f_Connect	🖲 Internal	Policies	O Help	Log Out		
Waivers			Ш	\$20.00 1 item		
KGT - Waiver of Liability Form	CI	HECKOUT FOR JOR	DAN DAWSON			
Applies to:	1	Browse Cata	log			
Jordan Dawson for KPA Keller's Got Talent 1 Piece of Artwork	6	Attachments				
	6	Prompts				
For and in consideration of my participation in the Keller Public Arts Program, or any activity associated	E	🖄 Waivers				
therewith, the receipt and sufficiency of which is hereby acknowledged, I agree to release the City of Keller, Texas, and its elected and appointed officials, employees, agents or volunteers (the "City") from and agains	st all	Payment				
claims, actions, costs, expenses and demands in respect of death, loss, injury or damage to my person or property whatsoever including, but not limited to damage, theft or destruction of any works of art located or	on (📳 Review & Confirm				
City property, caused, arising out of or in connection with my taking part in the event and notwithstanding t the same may have been contributed to or occasioned by any act or failure to act, including without limitat negligence of the City	hat y	Receipt				
Further, I assume all liability of any non-participants who accompany me. I understand that I am an		Confir <mark>m</mark> Wa	iver Agre	ement 🕨		
independent vendor for all purposes including workers compensation, and am not an employee of the City, other local sponsors, and their agents, representatives, and employees, and as such they are not responsib for any damages to property, injury or death of myself and any employee for whom I am responsible which may occur while acting as a vendor. This agreement is binding on me, my heirs, executors and administrate	or ble ors.			Prompts		
I have read and understand the above waiver:						
NOTE: Waiver(s) for Jordan Dawson will be emailed to account holder for agreement if applicable.						
KGT - Artist Requirements						
Applies to:						

Jordan Dawson for KPA Keller's Got Talent 1 Piece of Artwork

- You will then be brought to the waivers page. Please read and sign all waivers on this page. You will not be able to continue with checkout if all waivers are not signed.
- Once waivers are signed, click the green waiver agreement button.

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- Enter your credit card information
 - Card number, expiration date, CVC, name and address
- We only accept VISA, MASTERCARD, and DISCOVER
- Review Transaction
- Confirm
- Receipt can be e-mailed to you