

How to: Register create an account

Accounts must be created to view and register for programs/ make purchases

Step 1 – Accessing the site

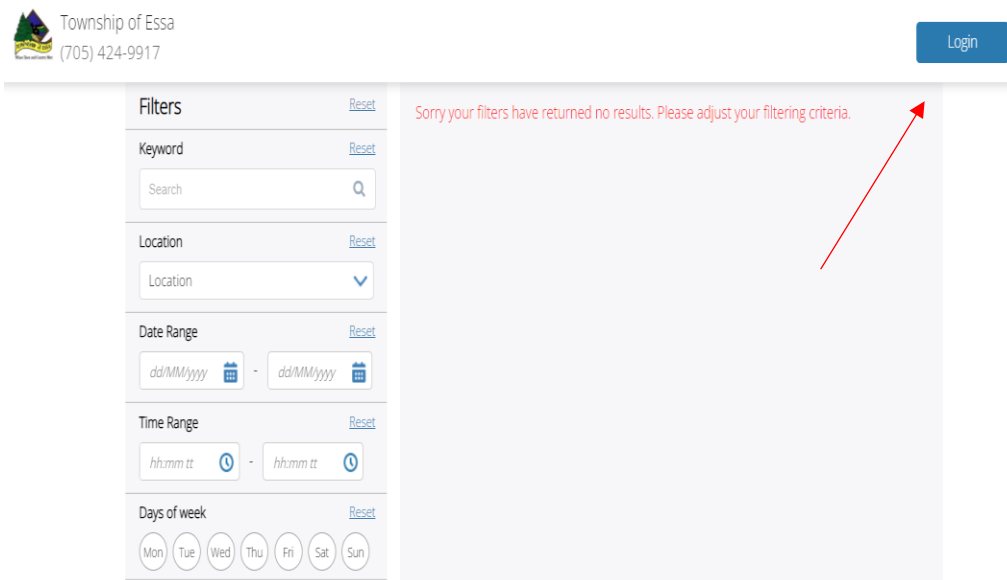
Essa's Perfect Mind Portal can be accessed by using the following link.

<https://townshipofessa.perfectmind.com/>

Essa's Perfect Mind Portal can also be accessed by going to the Township's website

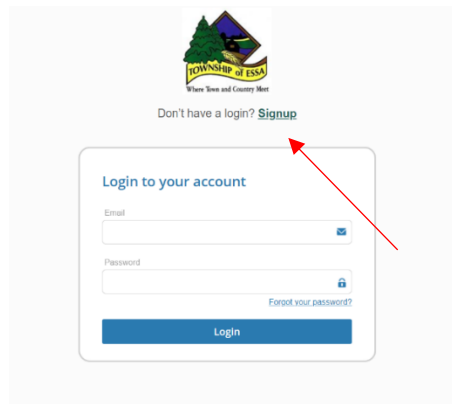
<https://www.essatownship.on.ca> , and selecting "Online Registration"

Once you have made your way to the site, select "login"



Step 2 – Creating an account

After selecting "login" from the main page you will be prompted to inset your credentials. Having not made credentials yet you will need to "Signup"



Perfect Mind- Essa Township, Parks and Recreation Department

You will be brought to a new screen that requires you fill in a series of details about yourself. This will create your account. Once all the information is complete select “I am not a robot” the press “Submit”

The image shows two parts of a registration process. The left part is a registration form with the following fields: First Name *, Last Name *, Email *, I acknowledge I am over 18 years of age * (with an 'I Agree' dropdown), Day of birth*, Month* (dropdown), Year* (dropdown), Primary Phone *, Primary Phone Type * (with 'Mobile' selected), Street*, and City*. The right part is a CAPTCHA verification screen with fields for State/Province* and Postal code*, an 'I'm not a robot' checkbox (checked), a reCAPTCHA logo, and a 'Submit' button. A red arrow points to the 'Submit' button.

You will then be sent a set of credentials as well as link to the email address input in the questionnaire above. The link will take you back to the login page and the credentials will be the username and password used to login.

Once in the system you will arrive at a page that looks like the image below. Select “My Info” to access your profile.

The image shows the Township of Essa user interface. At the top left is the Township of Essa logo and contact information: (705) 424-9917. Below this is a navigation bar with 'My Info' (selected) and 'Purchase'. A red arrow points to the 'My Info' button. Below the navigation bar is a 'Filters' section with various search criteria: Keyword (with a search input), Location (dropdown), Date Range (with date pickers), Time Range (with time pickers), and Days of week (radio buttons for Mon, Tue, Wed, Thu, Fri, Sat, Sun). A 'Reset' link is provided for each filter category. To the right of the filters, a message reads: 'Sorry your filters have returned no results.'

Step 3 – Managing your Login

Once on your info page select “Manage Login” this will allow you to create a set of credentials for yourself. You would have been sent a temporary password via the email address added to the account while making your profile. Once you are happy with your new password. Press “Save”

Township of Essa
(705) 424-9917

My Info Purchase

Family Member Detail

Edit Manage Login Add Family Member Invoices

Profile picture placeholder

General Information

First Name: [Redacted]
Last Name: [Redacted]
Age: 32
Birthday: 20/11/1989

I acknowledge I am over 18 years old I Agree

Manage Login

Username: [Redacted]

Current Password: [Input Field]

[Forgot your password?](#)

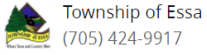
New Password: [Input Field]

Confirm Password: [Input Field]

Save Cancel

Step 4 – Adding Family Members

You can add family members to your account by selecting “Add Family Member” on the “My Info” page. Complete all requested information and press submit



My Info Purchase

Family Member Detail

- Edit
- Manage Login
- Add Family Member
- Invoices

 [Redacted Name]

General Information

First Name: [Redacted]

Last Name: [Redacted]

Age: 32

Birthday: 20/11/1989

I acknowledge I am over 18 years of age... I Agree

Add Family Member

First Name *

Last Name *
Meulendyks

Birthday *
January DD YYYY

Email *
mjmeulie@gmail.com

Primary Phone *
(905) 716-3563

Primary Phone Type
Mobile

Street *
14085 Hwy 27

City *
SCHOMBERG

State/Province *
Ontario

Zip/Postal Code *
L0G 1T0

Gender

I acknowledge I am over 18 years of age *

Contact Relation

Cancel Submit