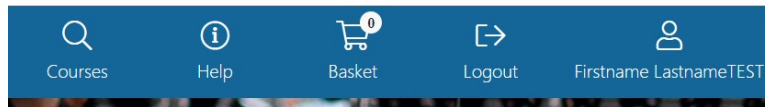


WSPR-Intelli Help

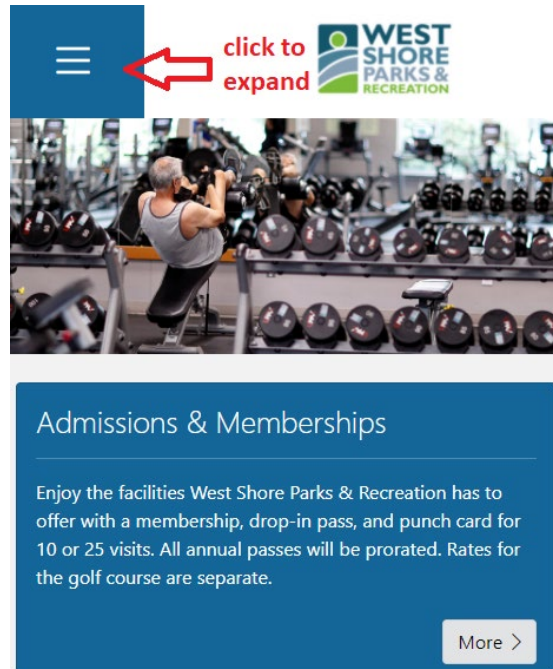
Creating a new Account

Instructions shown are for clients using a mobile device. On a laptop/PC, the client menu is accessed from the top right banner. Remaining steps in the process are the same.

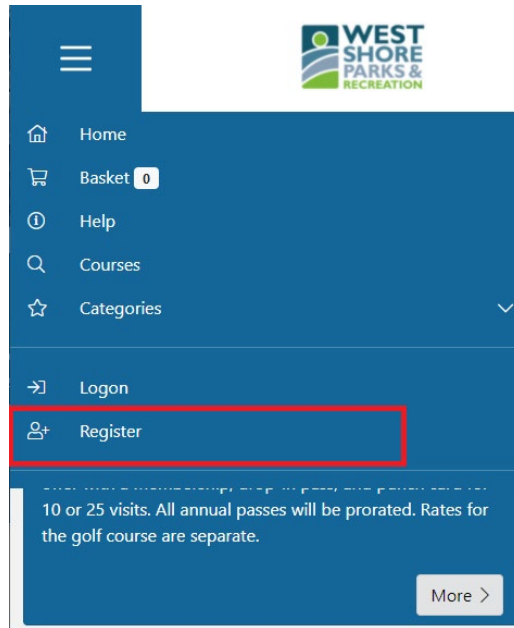


INSTRUCTIONS:

1. Go to the WSPR Intelligenz website: explore.wspr.ca



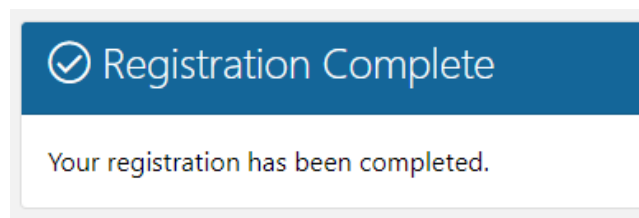
2. Click "Register" to create a new account.



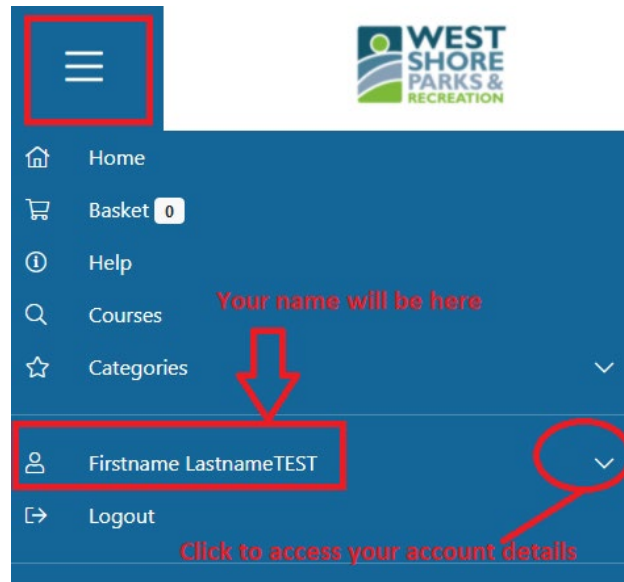
3. Enter in your personal information such as name, address, contact information, and password. Required fields are indicated with a * and require a response to save.

A screenshot of the 'Customer Details' registration form. The form is titled 'Customer Details' and has a sub-header 'Register for programs'. Underneath, there is a section for 'Personal Details'. The 'First Name' field is labeled 'First Name *' and has a red box around the input area. A red arrow points from the text 'mandatory field' to the asterisk in the label. The 'Last Name' field is labeled 'Last Name *' and also has a red box around the input area. The input areas contain the placeholder text 'Firstname' and 'Lastname' respectively.

4. Click "Register" to complete.



5. From the menu, you should now see your first and last name as the logged in user.



TROUBLESHOOTING:

Mandatory information:

- Mobile Phone is required
- Scroll up to fill out the missing fields

Email already in use:

- If you receive this message, you already have an account with WSPR. For example:
| This email address is already in use.

To activate your account online for the first time:

- Click “logon” in the main menu, **then** click the link on the logon page to activate your account

WEST SHORE PARKS & RECREATION

Customer Logon

Login to your account

Email Address *

Password *

Log On

Click to complete your online account

Click here if you have forgotten your password, or if you are an existing customer that needs to create an online account.

Personal Details

First Name *

Firstname

Password issues:

- Passwords must be at least 8 characters and require at least one uppercase letter
- The following message will show if you need to update your chosen password to be longer and/or include an uppercase letter

Please include 1 of the following - An uppercase character.