

# SEVEN OAKS *SPORTSPLEX*

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## GARDEN CITY COMMUNITY CENTRE

### **Finnly Connect – User Instructions**

Welcome to Finnly Connect, Garden City Community Centre/Seven Oaks Sportsplex's new online booking system!

With a Finnly Connect account, you can:

- Register your child for activities such as soccer, baseball, and learn to skate
- View our facility schedule to see when Public Skating, Stick & Puck, or exciting event is scheduled to take place
- View and reserve available ice times at Seven Oaks Arena
- View and edit your account, manage your household, view your activity schedule, and pay your outstanding balances directly from your account

We hope the following guide will assist you with all your online registration and facility booking requirements.

### **Online Account Creation Instructions**

Click [HERE](#) to go to Finnly Connect to create an account

**Step One:** Enter your email address

Create Account

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### Email/Login Information

Every account uses an email address as the User ID. An email address can be used for more than one account.

Email Address/User ID \*

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**Step Two:** Fill in the required fields – hit *NEXT* to continue

The image shows two sequential screenshots of a web form titled "Create Account".

The first screenshot displays the "Head Of Account" section. It includes input fields for "First Name \*", "Middle Name", and "Last Name \*". Below these are fields for "Gender" (a dropdown menu) and "Birthdate" (with a calendar icon). There are also fields for "Primary Phone \*", "Alternate Phone", "Emergency Contact", and "Emergency Phone". Two checkboxes labeled "Opt In For Text Messages" are present.

The second screenshot displays the "Address" section. It includes input fields for "Address Line 1 \*", "Address Line 2", "City \*", "State \*", "Zip \*", and "Zip +4". At the bottom of this section are two blue buttons labeled "BACK" and "NEXT".

**Step Three:** Choose your *Account Type*

*Team* - choose if you will be using your Finny Connect account primarily for booking ice for a youth group

*Individual* - choose if you will be using your Finny Connect account primarily for booking ice for your adult group

*Household* - choose if you will be using your Finny Connect account primarily for registering your child for activities

The image shows a screenshot of the "Create Account" form, specifically the "Account" section.

The "Account" section is titled "Account" and includes the text: "What type of account are you creating? The type of account will determine facility rates." Below this is a dropdown menu labeled "Account Type \*". The dropdown menu is open, showing three options: "Team", "Individual", and "Household".

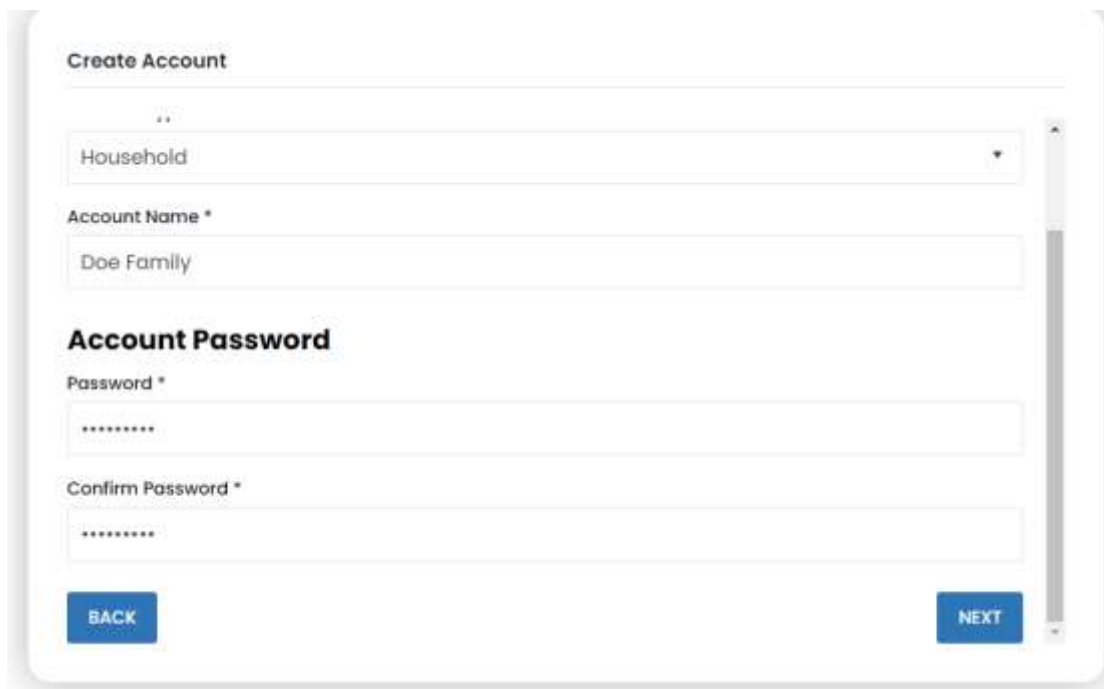
Below the dropdown menu is the "Account Password" section, which includes two input fields: "Password \*" and "Confirm Password \*".

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**Step Four:** Give your account a name and create a password for your Finny Connect account

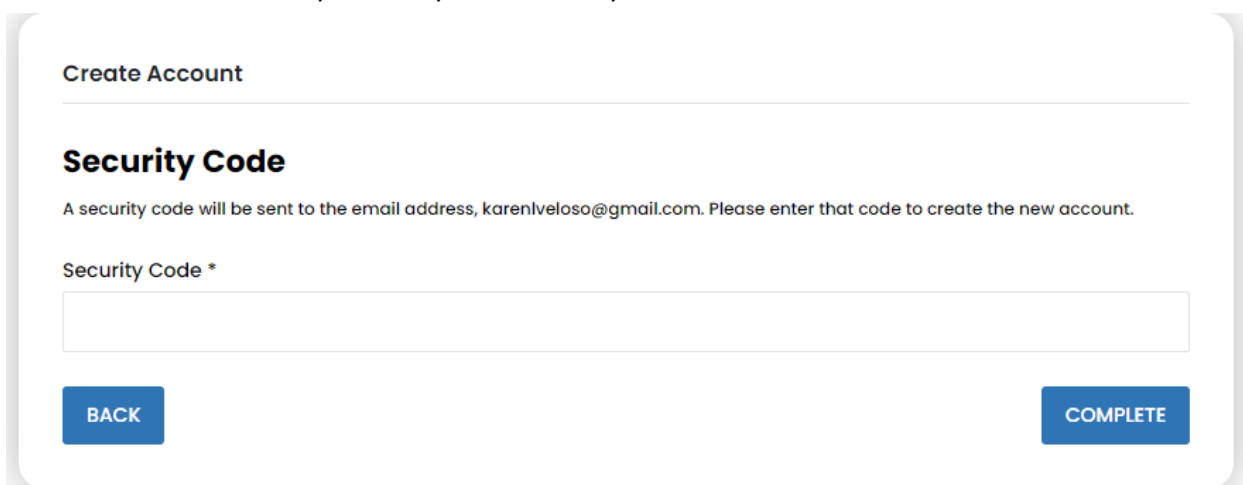
- If you're creating a *Household* account, your *Account Name* should be your family name
- If you're creating a *Team account*, your *Account Name* can be the team/organizations name



The screenshot shows a 'Create Account' form with the following elements:

- A dropdown menu for account type, currently set to 'Household'.
- A text input field for 'Account Name \*' containing 'Doe Family'.
- A section titled 'Account Password' with two text input fields: 'Password \*' and 'Confirm Password \*', both containing masked characters (dots).
- Two blue buttons at the bottom: 'BACK' on the left and 'NEXT' on the right.

**Step Five:** A security code will be sent to your email to verify your account. Enter the code and hit **COMPLETE** to be taken to your newly created Finny Connect account!



The screenshot shows a 'Security Code' verification form with the following elements:

- A section titled 'Security Code' with a sub-header.
- A line of text: 'A security code will be sent to the email address, karenlveloso@gmail.com. Please enter that code to create the new account.'
- A text input field for 'Security Code \*'.
- Two blue buttons at the bottom: 'BACK' on the left and 'COMPLETE' on the right.