

Max Galaxy Online Registration Instructions

Our new software allows us to accept online registration and payment.

However, the information for some guests has likely already been added to our new system, so you won't need to create an account and enter all of your information. Creating a new account if you have already been added may cause some minor confusion with future purchases and check-ins. **In order to avoid this, please follow these steps:**

1. Email me or call the Community Center and ask if you already have an account in our Max Galaxy software. Community Center Phone #: 303.582.1453

If you already have an account, have the staff member confirm your email address, or update it, if needed.

- a. Once your account and email address are confirmed, you may click "login" on our Max Galaxy site: <https://gilpincountyrec.maxgalaxy.net>.
- b. Click "forgot password", enter your email address, and click "submit". Email instructions should be sent to you shortly.
- c. Follow the email instructions to create a new password.
- d. Proceed to step #2

If you do not already have an account in our system, you may click "create account" on our Max Galaxy site: <https://gilpincountyrec.maxgalaxy.net>

- e. Complete the required fields (make sure you add your child as a family member – see step #2b-d), and click submit.
2. You may now log in and register for classes, leagues or buy memberships. If person in your household is not listed in the drop-down box for "Name of Registrant", you will need to add them to your account.
 - a. To add a person to your account, click on the "edit account" link under the "My Account" heading.
 - b. At the bottom of the form, under the "Family Members" field, click "add member" and complete the required fields.
 - c. Although it's not currently a required field, we highly recommend adding an emergency contact.
 - d. Click "submit". You may now return to the registration page and complete your registration.