

How to: Register create an account

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

Step 1 – Accessing the site

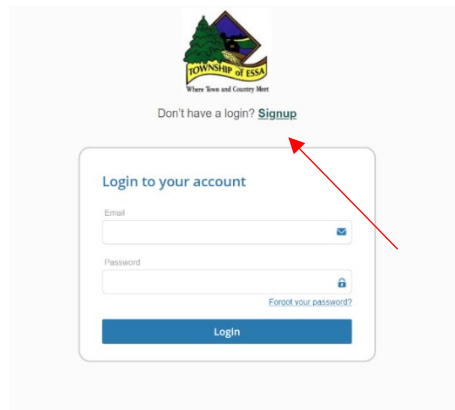
Essa's Perfect Mind Portal can be accessed by using the following link.

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

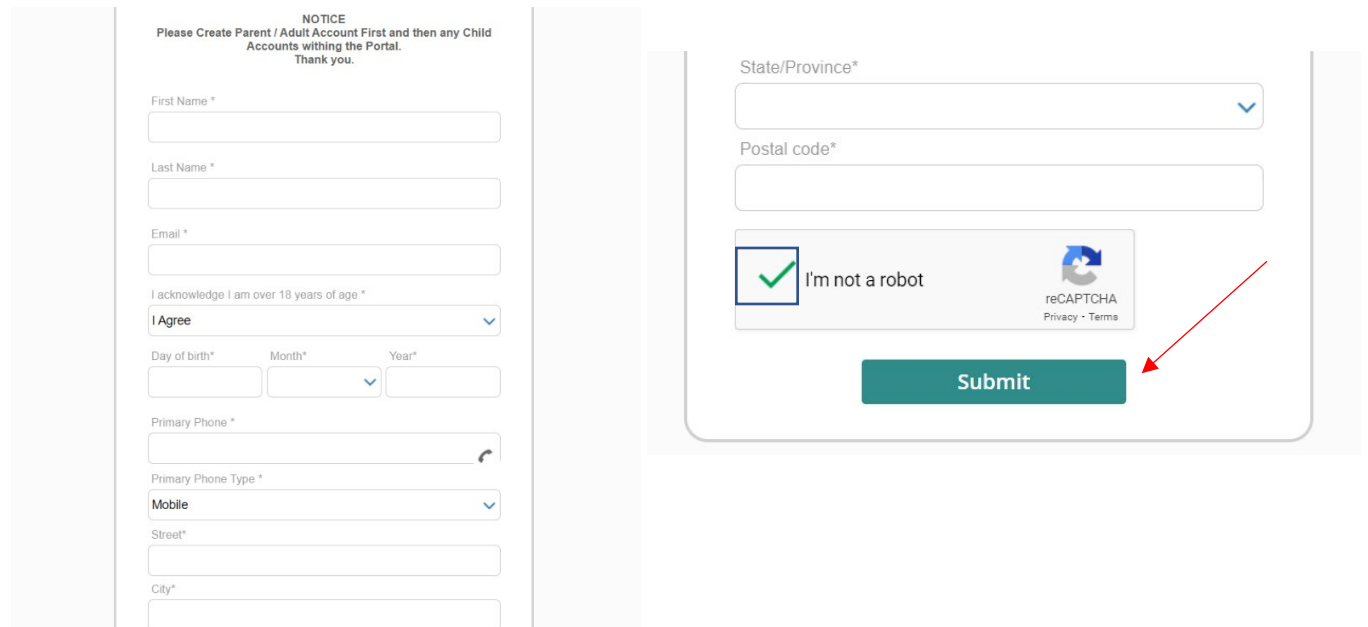
Or via one the links on our website <https://www.essatownship.on.ca>

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”



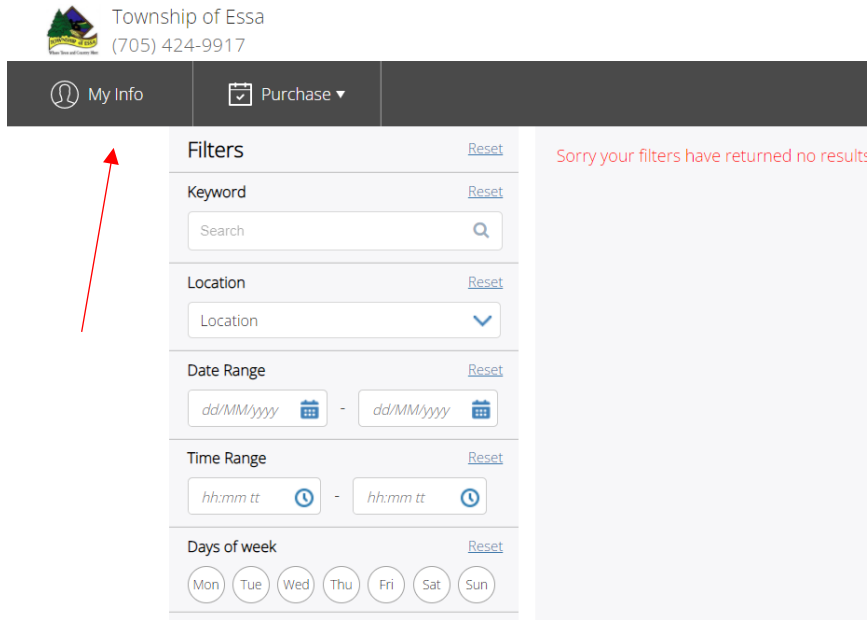
You will be brought to a new screen that requires you fill in a series of details about yourself. This will create your account. Once all the information is complete select “I am not a robot” the press “Submit”



Perfect Mind- Essa Township, Parks and Recreation Department

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.

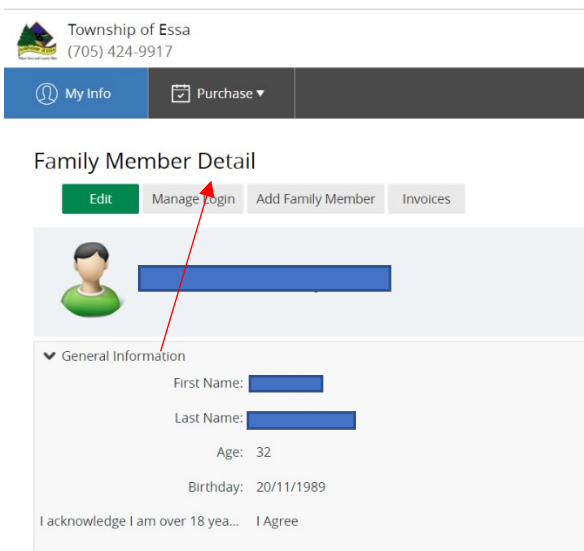
Once in the system you will arrive at a page that looks like the image below. Select “My Info” to access your profile.



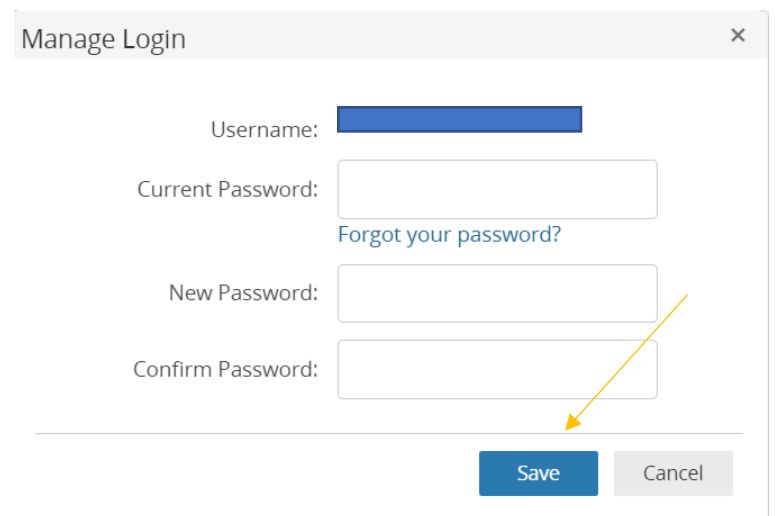
The screenshot shows the Township of Essa user interface. At the top left is the logo and contact information: Township of Essa (705) 424-9917. Below this is a navigation bar with 'My Info' (selected) and 'Purchase'. A red arrow points to the 'My Info' button. To the right of the navigation bar is a 'Filters' section with various search criteria: Keyword (with a search input and 'Reset' link), Location (with a dropdown menu and 'Reset' link), Date Range (with two date pickers and 'Reset' link), Time Range (with two time pickers and 'Reset' link), and Days of week (with radio buttons for Mon, Tue, Wed, Thu, Fri, Sat, Sun and a 'Reset' link). A red message on the right says '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”



The screenshot shows the 'Family Member Detail' page. At the top left is the Township of Essa logo and contact information. Below this is a navigation bar with 'My Info' and 'Purchase'. The main content area has a header 'Family Member Detail' and a sub-header 'Edit Manage Login Add Family Member Invoices'. A red arrow points to the 'Manage Login' button. Below the header is a profile picture placeholder and a blue bar. Underneath is a 'General Information' section with fields for First Name, Last Name, Age (32), and Birthday (20/11/1989). At the bottom, there is a checkbox for 'I acknowledge I am over 18 yea...' and a link for 'I Agree'.



The screenshot shows the 'Manage Login' dialog box. It has a title bar with a close button. The form contains four input fields: 'Username:' (with a blue bar), 'Current Password:', 'New Password:', and 'Confirm Password:'. A blue link 'Forgot your password?' is located between the 'Current Password' and 'New Password' fields. At the bottom right, there are two buttons: 'Save' (highlighted with a yellow arrow) and '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

Township of Essa
(705) 424-9917

My Info Purchase

Family Member Detail

Edit Manage Login Add Family Member Invoices



▼ General Information

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

I acknowledge I am over 18 years... 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 *
LOG 1T0

Gender

I acknowledge I am over 18 years of age *

Contact Relation

Cancel Submit