

How To Check Your Visits

Updated 4.6.2023

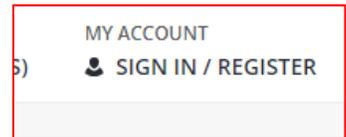


1. Start at <http://www.mansfieldcc.com>; select the first green circle mid-way down the webpage to access the “Online Registration” portal.



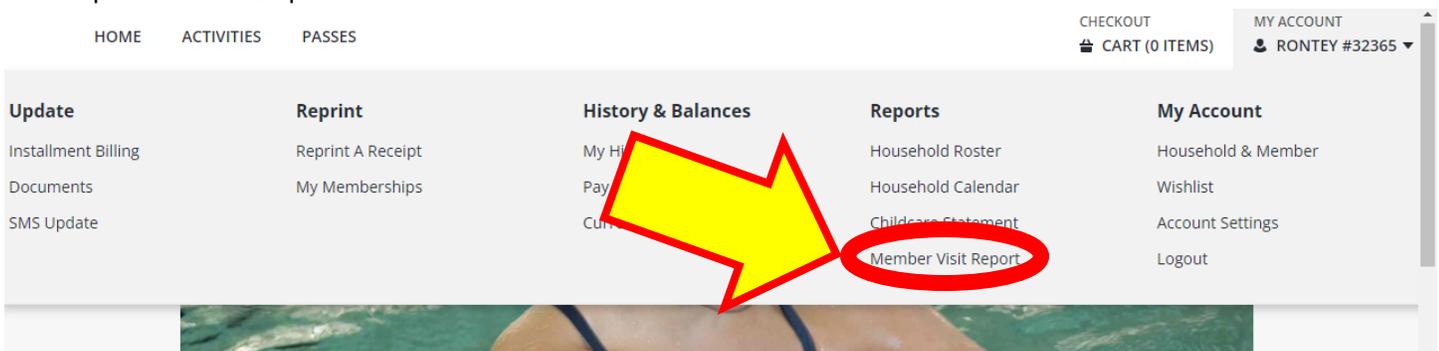
2. Click “My Account – Sign In/Register” in the upper right hand corner, and log in:

- a. In order to register for programs or access membership information you will need to login with an account. **For those that have registered for programs or membership in the past through our office, you already have an online account.** The Username is your 10 digit Home/Primary Phone (Ex: 8604290000) and Password is Primary Guardian's Last Name with the first letter capitalized (unless you have logged in and manually changed it before). If this doesn't work, please click the “forgotten password” link for assistance or call 860-429-3015 ext. 0



Username: _____ **Password:** _____

3. Once logged in, the screen will appear with a series of selections you have seen before. You will again select the “My Account” button in the upper right-hand corner. This time, a menu will appear. Under “Reports” select “My Member Visit Report” from the options.



4. Select the active membership you'd like to view visits for.
5. Update the Begin Transaction Date and the End Transaction Date to the date range you'd like to view and click “Submit”.
6. A report will send to the primary account email address with a visit count.