

Steps for Online Registration:

1. Click **Login**.
2. Enter your **User Name** and **Password**.
 - User Names are typically a four-digit or five-digit number assigned to your household in our system.
 - Passwords are typically your last name but can be changed in the system to a password of your choice. **Passwords are now case-sensitive**.
 - *If you don't know your User Name and Password, please call Community Services at 730-4150.*
3. Click **Registered Users Sign In**.

*Once you are logged into the system, you may change your Password by going into **My Account** and **Change Login Data**. We encourage you to customize your Password to something that is more familiar to you and that you will easily remember.*
4. Click **Search** and select **Activity Search**. The search screen allows you to customize the way you search for an activity, either by activity number, type of activity, by age range, or by keyword.
5. Once you have selected an activity, click on the shopping cart icon on the left.

If an activity is listed as "unavailable" you must wait until the registration period begins.
6. Select the family member you wish to enroll in the activity. Click **Add to Cart** at the bottom of this page once you are finished.
7. The Community Services release statements will pop up. In order to continue with the registration process, please click **Agree**. If you choose to deny these statements, you must come into the Community Services Office and register in person.
8. Registration questions regarding T-shirt size, medical information, and special requests will appear. **YOU MUST GIVE AN ANSWER FOR EACH QUESTION**. If a question does not apply to you, you may enter N/A. Click **Submit**.
9. You will have two options on the next page:
 - a) **Continue Shopping** - if you would like to sign up for more activities choose this option.
 - b) **Proceed to Checkout** - This will bring you to the payment page.

10. Once you are ready, **Proceed to Checkout**. Please review the billing information and enter your credit or debit card number (if applicable). Once finished, click **Go**.
11. You will come to a disclaimer screen – click **Continue**.
If you do not have Adobe Acrobat on your computer, you will have to download it to view your receipt.
12. A pop-up message will say "Please be sure to view your on-line receipt and print a copy for your permanent records." Click **OK**.
13. To view or print your receipt, click **View Confirmation Receipt**.
14. Click **Exit** to sign off.