

## Steps for Online Registration:

1. Click [HERE](#) and enter your User Name and Password (if you don't know your User Name and Password, please call Community Services at 730-4150). Click **Sign In**. Once you are logged into the system, you may change your Password. We encourage you to customize your Password to something that is more familiar to you and that you will easily remember.
2. On the left side, we suggest searching the activity by **Activity Brochure**. This will give you the option to search all activities by age, grade, gender, type, as well as by activity number (provided in the brochure for each activity). This option also provides all activity descriptions, dates, times, fees, locations, and a map of the locations.
3. Once you have selected an activity, click on the orange shopping cart icon on the left.
4. You will come to a page that says *To enroll in activity, please complete*. Check to make sure the correct activity has been selected. Select the correct family member you wish to enroll in the activity. Click **Add to Cart** at the bottom of this page once you are finished.
5. The Community Services release statements will pop up. In order to continue with the registration process, please click "**Yes, I agree.**" If you choose to deny these statements, you must come into the Community Services Office and sign up in person.
6. 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 must enter N/A and click **Submit**.
7. You will have three options on the next page:
  - a) **Continue Shopping** - if you would like to sign up for more activities choose this option.
  - b) **View Shopping Cart** - This will allow you to view the items in your shopping cart as well as remove items.
  - c) **Proceed to Checkout** - This will bring you to the payment page. Fill out the information for your debit or credit card payment. When you have finished, click **Go**. View Confirmation Receipt.
8. 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**.
9. 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.*

10. 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**.
11. To view or print your receipt, click **View Confirmation Receipt**.
12. Click **Exit** to sign off.