

## **How to Register**

Please print a copy of these instructions and use to assist with your registration process.

### **1. Setting Up An Account:**

If you **Do Not** have a customer account, please read these instructions, register from the Customer Login screen, click on Request Account Now to register.

Fill out the New Account Request completely, including birth date. Please submit your request only once, and use your own information when filling out the form, **not** a child you wish to register. Once you have an account, you will have the opportunity to add family members.

#### **Please Note:**

An accurate email address is required to complete the registration process. You will receive an email with your login name and telling you that you do have an account.

### **2. Add Family Members:**

If you wish to enroll family members other than yourself:

- a. Click on My Account.
- b. Then click on Change Family Members (under Personal Information category.)
- c. Fill in the information completely for each member of your family.

**Note:** Many of our activities have age and grade restrictions; therefore, birth dates and grade completed in school are required.

### **3. Search For An Activity**

- a. You may search for activities by Category, Location, Class or by Class Number.
- b. Click on the activity name to see more details about the activity.

### **4. Choose An Activity For Enrollment**

- a. In the Activity Detail screen, click on Add to My Cart in the blue banner under the activity description or at the bottom of the page.
- b. Additional Activities: After you have logged on you may continue searching and adding activities to your Shopping Cart.

### **5. Update Shopping Cart:**

If more than one family member will be attending the activity, you will need to enter each member separately so we will have the family member's name that will be in the class.

6. **Choose Enrollees:**

This page allows users to choose the family member/s that will be registering for each activity, and then select Continue.

**Please Note:** If you have not added your family members before reaching the Enrollee information Page, they will not appear under the Enrollee heading. You can click on May Account from here and add your family member(s). Once all family members have been added, then select Shopping Cart, from there you may continue to Checkout.

7. **Checkout**

Review your Shopping Cart. From this screen you can remove activities from your cart, view more activities, or update your cart. If everything is correct, click on the Checkout button to proceed.

8. **Confirm Prices**

On the Confirm Prices page look over your transaction to confirm the price(s), time(s) and date(s) of each activity/class. Click Continue to proceed.

9. **Payment**

Enter your credit card information on the Payment Information page. **Note:** the name and address must match those that are on file with your credit card company. If the address shown is not your billing address, click on My Account and change your address to match your billing address. Click Continue.

10. **Receipt**

Print out a copy of your receipt.

If you have questions regarding online registration, please call: