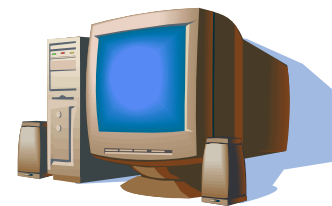


GLASTONBURY PARKS & RECREATION

Registering On-Line

Website: www.glastonbury-ct.gov



- ❖ Highlight “I Want To...”
- ❖ Click on “Register”
- ❖ Click on “For a Recreation Class”
- ❖ On the left side click “On-line Registration”

If you have done any programs with us since 2004 or have a User Name & Password then you are a Registered User!

- ❖ In the paragraph titled “Registered Users”, click on “Click Here”
- ❖ **At this point, you must know your user name & password.** If you do not, click on one of the highlighted options on the screen to obtain it
- ❖ Enter your “User Name” & “Password”, then click on “Sign In”
- ❖ Occasionally, the computer prompts you to re-type your password & fill in any highlighted information. Click on “Submit”

****Be sure to update Family Members information (DOB, grade, etc.) before you begin! To do so, click on “My Account” (at the top of the page) then click “Change Member Data”.**

You are now ready to register for classes...

- ❖ Search by filling in the Activity #, picking a certain age or a particular type of Activity (don’t forget to use the drop down arrow)
- ❖ Click on “Search”
- ❖ Add an Activity to your cart by clicking on the icon to the left of the Activity
- ❖ Select a Family Member (by clicking on the drop down arrow)
- ❖ Add to Cart
- ❖ **Read** and Agree to the following page
- ❖ Make sure you have enrolled the appropriate family member (by clicking on the drop down arrow), then click “Add to Cart”
- ❖ You must click on “Agree” to move to the next page
- ❖ At this point, either “Continue Shopping” or “Proceed to Checkout”
- ❖ Once you “Proceed to Checkout”, you must now enter your Credit Card or E-Check information & follow the directions on the screen.
- ❖ If you do not enter your Credit Card or E-Check information and do not receive a confirmation, you **have not** been enrolled in the Activity.