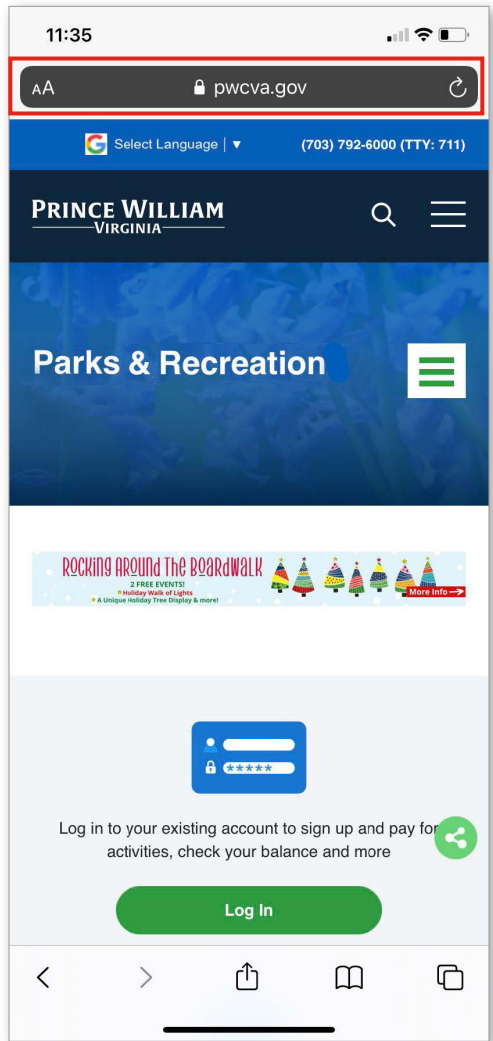


How To Register for Classes & Programs



Mobile Version

1. In your web browser, visit www.pwcparks.org

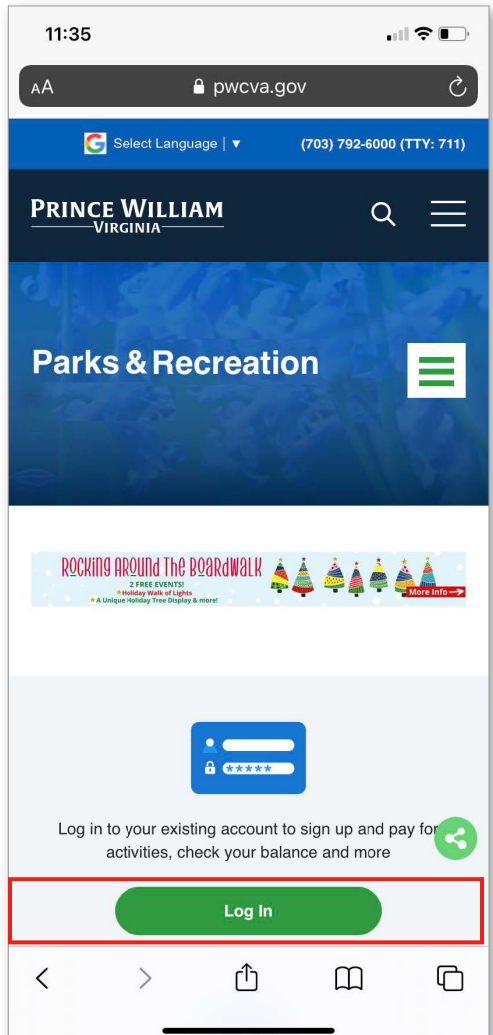


Logging In

2. On the homepage, click the green 'Login' button.

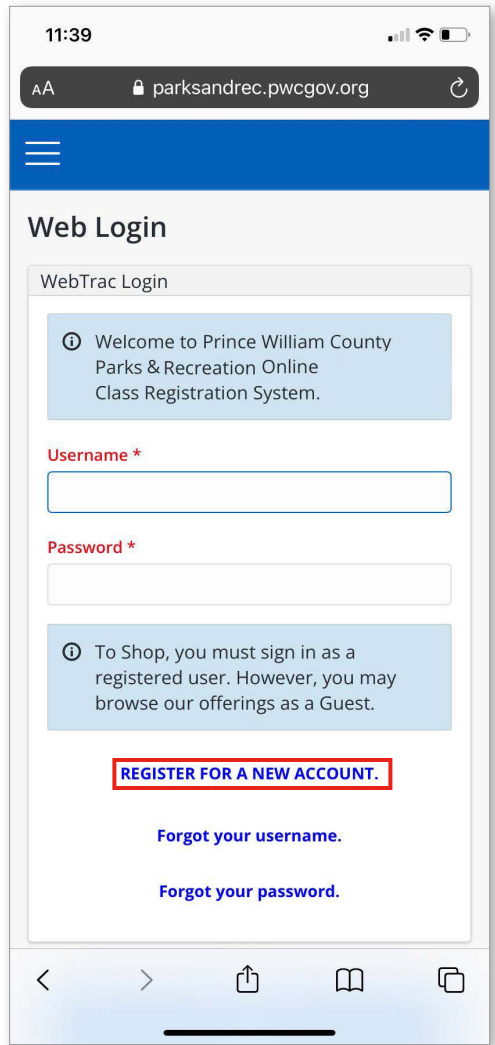
For Existing Users

If you are an existing user, login with your username and password.



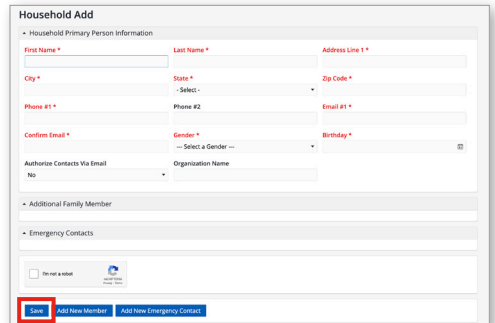
For New Users

If you do not yet have an account, click on Register for a New Account.



To create your new account, fill out the form and click save. Once your account has been created, you will receive an email with your Username and Password. You can now register for programs.

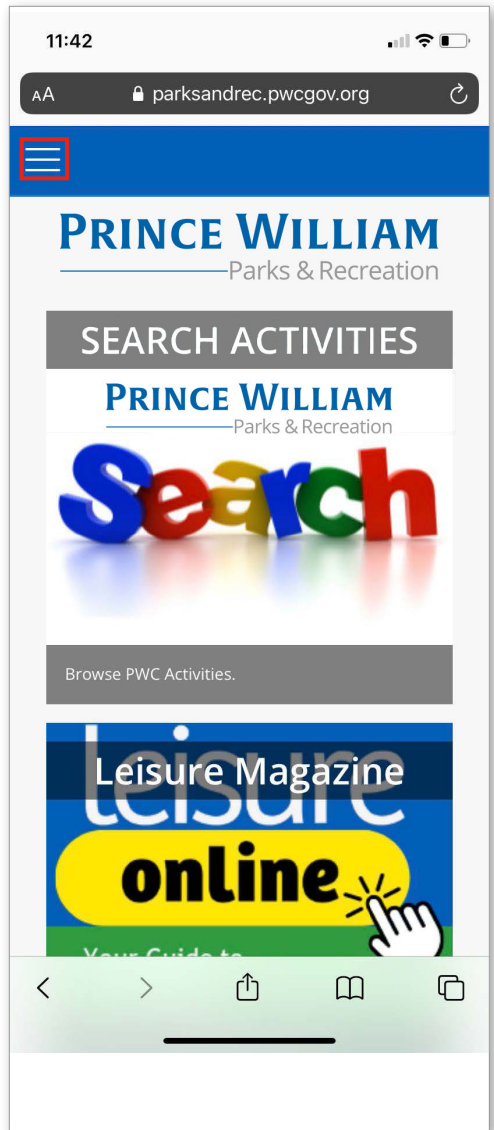
Please note: To Shop, you must sign in as a registered user. However, you may browse our offerings as a Guest.



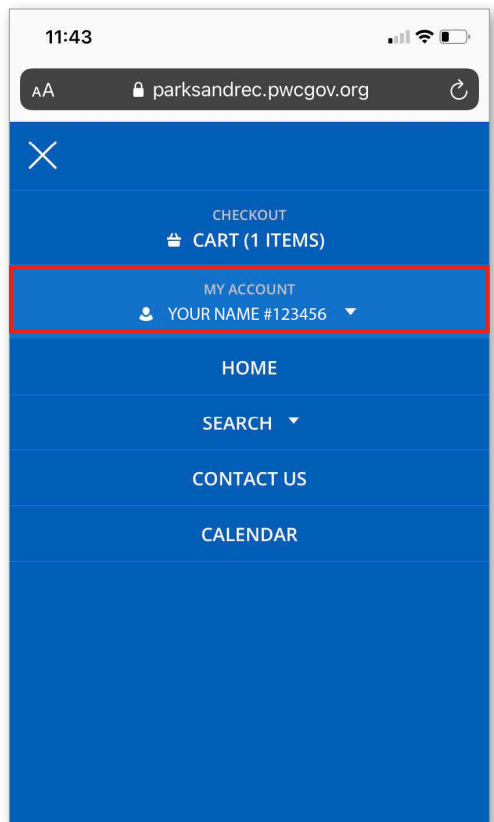
Updating My Household

Note: To register for Children's Programs, your child(ren) will first need to be added to your household within your account. The system will not allow you to register for any Children's Programs before doing so.

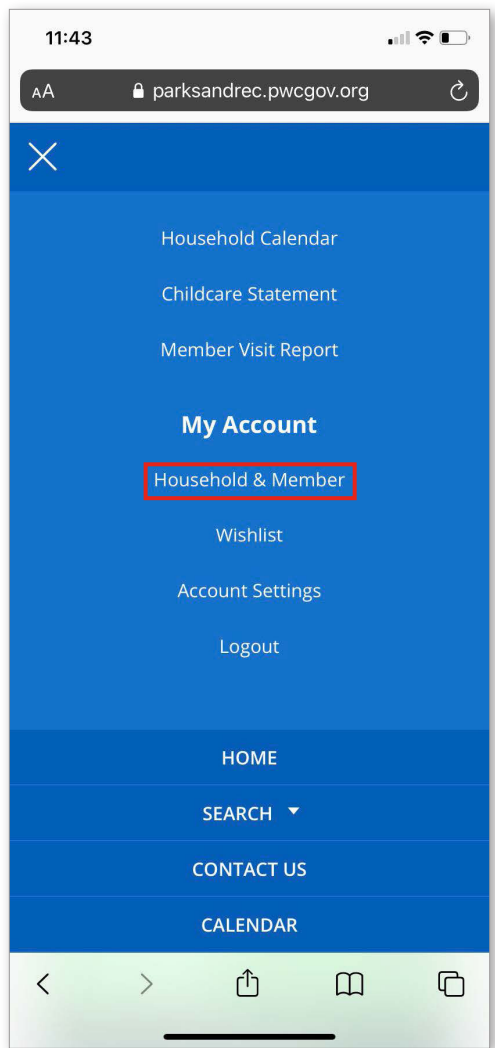
1. From the homepage, click the "Hamburger" menu in the upper left-hand corner.



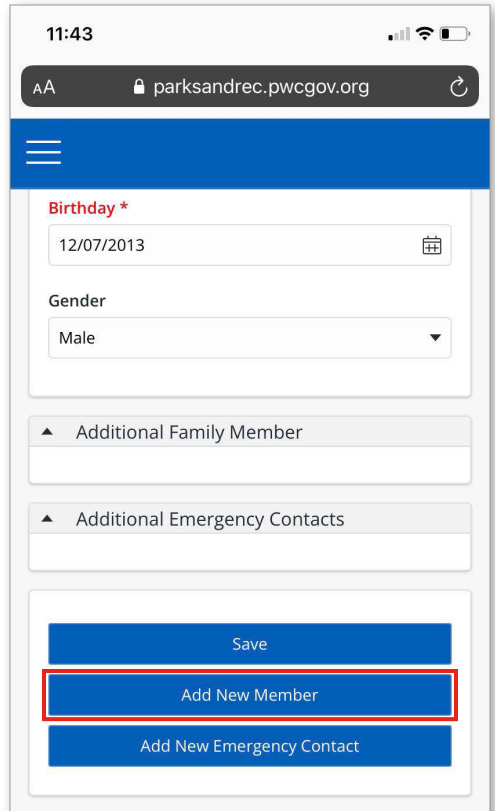
2. Click the drop-down arrow under 'My Account'.



3. Scroll down to 'My Account' and click on 'Household & Member'.



4. Click 'Add New Member'



5. Fill out the form and click Save. You can now register your child(ren) for programs.

11:43 AA parksandrec.pwcgov.org

Additional Family Member

First Name *

Last Name *

Birthday *

Gender *

--- Please select a Gender ---

Email #1 *

Relationship

--- Select a Relationship Code ---

Remove New Member

11:44 AA parksandrec.pwcgov.org

Email #1 *

Relationship

--- Select a Relationship Code ---

Remove New Member

Additional Emergency Contacts

Save

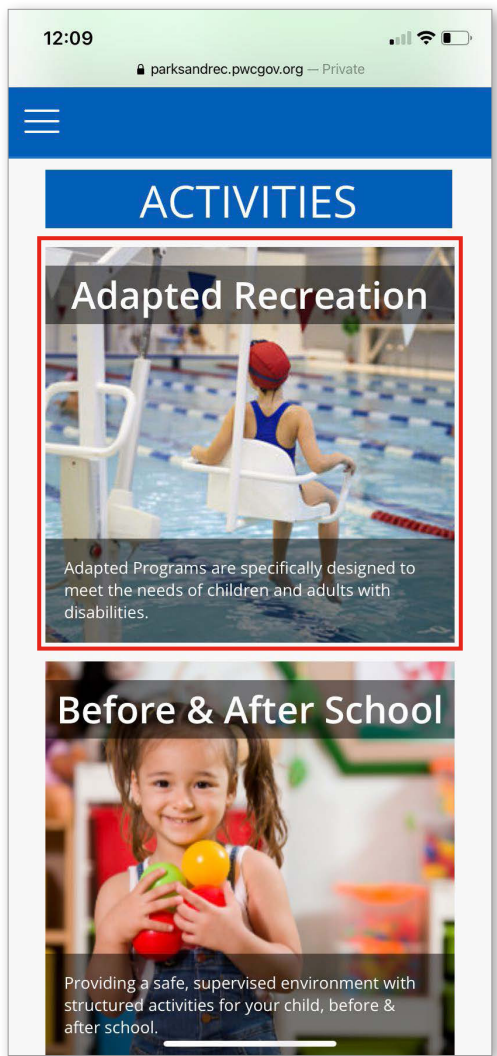
Add New Member

Add New Emergency Contact

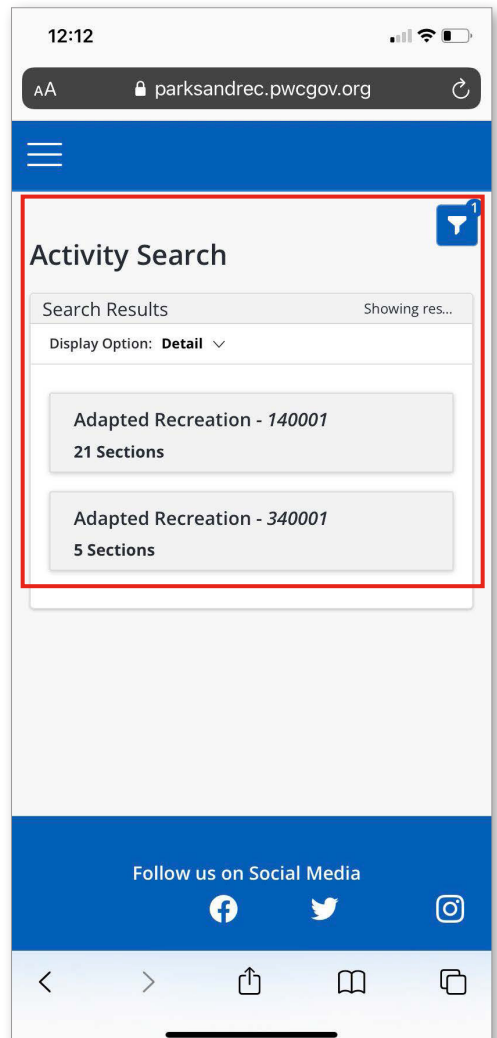
Follow us on Social Media

Finding Activities By Category

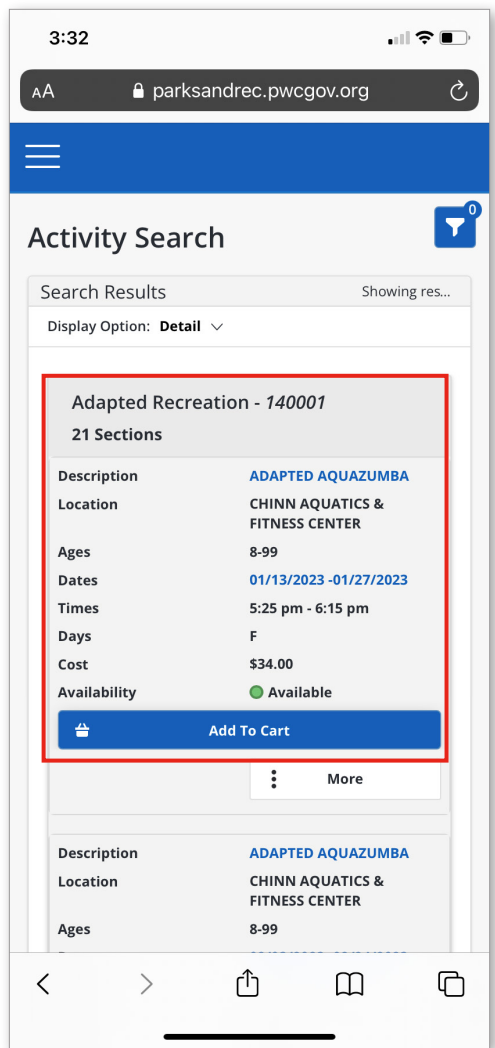
1. To quickly find upcoming programs by categories that are happening soon, scroll down to Activities. Click on the tile you wish to view programs for. For example, if you wish to register for an upcoming Adapted Recreation program, click on Adapted Recreation.



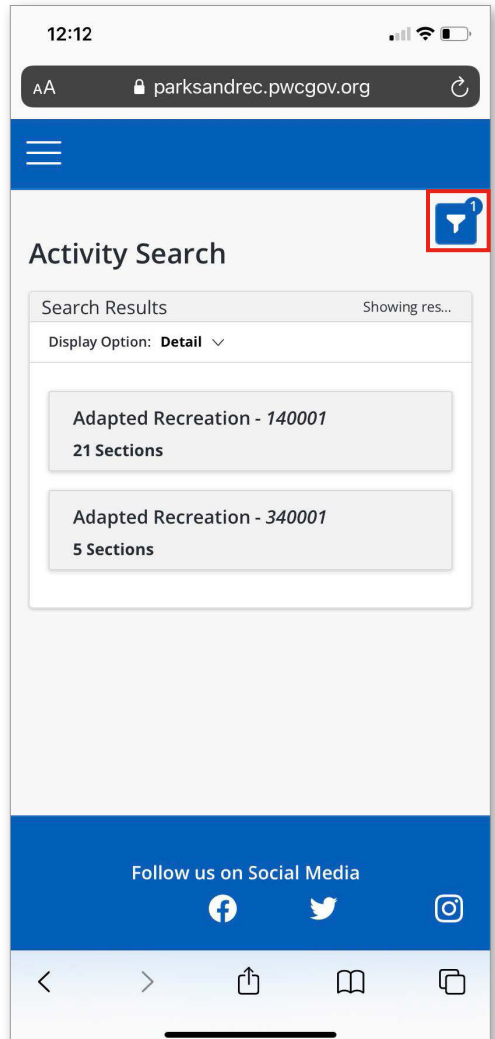
2. Once you've selected the tile you wish to view programs for, you can now view detailed information on specific programs. Clicking on each grey box will auto populate additional information for that specific program. *For example, if you would like to view more information on Adapted Recreation, click one or both of the grey Adapted Recreation boxes.*



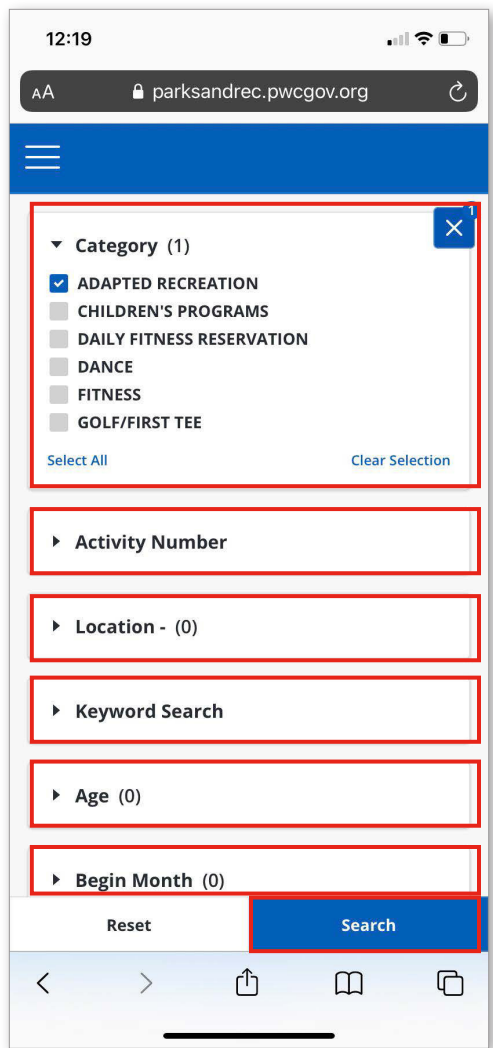
You will now see all the corresponding classes for Adapted Recreation.



Click the filter in the upper right-hand corner to search by a different category, activity number, location, keyword search, age or begin month. To clear your search, click the 'Reset' button.



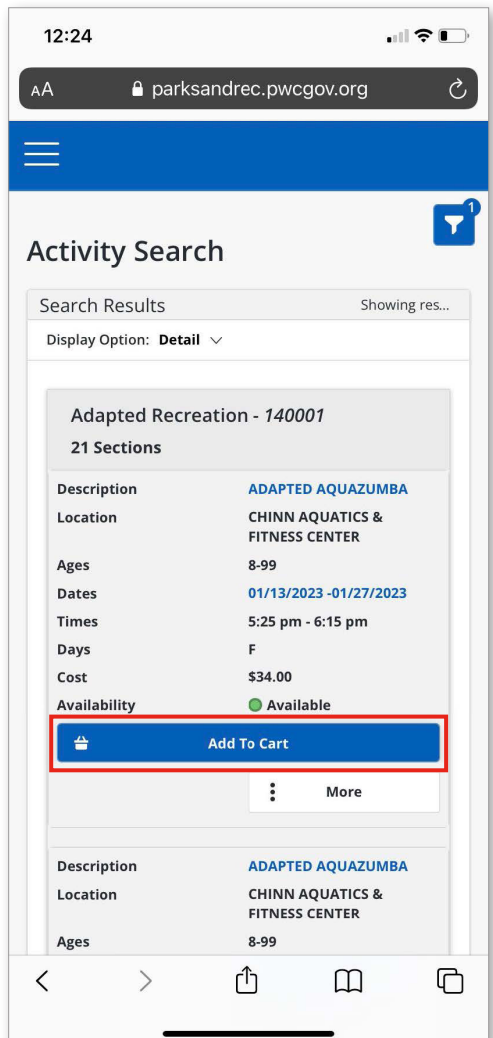
To clear your search, click the 'Reset' button.



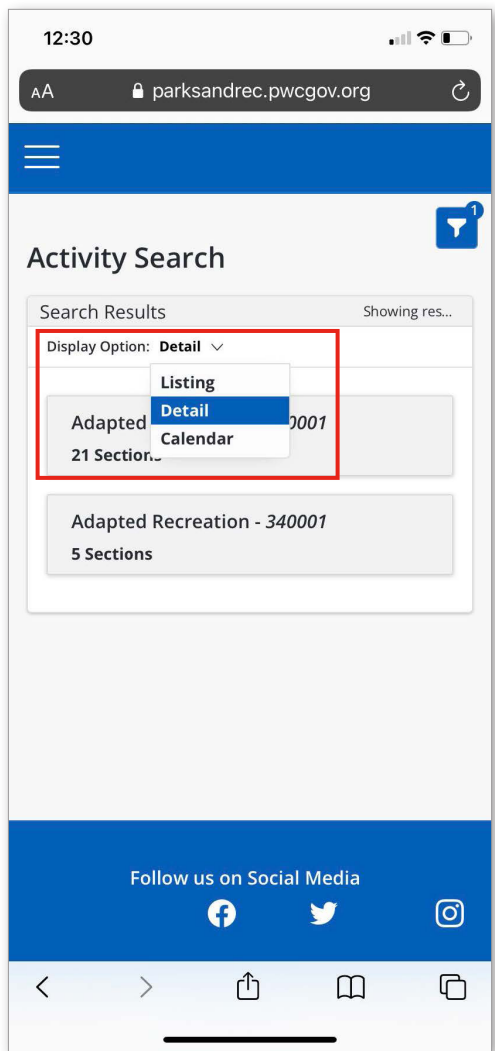
Registering for a Program

1. Once you've found the program you wish to register for, click the blue Add to Cart button under your preferred date and time.

Note: If you are a new user and you are registering for Children's Programs, you will first need to make sure your child is added to your household in your account BEFORE you can register. To update your household, see Updating My Household instructions in the beginning of this guide.

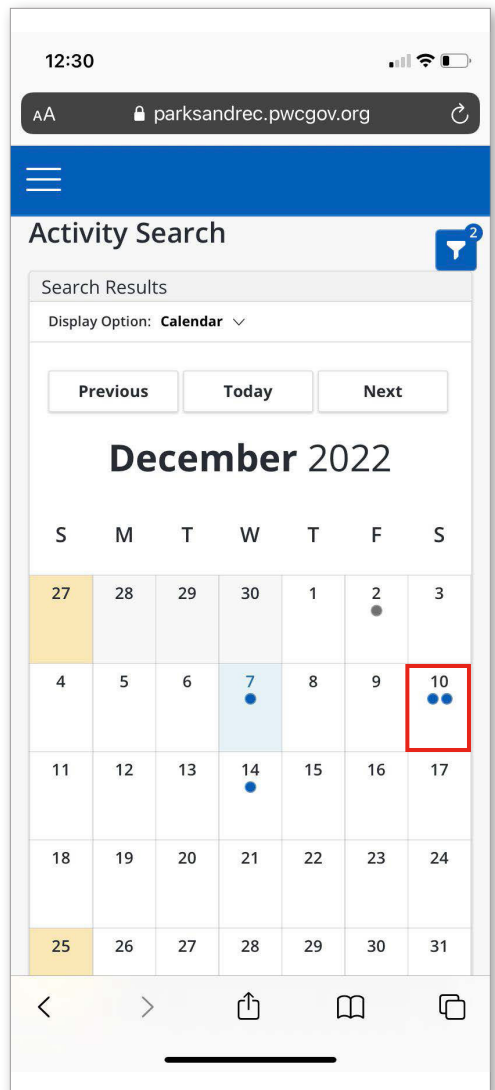


You can also view these classes by Listing or Calendar. To do this, change your Display Option by clicking Listing or Calendar.

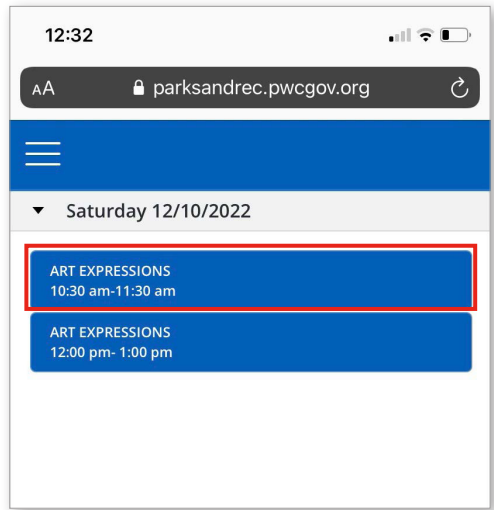


Keep in mind however, if you select the Calendar display option, you will not be able to see full details for programs. You will only see blue dots on the calendar. Any programs on the calendar in grey are not currently available for registration. Programs in blue can be added to cart.

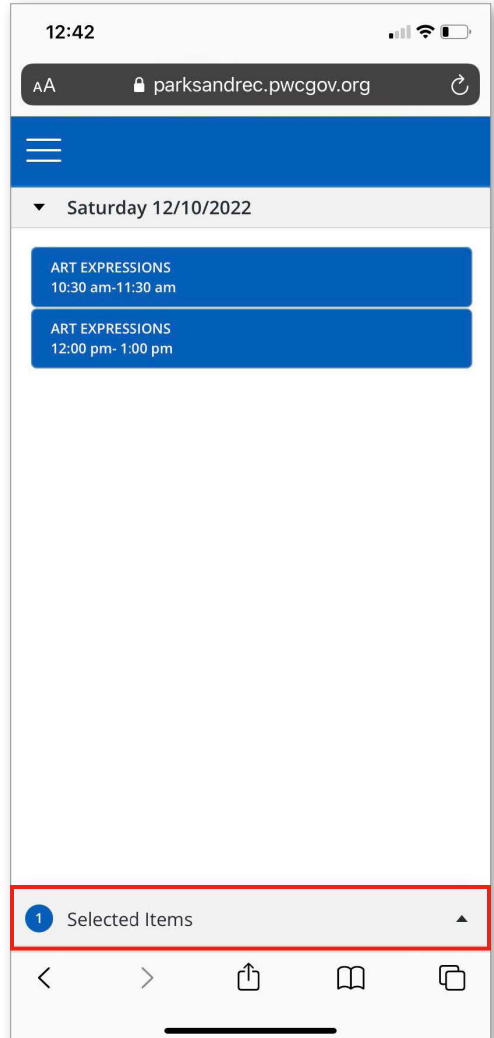
Click on the blue dots for more information.



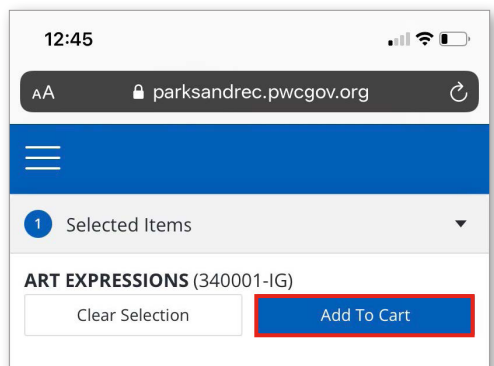
Next, click on the program for the date(s) and time you wish to register.



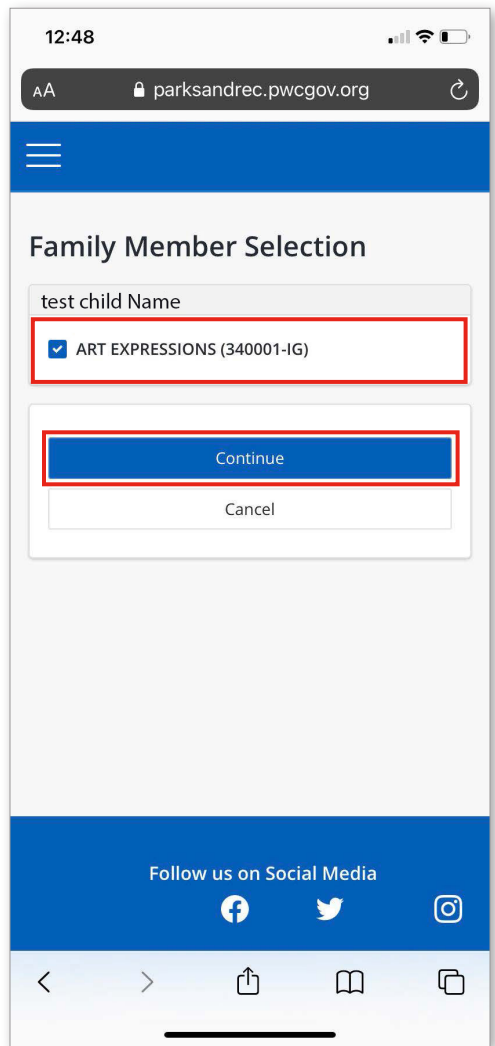
After you click on the program you wish to select, you will see 'Selected Items' pop up at the bottom of the screen. Click this.



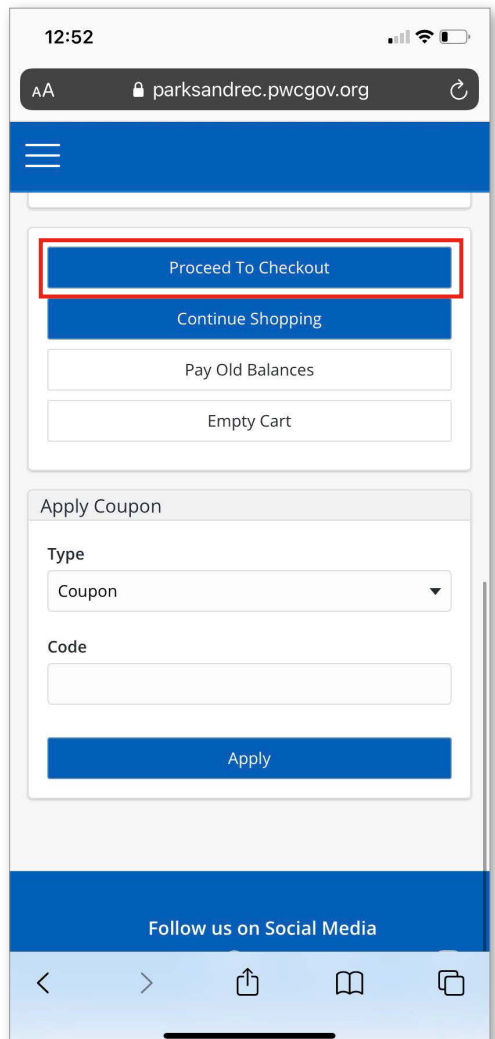
Next, click the blue 'Add to Cart' button.



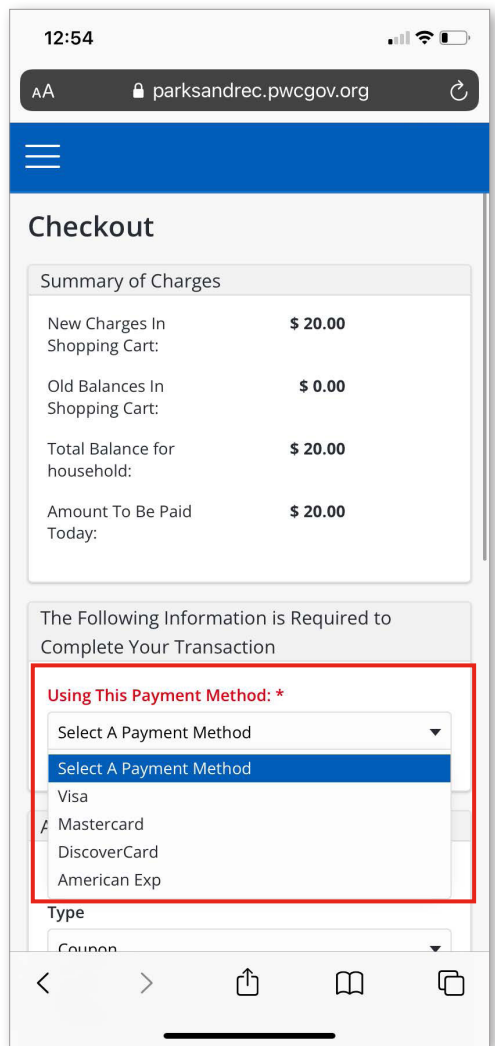
Check the box to select your programs, then click 'Continue'.



In your shopping cart, scroll down to 'Proceed to Checkout'.

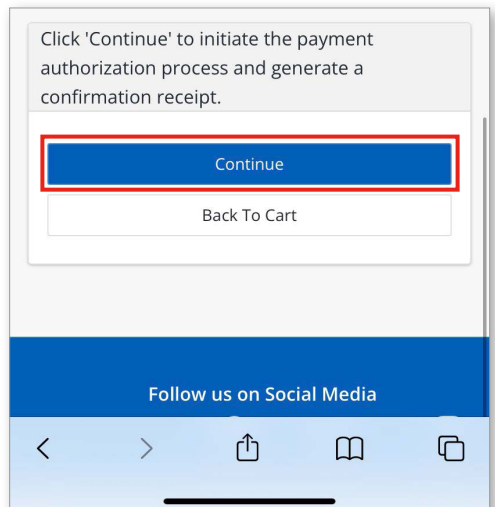


Select your payment method and click 'Apply'. Enter your payment details.



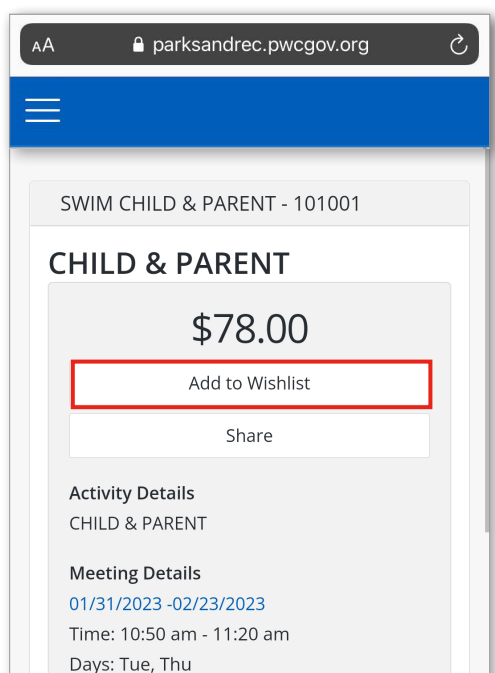
Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

That's it, you are now registered!



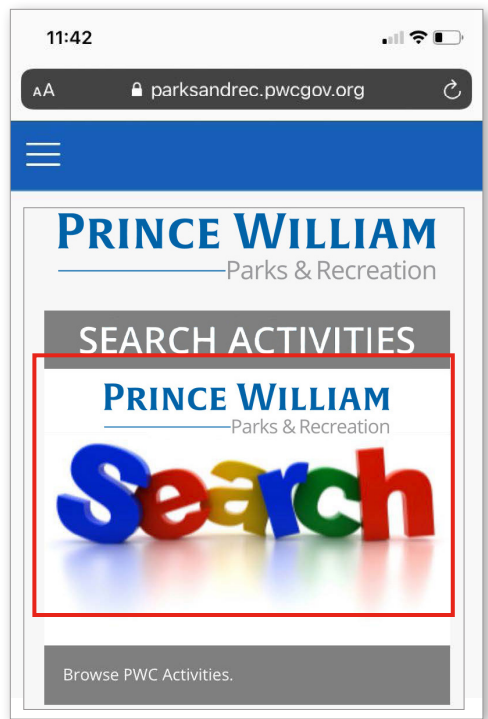
Add a Class/Program to Wishlist

If there is a program or class you would like to save but are not ready to checkout, you can add the class/program to your wishlist and then add it to your cart at a later time. To do this, make sure you are logged into your account. Once you've clicked on the class or program, click the 'Add to Wishlist' button.



Using Search Activities

You can also find activities using the Search Activities button at the top of the homepage. To do this, click Search Activities.



You can now find programs based on Category, Activity Number, Location, Keyword Search, Age or Begin Month. Click the filter button in the upper right-hand corner to begin your search.

