

Wahoo Parks and Recreation Department
ON-LINE REGISTRATION INSTRUCTIONS

****Print this page as a quick reference to guide you through your online registration experience****

What will I need to begin?

To get started, you will need your Login Name and Password, a valid Visa, MasterCard, or Discover card number and expiration date. Before registering for activities or purchasing a Civic Center membership, you must establish an online account and Login Name and Password. This is how you create an online registration account:

- 1) Click on the "Request Account" button.
- 2) Fill out the New Account Request form completely, including birth date and click "Submit". Please submit your request only once.
- 3) All account requests must be approved by the Parks and Recreation Department. Once your account request has been approved (typically within 24 hours), you will receive an email verification and will be able to fully use the on-line program.

Important note about registering children:

Use your own information when filling out the online account request form, NOT the information of the child you wish to register for an activity. Once you have an online account, you will have the opportunity to add family members. Add family members to your account as follows:

- 1) Enter your Login Name and Password to login.
- 2) Select "Change Family Members"
- 3) Add the new family member information. Please include the correct date of birth for each person. This helps the online registration software determine eligibility for age-restricted activities.

How do I register on-line for an activity?

- 1) Click on the "Register" button above or "View Activities" button to the right.
- 2) Select the activity that you would like to enroll into. Clicking on the underlined activity name will show you a detailed activity description.
- 3) Click on the "Add to My Cart" button if you wish to register for the activity.
- 4) Next, log into your online account by entering your Login Name and Password.
- 5) ****Make sure that you have added your family member (i.e. child) to your account if registering someone other than yourself for a specific activity.**
- 6) Proceed to your Checkout Shopping Cart by clicking the "Continue" button. From this screen you can remove activities from your cart, view more activities and add them to your cart, or update your cart information.
- 7) Confirm your activity name, date and time, enrollee and price then pay with a credit card. Click "continue" to proceed with payment. You will be prompted that you are entering a secure site. Click "Yes". Enter your credit card information on the Payment Information page. Click "Continue".

Please Note: The name and address must match those that are on file with your credit card company. If the address shown is not your credit card billing address, click on the "My Account" button and change your residential address to match your credit card billing address.

- 8) Print your receipt for the online registration: Once your payment has been approved, your receipt will display. Please print a copy of your receipt for your records.

Please note: The charge will appear on your credit card statement as a purchase from Active.com.

There are three easy ways to find the activity you want! Search by Activity Category, Activity Number, or Activity Keyword. Once you find the activity you're interested in, click on the activity link to view more detailed information about the activity. To register, click "Add to My Cart" and follow the easy check out instructions. It's that easy!