TOWN OF BERLIN

Park and Recreation Department

How to Register On-Line

Website: www.town.berlin.ct.us

- ❖ Go to the *Town of Berlin* Web Page
- ❖ Under the Government heading, Click on õ*Parks & Recreation*ö, Web Page
- ❖ Click on õ*Register on Line*ö

If you have taken any programs with us since 2010, then you will be given a User Name & Password and then you can become a Registered User!

- ❖ **If you forgot your user name and/or password, click on Forgot Password and you will receive an email with your user name and another email with a link to reset your password.**
- ❖ Once you have received that information, follow the steps to reset and sign in.
- ❖ Occasionally, the computer prompts you to re-type your password & fill in any highlighted information.   Click on õSubmitö

Be sure to update Family Members and Household information before you begin! To do so, click on "My Account" (at the top of the page) then click "Change Member Data". *You may not delete any users and you cannot change date of birth or grade.* **Please contact the office to update that information.

You are now ready to register for classes….

- ❖ Search by filling in the Activity #, picking a certain age or a particular type of Activity (donøt forget to use the drop down arrow)
- ❖ Click on õSearchö
- ❖ 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 õAdd to Cartö
- ❖ You must click on õAgreeö to move to the next page
- ❖ At this point, either õContinue Shoppingö or Proceed to Checkoutö
- ❖ Once you öProceed to Checkoutö, you must now enter your Credit Card information & follow the directions on the screen.
- ❖ If you do not enter your Credit Card information and do not receive a confirmation, you **have not** been enrolled in the Activity.