

RAPRD — ONLINE REGISTRATION

Redmond Area Park and Recreation District

To Our District Residents

The Redmond Area Park and Recreation District is pleased to offer online registration for all our programs except swim lessons starting May 14th, 2007. You can access our registration site by clicking on the link at our website www.raprd.org.

The First Step—Requesting and Account

1. Click on the button "Request Account". This will open the account page where you fill in your entire personal information. **Please note, this is your information not your child's.** Fill in as much information as possible, specifically, a cell phone number, work number and e-mail address as this information will be needed to contact you in the event of class cancellation or emergency.
2. The Login name and Password you create will be required for future registrations so please write it down and keep it in a safe place.
3. Press submit and when the confirmation screen appears, press "Continue". This takes you to the Account options.
4. Choose "Change Information about Family members/Friends". From this screen, please enter the information to correspond to the first child you wish to create in the system. For all children accounts, **please, be sure and fill in the emergency contacts (1 and 2) set the "Role in Family" to child, enter the proper gender and date of birth, and fill in any medical alert information.**
5. Do the same for all additional children you wish to register for activities. By the end of process, your account and all your children should appear in the list at the top of the Family Members form.

Next Step is Registering for Activities.

1. From the main page click on the "View Activities" button, you can search for activities by age range or you can view activities that take place in certain facilities.
2. Click on the activity you are interested in. To enroll in this activity, click the add to my cart button. If this button is not there, the activity is either closed or full. You may now have to log into the website again. If so, re-enter your login name and password.
3. You are now at your Shopping cart. The Activity you chose will be an item in your cart.
4. If you would like to enroll your child in other activities or enroll additional children into activities, click the "Show Activities" button and repeat the previous steps.
5. When you are done, your shopping cart should contain an activity enrollment for each child registering into each activity. Press the "Checkout" button.
6. On the participant information screen, use the dropdown menu beside each enrollment to assign the proper child to that enrollment. Answer any required question dealing with that activity. Press continue when finished.
7. Review your enrollments on the Confirm Order screen and press Continue when finished.
8. Enter Credit Card information on the Submit Payment Screen.

At this time there will be an additional cost added into your registration of 6.5% plus .50 cents per program to register online.

"Always Ready To Play..."