

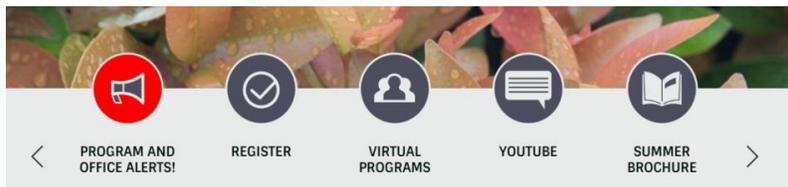


How to Register Online for a Program with us

You will need to create a household account in order to register for any of our programs. If you have not created a household account, please see a separate document for how to move forward

You can find YouTube tutorials on the information below by visiting Burlington Parks and Recreation's YouTube channel. The links to the videos can be found on our website: www.burlingtonrecreation.org

1. Visit our Website: www.burlingtonrecreation.org
 - a. Click on the 'Register' icon. This icon can be found in the circles in the center of your screen. (Please note that if you are on a tablet or phone, you may only see one circle. You may have to scroll to the 'Register' icon)



These are the icons you will see. If you do not see the 'Register' icon, use the arrows to scroll through the icons.

2. Once you click 'Register' you are brought to a new screen. On this new screen, enter your login information. If you have forgotten your login information, you can click on 'Forgot your Password'

Member Login

Username:

Password:

[Need an account?](#)

[Forgot your password?](#)

[Need Login Help?](#)

3. Once logged in, you will see images depicting the types of programs you can register for (Adult, youth, fitness, etc...). Click on the type you would like.

- This will bring you to our program search screen. From here, there are different ways to find the program you want. If you know the activity number (found in our brochure), that is the quickest way to find a specific program. If you do not find the program you want immediately, continue to search through different methods until you find it.

Activity Search Criteria

Type: All Types, Adult Programs, Fitness, Preschool Programs, Programs for those 55+, Recreation Therapy, Special Event

Age: All Ages, 3 Months, 6 Months, 9 Months, 1, 2, 3

Grade: All Grades, Pre-K (0-3), Pre-K (3-5), Kinder, 1st, 2nd, 3rd

Keyword Search: [Text Field]

Keyword Search Option: Match One

Activity Number: [Text Field]

Sort Option: Activity/Section

Search Reset

When you have the criteria you want highlighted or typed in, click search.

- Once you locate the program you want. Add it to your cart by clicking the green plus sign.
 - Once clicking the plus sign, a green banner may appear on the bottom of your screen. You will need to click add to cart again if so.

Activity	Description	Dates	Times					
 VIR009-A	Gentle Yoga	04/17/2020 -05/08/2020	12:00 pm -12:45 pm					

Tai Chi (VIR010-A)

Add To Cart Clear Selection

- If you have multiple members of your household, you will now need to select which members will be joining the class. Select the person or people and click continue.
- This will bring you to the payment screen and show you the balance owed. Follow the prompts if payment information is needed. Then click 'Proceed to Checkout' if you are ready to do so.
 - If you have other programs you are registering for, you can click 'Continue Shopping' and come back to step 8 once all programs are added to your cart.
- The final two screens will ask for name, phone number, and email confirmation. Make sure all information is correct and click continue on both screens.
- You are done. As long as you have given us your email address you will receive your confirmation receipt via email with an hour.

