Online Registration Instructions

In order to register online, you must have a username and password. If you have registered for a program, pool pass, Courts Plus membership or rented a facility since 2015; you already have an account with us.

Forgot Username

If you have an account but have not registered online before or forgot your username, click Forgot Username and enter your account email address when requested. An email will then be sent to your email address with your user name.

Forgot Password

If you have an account but have forgotten your password, click Forgot Password and enter your account email address when requested. An email will then be sent to your email address with a link to reset your password.

Create New Account

If you have not registered for a program, pool pass, Courts Plus membership or rented a facility since 2015; you must Create an Account. Activation of new accounts is immediate, but new accounts are designated as Non-Resident and receive Non-Resident Fees. In order to receive Resident Rates, proof of residency must be provided at the Wagner Community Center or Courts Plus.

Logging in

Once logged in, you can start registering.

Registering for a program

Under Quick Links, select the type of activity you are looking to register for.
Searching for a program

You can narrow your search by selecting criteria (age, location, program code, keyword search, etc) in the Activity Search Criteria and/or by expanding the Additional Search Criteria fields.

Once your search criteria is selected click **Search**.

Click shopping cart icon to add to your pre-cart.

Pre-Cart

Your pre-cart will appear at the bottom of your screen. *If you are using a mobile device, it must be in landscape mode to see the pre-cart.*

If you are registering for more than one activity, you can search for the next activity and add it to your pre-cart.

Once you are ready to check out, select Add to Cart.
Under each family member, select the activity that that member is registering for then click **Continue**.

Answer any questions that may appear and ⭕️ that you agree with the waiver for each participant. Then click **Continue**.

![WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK](image)

You can now “Continue Shopping” to add more items to your cart or “Proceed to Checkout”.

![Checkout](image)

**Checkout**

Your payment method defaults to Online Credit Card Payment. If you have a credit on your account or scholarship, select the down arrow and choose the payment type of choice.
Add any valid coupon codes and select apply.

Credit Card Payment
Enter your credit card number, Expiration Date and Security Code in the required fields.
Click the box for I'm not a robot.
Your registration is complete if you receive the below page.

Your Online transaction is complete. Please select an option below to continue.

**View Confirmation Receipt (in PDF format)**

All receipts are in PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.

[Click here to download free Adobe Reader software from Adobe.com](#).

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<th>Email confirmation sent to:*</th>
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Submit

Your Confirmation Receipt was sent to the above email. If you would like to send it to a different address, enter in a new email and click Submit. To avoid email being marked as spam, add admin@parkdistrict@roctrie.com to your contacts list.

[Cancel Shopping] [Login]