

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.

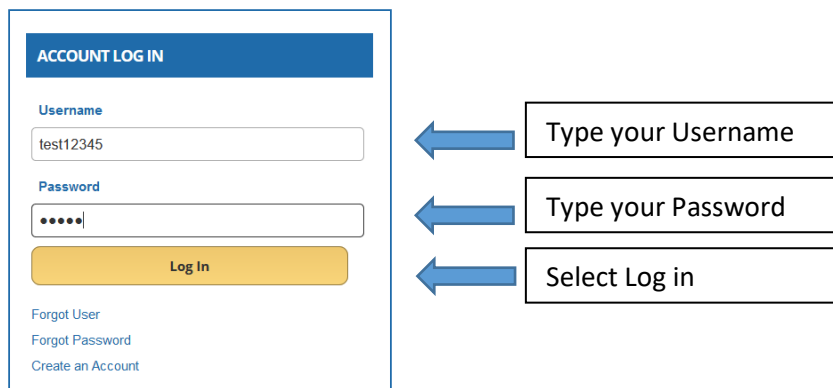
Forgot Password

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



The screenshot shows the 'ACCOUNT LOG IN' form. It includes a 'Username' field with 'test12345', a 'Password' field with masked characters, and a 'Log In' button. Below the form are links for 'Forgot User', 'Forgot Password', and 'Create an Account'. Three blue arrows point from text boxes on the right to the form: 'Type your Username' points to the username field, 'Type your Password' points to the password field, and 'Select Log in' points to the 'Log In' button.

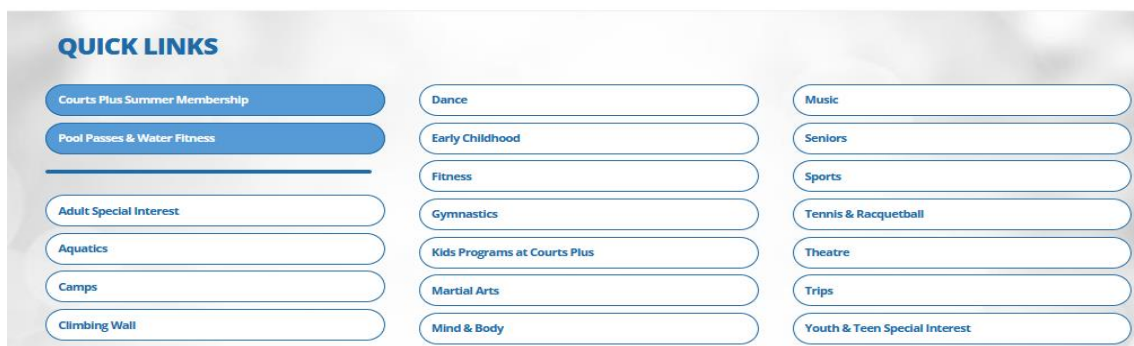
Once [logged in](#), you can start registering.

Registering for a program

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



The screenshot shows the user interface after logging in. On the left, under 'YOU ARE LOGGED IN', there are several menu items: Household Calendar, Change Your Password, Update Account Details, View Shopping History, and Print Childcare Statement. On the right, there is a large promotional banner for 'MIDDLE SCHOOL NIGHT AT THE POOL!' featuring an illustration of people swimming. The banner includes the dates 'JUNE 21 • JULY 12 • AUGUST 9' and the time '8:30 P.M. TO 10:30 P.M.' at the 'EAST END POOL, ELMHURST'. It also lists pricing: '\$7 EARLY REGISTRATION- \$10 AT THE DOOR'.



The screenshot shows the 'QUICK LINKS' section. It features a grid of buttons for various activities and services. The buttons are arranged in three columns:

- Column 1: Courts Plus Summer Membership, Pool Passes & Water Fitness, Adult Special Interest, Aquatics, Camps, Climbing Wall.
- Column 2: Dance, Early Childhood, Fitness, Gymnastics, Kids Programs at Courts Plus, Martial Arts, Mind & Body.
- Column 3: Music, Seniors, Sports, Tennis & Racquetball, Theatre, Trips, Youth & Teen Special Interest.

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.

The image shows two search filter sections. The top section, 'Activity Search Criteria', includes dropdowns for Program Type (with 'Adult Special Interest' selected), Subtype (with 'All Sub-Types' selected), Age (with 'All Ages' selected), Program Code, Keyword Search, and Keyword Search Option (with 'Match One' selected). The bottom section, 'Additional Search Criteria', includes dropdowns for Begin Month, End Month, Days of Week (with 'Any Weekday' selected), Location (with 'All Locations' selected), Day Option (with 'All' selected), Display Option (with 'Detail' selected), and Show Sections with X Spots Available? (with 'N/A' selected). At the bottom of the form are 'Search' and 'Reset' buttons, along with icons for a shopping cart, help, and a mobile device.

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

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

The top part of the screenshot shows a program description for 'Recreating the Masters - RU01305'. Below it is a table with columns: Activity, Description, Status, Dates, Times, Days, Location, Ages, Fees: R/NR or M/NM, and Info. A blue arrow points to the first row of the table.

Activity	Description	Status	Dates	Times	Days	Location	Ages	Fees: R/NR or M/NM	Info
	RU01305-02 Novak	Available	07/13/2018 - 07/13/2018	11:30 am - 1:30 pm	F	The Abbey	18 and up	\$16.00/\$21.00	
	RU01305-03 Matisse	Available	08/10/2018 - 08/10/2018	11:30 am - 1:30 pm	F	The Abbey	18 and up	\$16.00/\$21.00	

Pre-Cart

***Adding items to the Pre-Cart does NOT reserve a spot in a program. You must complete the checkout and payment process to reserve a spot in a program. ***

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.*

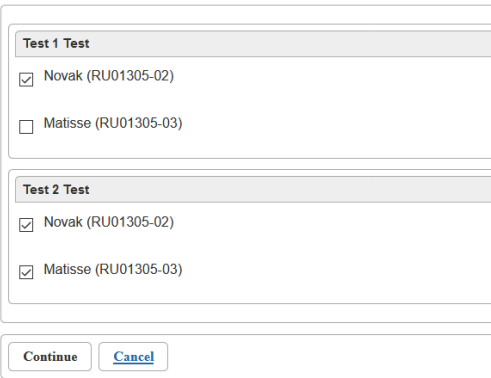
The screenshot shows a pre-cart item for 'Ceramic Clay Pot - RU01307'. Below the item name is a description: 'This hand painted clay pot will truly be an original work of art and will be perfect for your summer pl... with painting skills you may already have. Pieces will be taken after class to be fired and will be ava...'. Below the description is the text 'Novak (RU01305-02)' and two buttons: 'Add To Cart' and 'Clear Selection'.

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

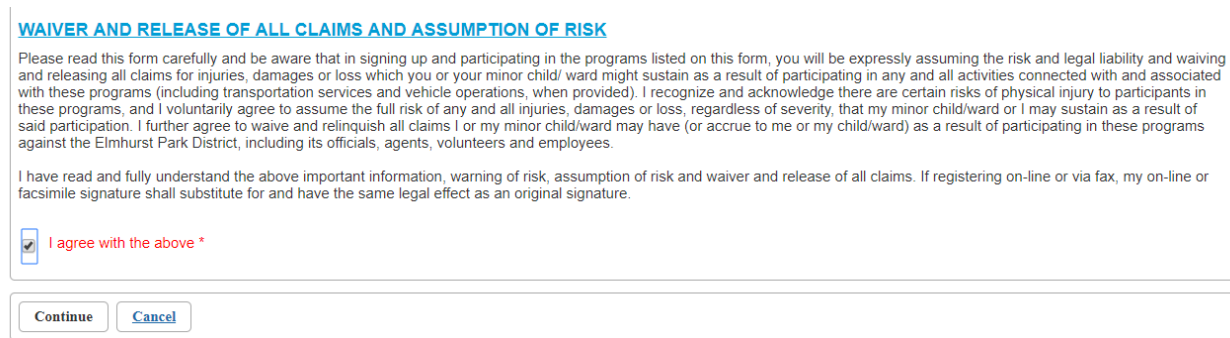
The screenshot shows a pre-cart item for 'Matisse (RU01305-03) Novak (RU01305-02)'. Below the item name are two buttons: 'Add To Cart' and 'Clear Selection'. A blue arrow points to the 'Add To Cart' button.

Under each family member, select the activity that that member is registering for then click **Continue**.



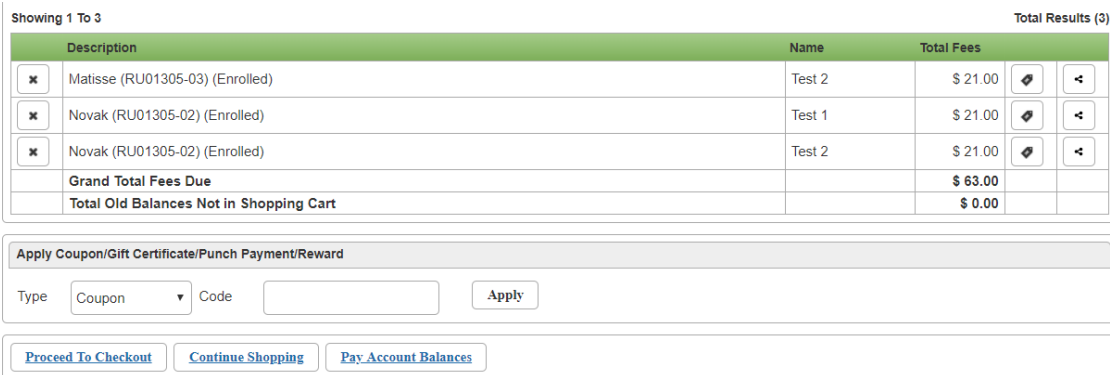
The screenshot shows a registration form with two sections: "Test 1 Test" and "Test 2 Test". Under "Test 1 Test", there are two checkboxes: "Novak (RU01305-02)" which is checked, and "Matisse (RU01305-03)" which is unchecked. Under "Test 2 Test", there are two checkboxes: "Novak (RU01305-02)" which is checked, and "Matisse (RU01305-03)" which is checked. At the bottom of the form, there are two buttons: "Continue" and "Cancel".

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



The screenshot shows a waiver form titled "WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK". The text explains that by signing up and participating, the user is assuming the risk and legal liability. Below the text, there is a statement: "I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original signature." At the bottom, there is a checkbox labeled "I agree with the above *" which is checked. Below the checkbox are two buttons: "Continue" and "Cancel".

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



The screenshot shows a shopping cart summary table with the following data:

Showing 1 To 3		Total Results (3)		
Description	Name	Total Fees		
<input checked="" type="checkbox"/> Matisse (RU01305-03) (Enrolled)	Test 2	\$ 21.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Novak (RU01305-02) (Enrolled)	Test 1	\$ 21.00	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Novak (RU01305-02) (Enrolled)	Test 2	\$ 21.00	<input type="checkbox"/>	<input type="checkbox"/>
Grand Total Fees Due		\$ 63.00		
Total Old Balances Not in Shopping Cart		\$ 0.00		

Below the table is a section for applying a coupon: "Apply Coupon/Gift Certificate/Punch Payment/Reward". It includes a "Type" dropdown menu set to "Coupon", a "Code" input field, and an "Apply" button. At the bottom, there are three buttons: "Proceed To Checkout", "Continue Shopping", and "Pay Account Balances".

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.

Summary of Charges	
New Charges In Shopping Cart:	\$ 63.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 63.00
Minimum Amount Due Today:	\$ 63.00
Maximum Amount Due Today:	\$ 63.00

The Following Information is Required to Complete Your Transaction	
Amount To Be Paid Today: *	<input type="text" value="\$ 63.00"/>
Using This Payment Method: *	<input type="text" value="Online Credit Card Payment"/>

Add any valid coupon codes and select apply.

Apply Coupon/Gift Certificate/Punch Payment/Reward/Scholarship	
Type	<input type="text" value="Coupon"/>
Code	<input type="text"/>
<input type="button" value="Apply"/>	

Credit Card Payment

Enter the Name on the Credit Card, credit card number, Expiration Date, CVV Code (# on back of card), and Billing Street Address and Zip Code in the required fields.

Customer Information	
First Name: *	<input type="text" value="Test1"/>
Last Name: *	<input type="text" value="Test1"/>
Home Phone w/area code: *	<input type="text" value="6309938900"/>
Email: *	<input type="text" value="registration@epd.org"/>
Re-Enter Email:	<input type="text" value="registration@epd.org"/>

Payment Information	
Name on Card *	<input type="text"/>
Credit Card Number *	<input type="text"/>
Expiration Month *	<input type="text" value="01"/>
Expiration Year *	<input type="text" value="2021"/>
CVV *	<input type="text"/>
Billing Street Address *	<input type="text"/>
Billing Zip Code *	<input type="text"/>

Click "Continue" to initiate the payment authorization process and generate a confirmation receipt.

<input type="button" value="Continue"/>	<input type="button" value="Add a Donation"/>	<input type="button" value="Back To Cart"/>
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Select Continue when complete

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.](#)

Email confirmation sent to: *

registration@epd.org

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 elmhurstparkdistrict@rectrac.com to your contact list.

[Continue Shopping](#)

[Logout](#)