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.
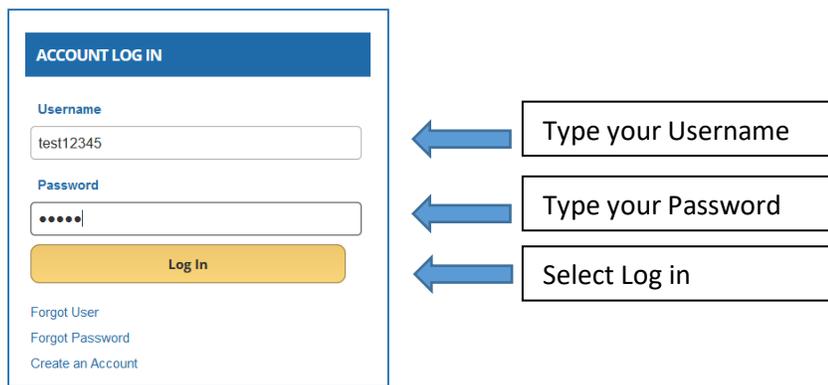
Forgot Password

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.
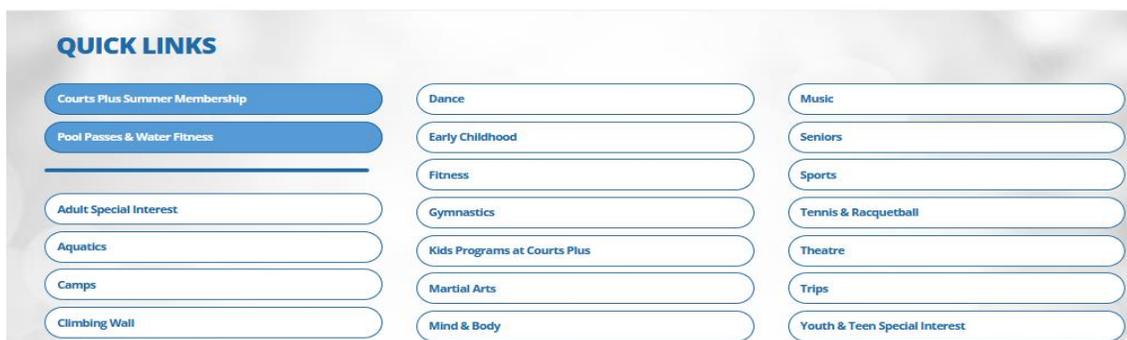
Logging in

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 <u>bottom</u> 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.**

Test 1 Test

☑ Novak (RU01305-02)

☐ Matisse (RU01305-03)

Test 2 Test

☑ Novak (RU01305-02)

☑ Matisse (RU01305-03)

Continue | Cancel

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

Please read this form carefully and be aware that in signing up and participating in the programs listed on this form, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ ward might sustain as a result of participating in any and all activities connected with and associated with these programs (including transportation services and vehicle operations, when provided). I recognize and acknowledge there are certain risks of physical injury to participants in these programs, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in these programs against the Elmhurst Park District, including its officials, agents, volunteers and employees.

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.

☑ I agree with the above *

Continue | Cancel

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

Showing 1 To 3 | | | Total Results (3)

	Description	Name	Total Fees		
✖	Matisse (RU01305-03) (Enrolled)	Test 2	$ 21.00	🏷	◂
✖	Novak (RU01305-02) (Enrolled)	Test 1	$ 21.00	🏷	◂
✖	Novak (RU01305-02) (Enrolled)	Test 2	$ 21.00	🏷	◂
	Grand Total Fees Due		$ 63.00		
	Total Old Balances Not in Shopping Cart		$ 0.00		

Apply Coupon/Gift Certificate/Punch Payment/Reward

Type [Coupon ▾] Code [ ] Apply

Proceed To Checkout | Continue Shopping | 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: *	[ ]	$ 63.00
Using This Payment Method: *	[Online Credit Card Payment ▾]	

Add any valid coupon codes and select apply.

Apply Coupon/Gift Certificate/Punch Payment/Reward/Scholarship				
Type	Coupon ▼	Code		Apply

Your billing information is automatically filled in.

Click Continue to initiate the credit card payment screen.

Billing Information

First Name: *	Test 1
Last Name: *	Test
Home Phone w/area code: *	1111111111
Email: *	registration@epd.org
Re-Enter Email:	registration@epd.org

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.
TO AVOID REGISTRATION OR PAYMENT ERRORS, please be patient when payment is processing. Do not click 'Pay' more than once, or click back on your browser.
Your transaction is not complete until a receipt is generated.

Continue   Back To Shopping Cart

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.

🔒 **Payment Page**

Elmhurst Park District
Having Fun

Invoice Number	
Customer #	
Total Amount Due	$ 0

Payment Info

Payment details

Card Number *	
Expiration Date *	MM ▼ YYYY ▼
Security Code (cvv) *	

VISA MasterCard DISCOVER AMERICAN EXPRESS

☐ I'm not a robot   reCAPTCHA
                      Privacy - Terms

PLEASE NOTE: After selecting the **Submit Payment** button and your card is authorized,

you will be re-directed to the Payment Accepted Page.

At the Payment Accepted Page you **must** click the **Return to Website** button.
Failure to do so may result in your card being charged but your purchase not finalized in our database.

Billing Info

First Name *	
Last Name *	
Address 1 *	
Address 2	
City *	
State *	Please Select ▼
Zip/Postal Code *	
Country *	United States ▼
Email Address *	
Phone #	

Your Credit Card payment is **Approved.**

TO COMPETE YOUR TRANSACTION

You **MUST** click the **RETURN TO WEBSITE** button to complete your transaction and process a receipt.
Failure to do so may result in your card being charged but your purchase not finalized in our database.

Transaction ID:	259211239717

Thank you, your payment has been approved!

Return to Website

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