

How To Register for Classes & Programs

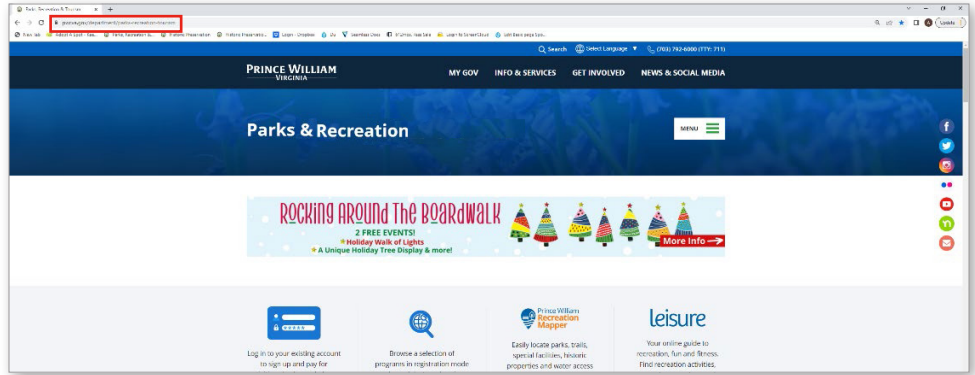


Desktop Version

PRINCE WILLIAM
Parks & Recreation



1. In your web browser, visit www.pwcparks.org

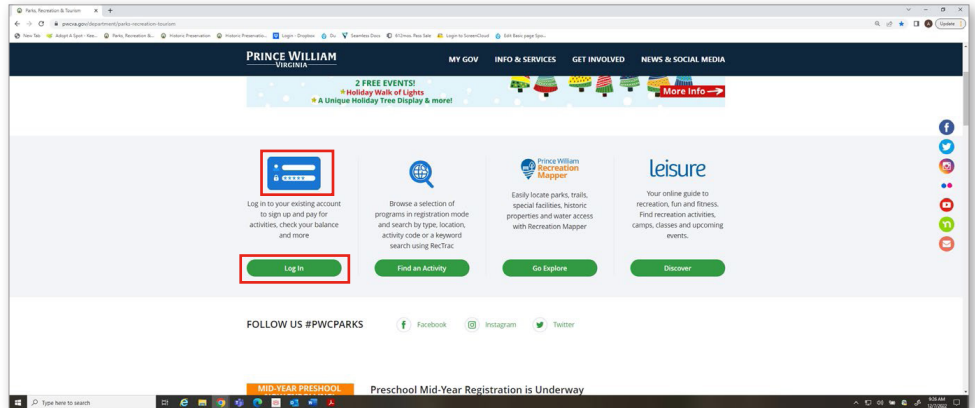


Logging In

2. On the homepage, click the green 'Login' button.

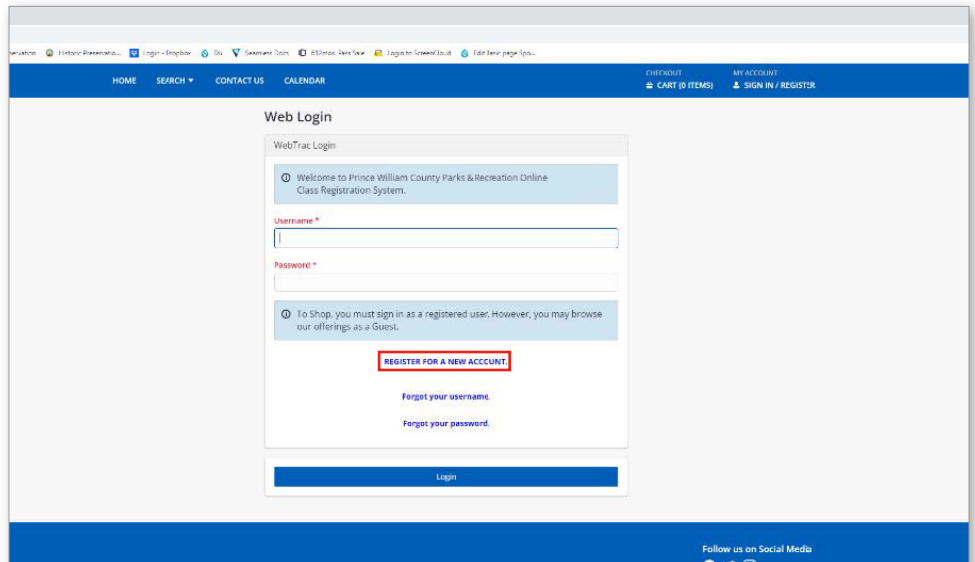
For Existing Users

If you are an existing user, login with your username and password.



For New Users

If you do not yet have an account, click on register for a New Account.



To create your new account, fill out the form and click save. Once you've created a new account, you will receive an email with your username and password.

Once you are logged in, you can Search for Activities, view the Leisure online guide and more.

Please note: To Shop, you must sign in as a registered user. However, you may browse our offerings as a Guest.

Household Add

Household Primary Person Information

First Name * Last Name * Address Line 1 *

City * State * Zip Code *

Phone #1 * Phone #2 Email #1 *

Confirm Email * Gender * Birthday *

Authorize Contacts Via Email Organization Name

Additional Family Member

Emergency Contacts

I'm not a robot

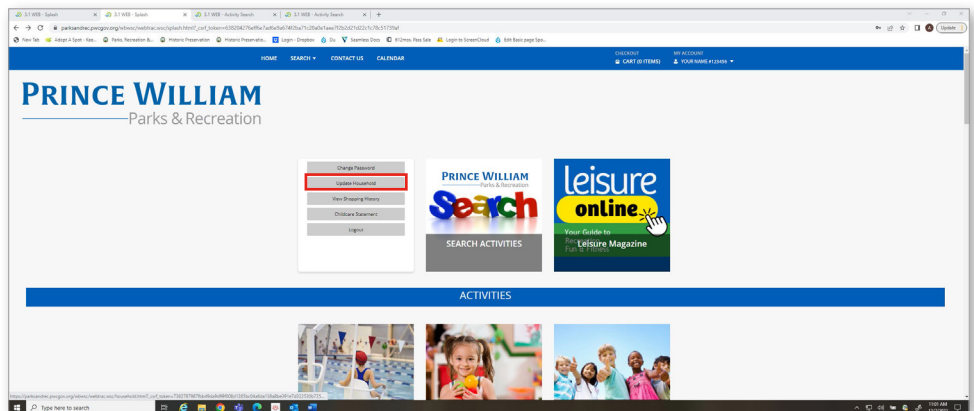
Save Add New Member Add New Emergency Contact

Updating My Household

Note: To register for Children's Programs, your child(ren) will first need to be added to your household within your account. *The system will not allow you to register for any Children's Programs before doing so.*

From the homepage, click 'Update Household.'

At the bottom of the page, click 'Add New Member'.



Additional Family Member

Additional Emergency Contacts

Save Add New Member Add New Emergency Contact

Fill out the form and click Save

Additional Family Member

First Name * test Last Name * child Birthday * 12/07/2013

Gender * Male Email #1 * your_name@email.com Relationship Primary Guardian

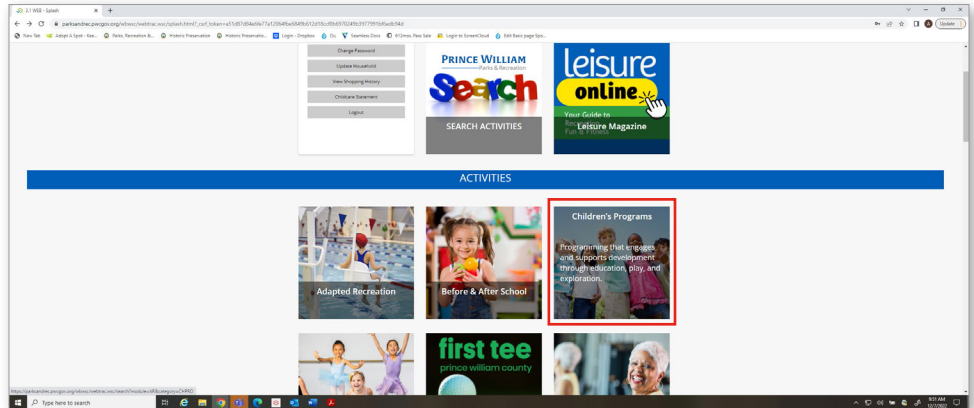
Remove New Member

Additional Emergency Contacts

Save Add New Member Add New Emergency Contact

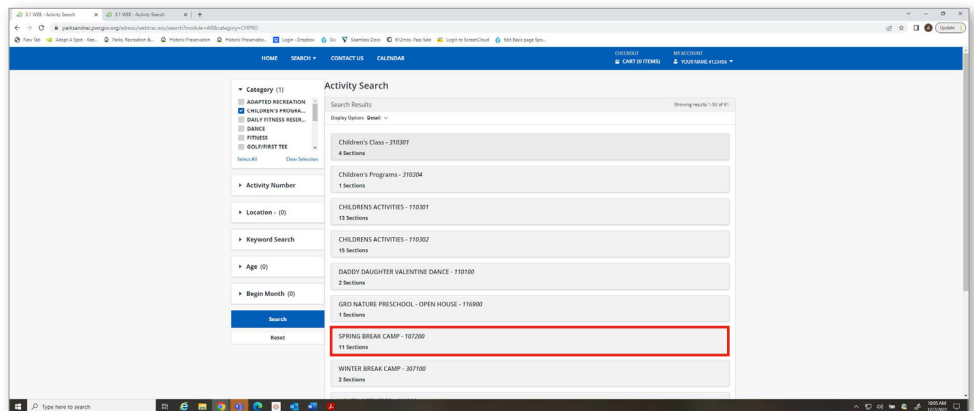
Finding Activities By Category

1. To quickly find upcoming programs by categories that are happening in the near future, scroll down and click on the tile you wish to view programs for. For example, if you wish to register for an upcoming Children's program, click on Children's Programs.

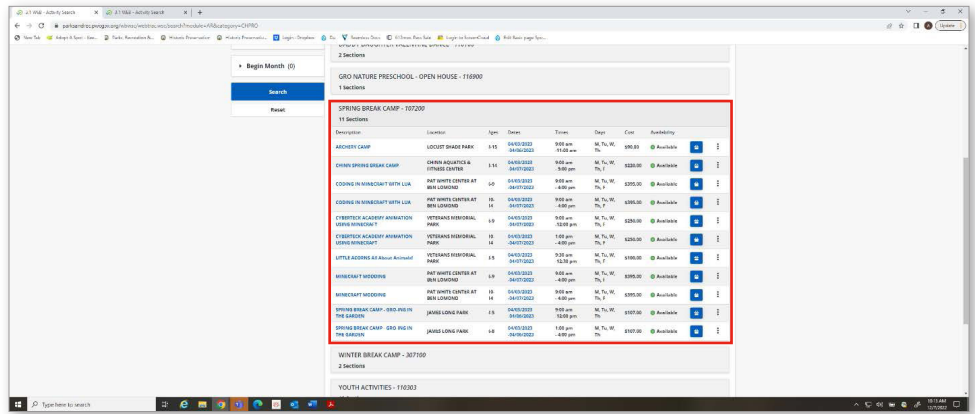


2. Once you've selected the tile you wish to view programs for, you can now view detailed information on specific programs. Clicking on each grey box will auto populate additional information for that specific program.

For example, if you would like to view more information on Spring Break Camps, click the grey Spring Break Camp box.



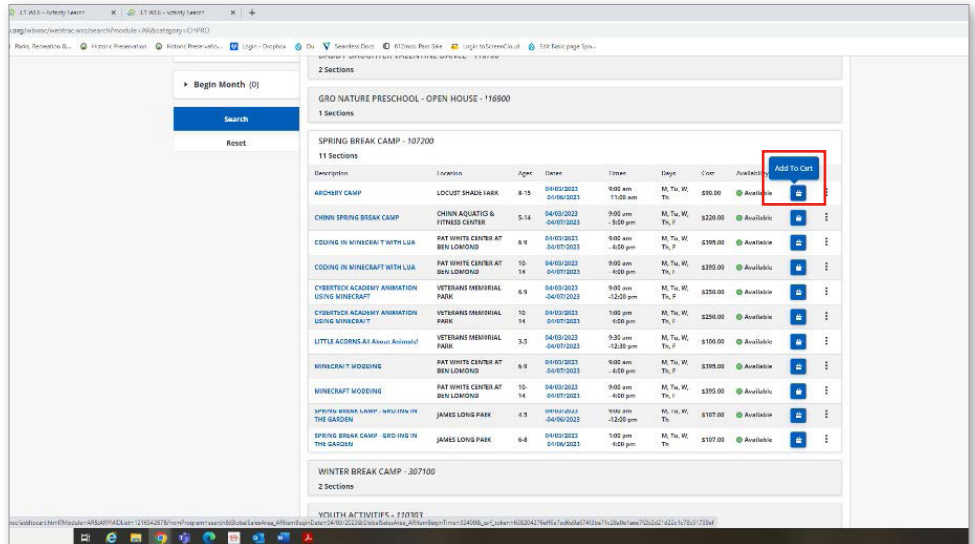
You will now see all the corresponding classes for Spring Break Camp.



Registering for a Program

1. To register for a program, click the blue Add to Cart button next to the program for the date and time you wish to register.

For example, if you wish to register for Archery Camp at Locust Shade Park April 3 – 6, click the blue Add to Cart button within that row.



Note: If you are a new user and you are registering for Children's Programs, you will first need to make sure your child is added to your household in your account BEFORE you can register. You can do this by updating your household.

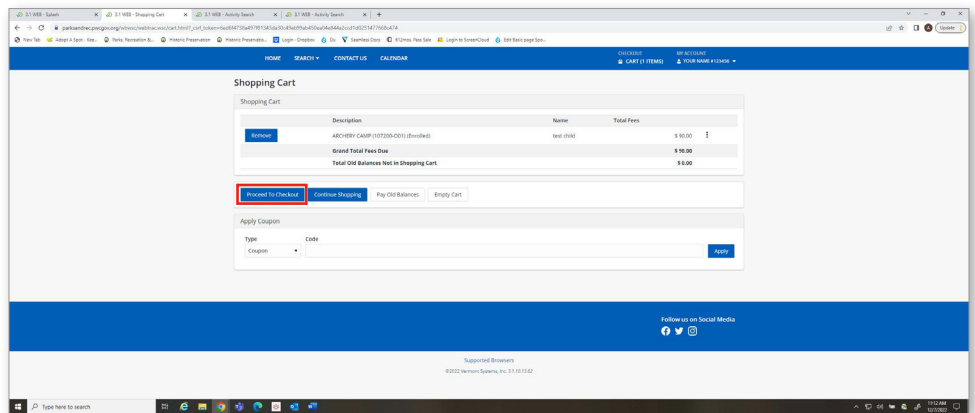
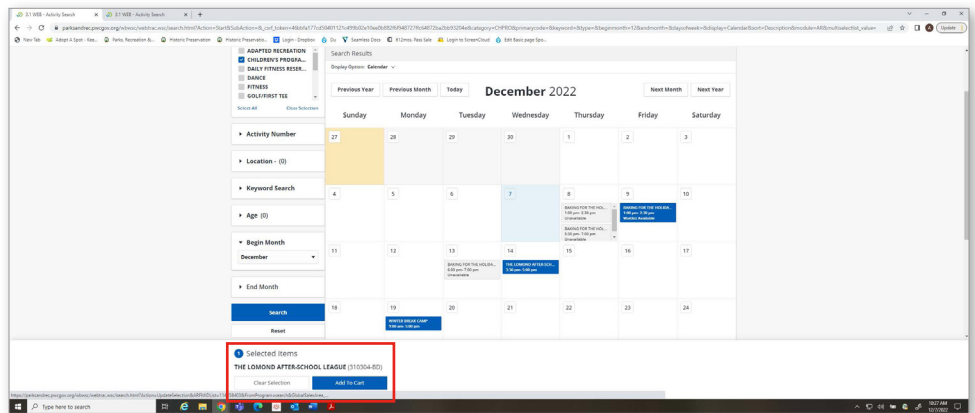
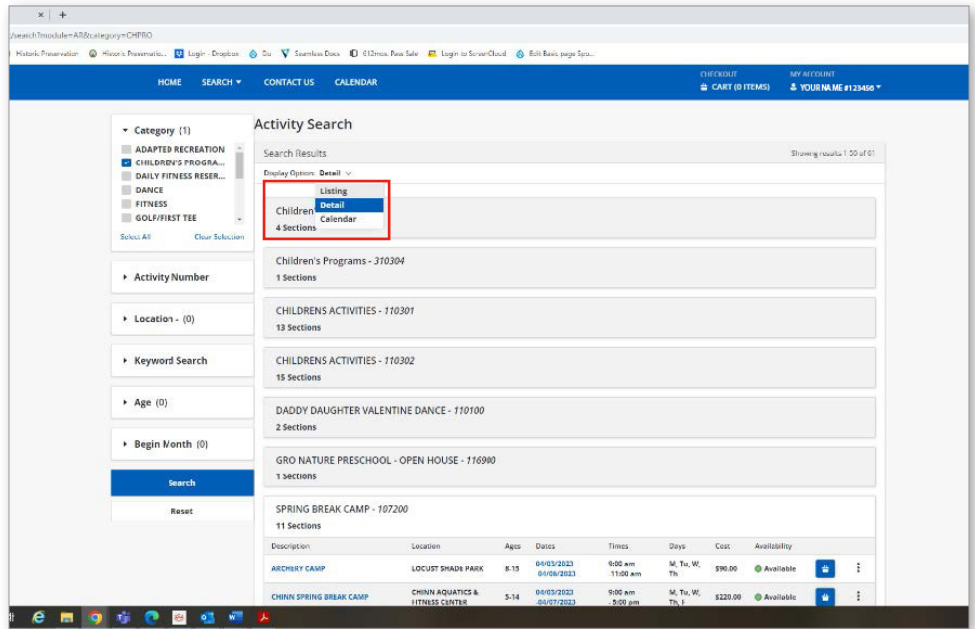
To update your household, see Updating My Household instructions in the beginning of this guide.

You can also view these classes by Listing or Calendar. To do this, change your Display Option by clicking Listing or Calendar.

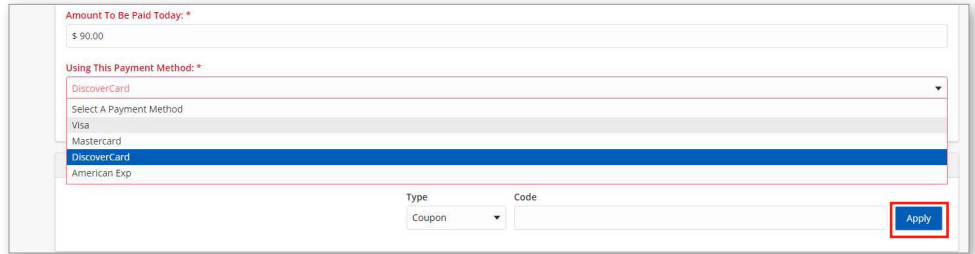
Keep in mind however, if you select the Calendar display option, you will not be able to see full details for programs. You will only see the name of the program, the activity number and an 'Add to Cart' button. Any programs on the calendar in grey are not currently available for registration. Programs in blue can be added to cart.

Note: You can easily add more than one program at a time to your cart by clicking on blue programs. If you accidentally add too many programs to your cart, click Clear Selection and start over. Otherwise, click 'Add to Cart' and all the programs you have selected will be added to your cart.

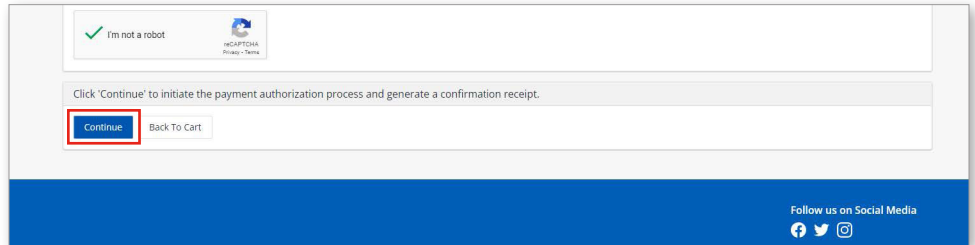
2. Once you've added all your desired programs to your shopping cart, you can begin to checkout. Click the Proceed to Checkout button.



3. Select your payment method and click 'Apply'. Enter your payment details.



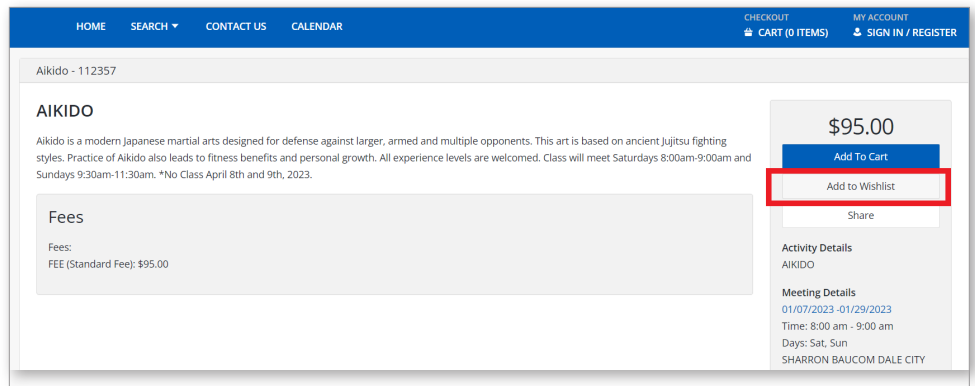
4. Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.



That's it, you are now registered!

Add a Class/ Program to Wishlist

If there is a program or class you would like to save but are not ready to checkout, you can add the class/program to your wishlist and then add it to your cart at a later time. To do this, make sure you are logged into your account. Once you've clicked on the class or program, click the 'Add to Wishlist' button on the far right.



Using Search Activities

You can also find activities using the Search Activities button at the top of the homepage. To do this, click Search Activities.

