



# North Highlands Recreation and Park District

## Program and Event Registration Tutorial

A majority of NHRPD programs/events require online registration. If you are new to registering with us, follow this tutorial for instructions.

### Step 1:

- Go to [www.nhrpd.org](http://www.nhrpd.org) and click "**Register**" on the upper tabs OR go to [www.nhrpd.org/register](http://www.nhrpd.org/register)

### Step 2:

- Click on the yellow "**Sign In/Up**" button.

**If using a mobile device, follow the instructions below before continuing the tutorial.**

- On the Sign In screen, click on the icon that has **3 short horizontal lines**.
- Click the "**Full Site**" link to take you to the full registration website.

### Step 3:

- If you have an account already made, enter your Login and Password.
- If you do not have an account, click the blue "**Join**" link below the yellow "**Sign in**" button.

### Step 4:

- If you have an account already, you may skip to **Step 9**.
- If you do not have an account, fill out the necessary information and click "**Next**" button.

### Step 5:

- Fill out the additional necessary information and click the "**Submit**" button.

### Step 6:

- This page should follow after hitting the "**Submit**" button.
- Check your **email** for the **Activation Link**.

### Step 7:

- Check your inbox for an email from North Highlands Recreation and Park District.
  - Sometimes this email will be in the Spam or Junk Mail folder
- Click the blue "**Activate Now**" button to verify your email.

### Step 8:

- Return to the Sign In page by going to [www.nhrpd.org/register](http://www.nhrpd.org/register)
- Sign in with your new account login and click the "**Sign In**" button.

**Continue Next Page**



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### Step 9:

- The next page shows your account information.
- To look for programs/events to register for, click the "**Activities**" button on the upper tabs.

### Step 10:

- Look through the programs/events you are interested in signing up for and click the green "**Enroll Now**" button.

### Step 11:

- Click on the green "**Enroll Now**" button.
- **Tip:** Sometimes the registration website will glitch and bring you back to the home page after clicking on a program/event. Logging out and logging back in will typically solve this issue.

### Step 12:

- If you are enrolling your child or a different person for a program/event, you can add them in your account by clicking on "**Add a New Family Member**" and fill out the necessary information.
- If you are enrolling yourself, select your name as the participant.
- Once the participant is selected, click the "**Add to Cart**" button.
- You can enroll into multiple programs/events before checking out.

### Step 13:

- If the program/event has a fee, fill out the payment method information and click on the "**Pay**" button.

### Step 14:

- Programs/events will have a waiver and possibly other documents that must be agreed upon finishing the registration process.
- Be sure to have the boxes check-marked and the initials box filled out.
- Once completed, click the "**Finish**" button.

### Step 15:

- You will receive a confirmation email from North Highlands Recreation and Park District regarding your program/event registration. This is the final step in the registration process.
- **Refund Policy:** All refund request must be reviewed by the Recreation Superintendent. For the full refund policy, visit [www.nhrpd.org/refund-policy](http://www.nhrpd.org/refund-policy)