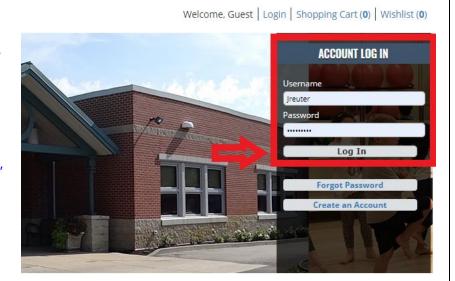
- 1. Go to northfieldparks.org and click the orange "Program Registration" button on the home page.
- Enter your Username and Password under the "Account Log In" section on the online registration home page and click the "Log In" button.
  - a. If you have EVER signed up for any Northfield Park District program or fitness membership, you have an active account. Please click the "Forgot Password" button to reset your password. Do NOT create a new account.
  - b. If you are brand new to our district, please click the "Create An Account" button and complete the form. You will get an email when your account has been approved, which may take 24-48 hours.



Home

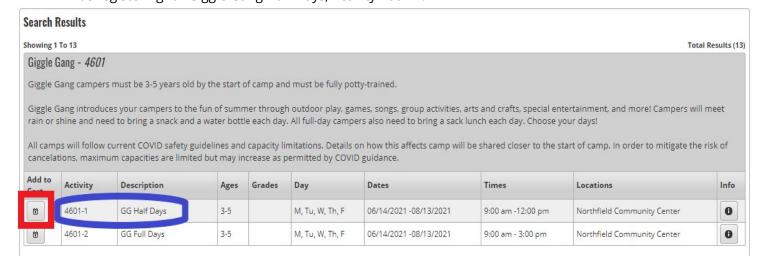
Search

Contact Us

Once you are logged in, click the "Summer Camps" button on the online registration home page.



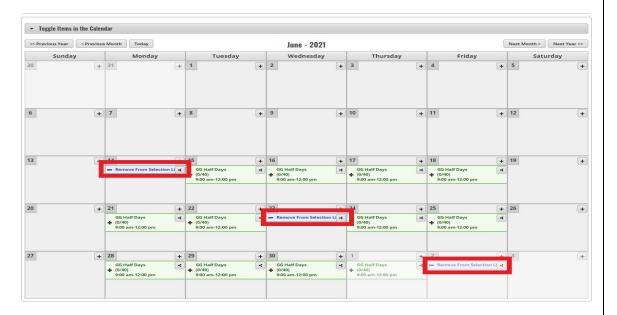
4. On the next page, all of our summer camps and Before Camp Care will be listed. Choose the camp and section you wish to register for and click on the calendar icon button under the "Add to Cart" header. For this example, I will be registering for Giggle Gang Half Days, Activity 4601-1.



- 5. The following page will be a calendar with all the available days shown for the option you selected. To sign up, select any days you wish to register for by simply clicking in the green section of any days you want. Each day selected will be added to your cart and listed at the bottom of your screen.
  - a. To unselect days, click on the blue bar buttons that appear on the days you've picked.

<< Previous Year	< Previous	Mor	th Today June - 2021										Next Month > Next Year >>		
Sunday		Monday		Tuesday		Wednesday			Thursday		Friday		Saturday		
30	+	31		+	1	+	2		+	3	+	4	+	5	H
6	+	7		+	8	+	9		+	10	+	11	+	12	-
13	+	+	GG Half Days (0/40) 9:00 am-12:00 pm	+	15 GG Half Days + (0/40) 9:00 am-12:00 pm	+	16		+	17 GG Half Days + (0/40) 9:00 am-12:00 pm	+	GG Half Days + (0/40) 9:00 am-12:00 pm	+	19	
20	+		GG Half Days	+	22 GG Half Days	+	23	GG Half Days	+	24 GG Half Days	+	25 GG Half Days	+	26	•
			(0/40) 9:00 am-12:00 pm		+ (0/40) 9:00 am-12:00 pm		+	(0/40) 9:00 am-12:00 pm		+ (0/40) 9:00 am-12:00 pm		+ (0/40) 9:00 am-12:00 pm			
27	+	28		+	29	+	30	)	+	1	+	2	+	3	-
		+	GG Half Days (0/40) 9:00 am-12:00 pm	4	GG Half Days + (0/40) 9:00 am-12:00 pm	<	+	GG Half Days (0/40) 9:00 am-12:00 pm	4	GG Half Days (0/40) 9:00 am-12:00 pm	<	GG Half Days (0/40) 9:00 am-12:00 pm	4		

6. Once you have selected all the days you want to sign up for, click the "Add to Cart" button in the bottom left of your screen. In our example, I will be signing up for GG Half Days (4601-1) on 6/14/21, 6/23/21, and 7/2/21.

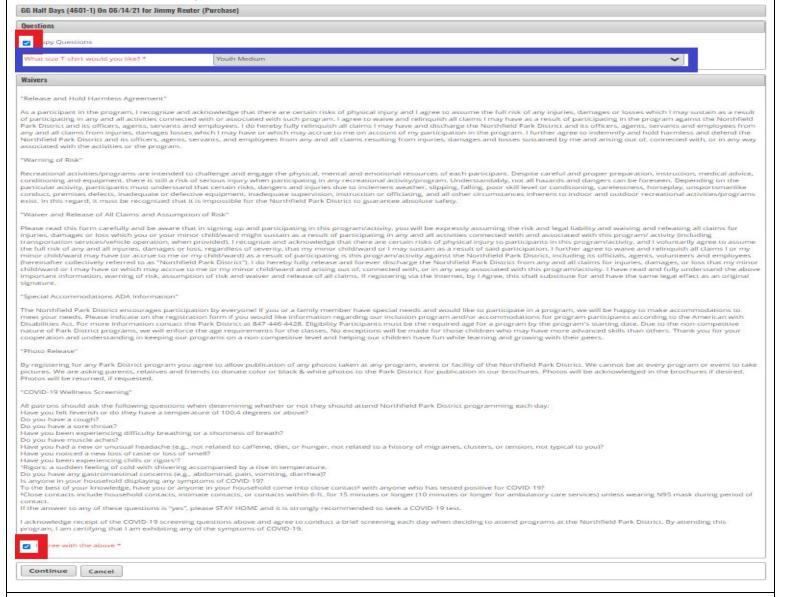




7. The next screen will show you all family members in your household who are eligible to sign up for the days of the certain camp that you have selected. For this example, Jimmy is the only one able to sign up for Giggle Gang Half Days, so I have checked the box in front of the activity under his name. Click "Continue" to proceed to the Questions/Waiver page.



- 8. On the Question/Waiver page:
  - a. Check the "Copy Answers" box so you only have to pick your t-shirt size once.
  - b. Select your answer to the t-shirt size question using the drop-down menu.
  - c. Check the "I agree with the above" box under the waiver and click "Continue".



- 9. The next screen will show your shopping cart with all the days you are about to register for listed along with who in your household is being signed up for that day of the listed program. Check this screen to make sure everything you want to register for is there and, if so, click "Proceed to Checkout".
  - a. If you wish to enroll another camper on the same receipt simply click the "Home" button in the blue header bar and repeat steps 3-11 before clicking "Proceed to Checkout".
- 10. On the Summary of Charges screen, make sure all the information is correct and select your method of payment. Once you have selected your payment method and confirmed all your personal information is correct, click "Continue".
- 11. On the next screen enter all your payment and billing information and click "Submit Payment" to complete your online registration for Summer Camp 2021.
- 12. Once your transaction has been fully processed you will return to a screen like the one shown below and your receipt will have been emailed to the email address listed in the box in the middle of the screen.
- 13. Congratulations! You are all registered for Summer Camp 2021! If you have any questions or need help registering online, please email Vicki at <a href="https://www.vheuer@northfieldparks.org">wheuer@northfieldparks.org</a> or call 847.446.4428.