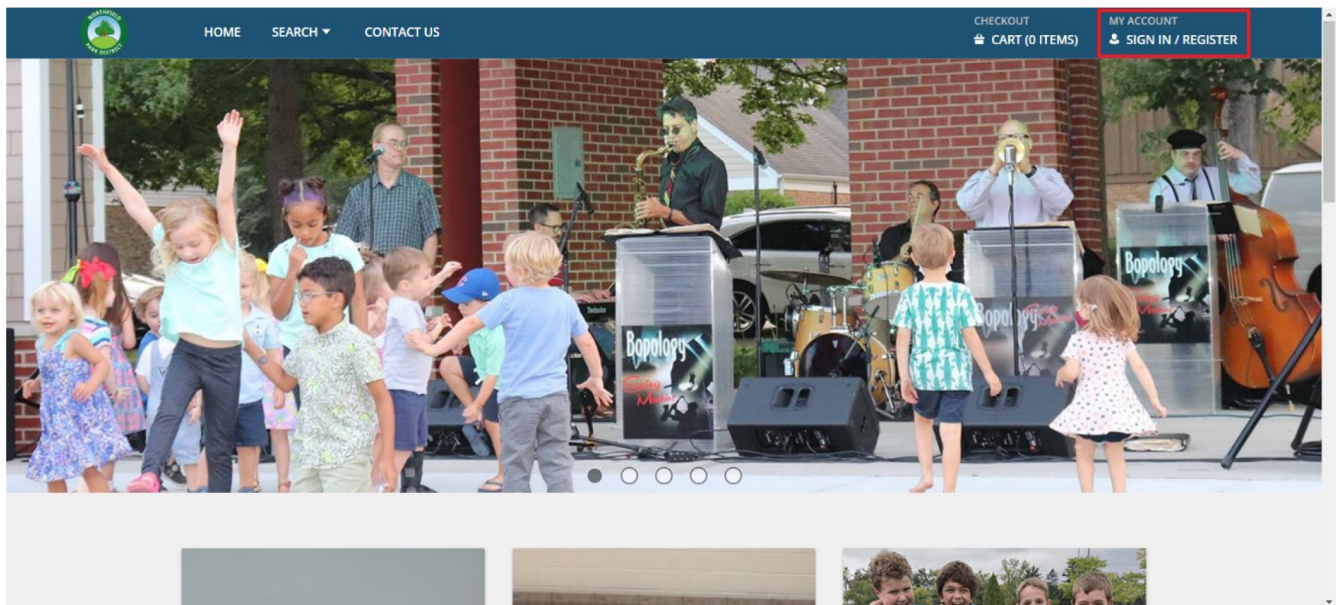




## [How to Register for Summer Camp](#)

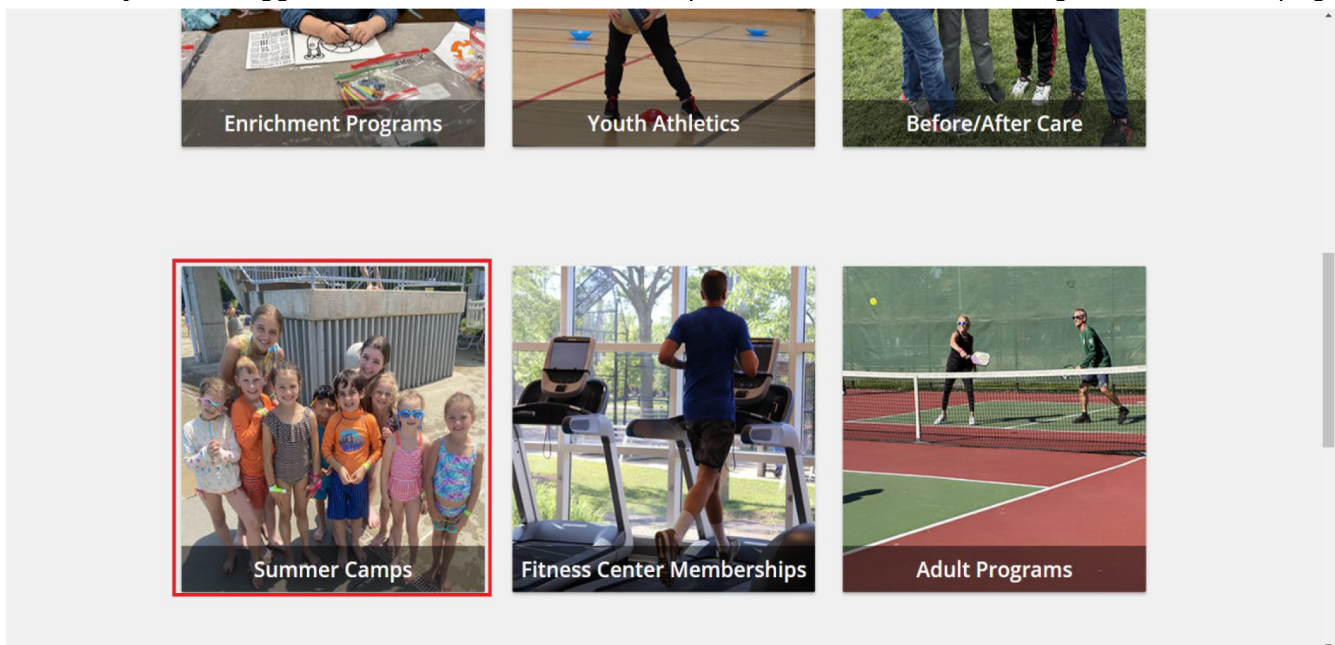
1. Start by going to <https://northfieldparks.org/> and click the orange “Program Registration” button on the home page.
2. Click the “My Account Sign In/Register” button in the top right of the blue bar at the top of the screen.





3. On the next screen, enter your Username and Password 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 “Don’t have an account? Sign Up Now” button and complete the form. You will get an email when your account has been approved, which may take up to 48 hours.

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





5. On the next page, all 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.

a. For this example, I will be registering for Trailblazers Half Days, Activity 4602-1.

☒ Day Camp

☐ Parks Foundation Don...

☐ Middlefork Special Days

☐ Rentals

Select All

Clear Selection

► Age (0)

► Grade (0)

► Keyword Search

► Activity Number

Search

Reset

**Giggle Gang - 4601**  
Giggle Gang campers must be 3-5 years old by the start of camp and must be fully potty-trained.  
...

**2 Sections**

**Trailblazers - 4602**  
Trailblazers is for campers entering 1st through 4th grade in the fall. Campers will meet rain or shine and need to bring a snack and a water bottle each day. All full-day campers also need to bring a sack lunch each day. Choose your days!  
  
Trailblazers offers a wide variety of activities including water days at camp, sports, games, science days, special entertainment, arts and crafts, and more! Full day field trips every Wednesday!  
  
Due to all Trailblazers and Sports Camp field trips being full day on Wednesdays, no half day registrations are permitted for those two camps on Wednesdays.  
  
Please choose your camper t-shirt sizes carefully. All campers will receive only their requested shirt size.  
**2 Sections**

Add to Cart	Activity #	Description	Ages	Grades	Day	Dates	Times	Location	Info
	4602-1	TB Half Days	1-4		M, Tu, Th, F	06/10/2024 -08/09/2024*	9:00 am -12:00 pm	Northfield Community Center	Item Details ⋮
	4602-2	TB Full Days	1-4		M, Tu, W, Th, F	06/10/2024 -08/09/2024*	9:00 am - 3:00 pm	Northfield Community Center	Item Details ⋮

**Sports Camp - 4603**  
Sports Camp is for campers entering 1st through 4th grade in the fall. Campers will meet rain or shine and need to bring a snack and a water bottle each day. All full-day campers also need to bring a sack lunch each day. Choose your days!...

**2 Sections**

6. The following page will be a calendar with all the available days shown for the option you selected.

☐ Special Events

☐ Senior Programs

☐ Youth Athletic Programs

☐ Youth General

Select All

Clear Selection

► End Month

► Age (0)

► Grade (0)

► Keyword Search

► Activity Number

▼ Year

2024

Search

Previous Year

Previous Month

Today

June 2024

Next Month

Next Year

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10 TB Half Days 9:00 am-12:00 pm 40 of 40 Available	11 TB Half Days 9:00 am-12:00 pm 40 of 40 Available	12	13 TB Half Days 9:00 am-12:00 pm 40 of 40 Available	14 TB Half Days 9:00 am-12:00 pm 40 of 40 Available	15
16	17 TB Half Days 9:00 am-12:00 pm 40 of 40 Available	18 TB Half Days 9:00 am-12:00 pm 40 of 40 Available	19	20 TB Half Days 9:00 am-12:00 pm 40 of 40 Available	21 TB Half Days 9:00 am-12:00 pm 40 of 40 Available	22



7. 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 listed at the bottom of your screen.

a. To unselect days, simply click on the lime green day button again.

Special Events  
Senior Programs  
Youth Athletic Programs  
Youth General

Select All Clear Selection

End Month

Age (0)

Grade (0)

Keyword Search

Activity Number

Search

Previous Year Previous Month Today June 2024 Next Month Next Year

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

26 27 28 29 30 31 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

TB Half Days 9:00 am-12:00 pm 40 of 40 Available

TB Half Days 9:00 am-12:00 pm 40 of 40 Available

TB Half Days 9:00 am-12:00 pm 40 of 40 Available

TB Half Days 9:00 am-12:00 pm 40 of 40 Available

1 Selected Items

TB Half Days (4602-1): 06/10/2024 @ 9:00 am, 06/13/2024 @ 9:00 am

Clear Selection Add To Cart

8. 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 TB Half Days (4602-1) on 6/10/24 and 6/13/24.

Special Events  
Senior Programs  
Youth Athletic Programs  
Youth General

Select All Clear Selection

End Month

Age (0)

Grade (0)

Keyword Search

Activity Number

Search

Previous Year Previous Month Today June 2024 Next Month Next Year

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

26 27 28 29 30 31 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

TB Half Days 9:00 am-12:00 pm 40 of 40 Available

TB Half Days 9:00 am-12:00 pm 40 of 40 Available

TB Half Days 9:00 am-12:00 pm 40 of 40 Available

TB Half Days 9:00 am-12:00 pm 40 of 40 Available

1 Selected Items

TB Half Days (4602-1): 06/10/2024 @ 9:00 am, 06/13/2024 @ 9:00 am

Clear Selection Add To Cart



9. 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, Res Reuter is the only one able to sign up for Trailblazers Half Days, so I have checked the box in front of the activity under their name. Click "Continue" to proceed to the Questions/Waiver page.

The screenshot shows the Northfield Park District website interface. At the top is a dark blue header bar with the Northfield Park District logo on the left, navigation links (HOME, SEARCH, CONTACT US) in the center, and user information (CHECKOUT, CART (0 ITEMS), JIM, REUTER #5125) on the right. Below the header, the main content area is titled 'Family Member Selection'. It features a light gray box containing the name 'Res Reuter' and a list of activities. The first activity, 'TB Half Days (4602-1)', has a green checkmark in a box next to it. At the bottom of this box are two buttons: a green 'Continue' button and a white 'Cancel' button.

10. On the Question/Waiver page:
- Select your camper's t-shirt size.
    - Check the "Copy Questions" box in the top left above the question to ensure you only have to answer the question once per registration.
  - Check the "I agree with the above" box under the waiver and click "Continue".
11. 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".
- If you wish to enroll another camper on the same receipt, simply click the "Home" button in the blue header bar and repeat steps 4-11 before clicking "Proceed to Checkout".



12. On the Checkout screen, make sure all the information is correct, select your payment method, Credit Card or e-Check, and then enter your payment information.
  - a. Please note that there is a 3% service fee applied to all credit/debit card transactions and a \$1.00 service fee applied to all e-Check transactions. The corresponding fee will be shown at the top of the page under your "Summary of Charges".
13. Once you have entered your payment method and confirmed all your personal information is correct, check the "I'm not a robot" button for the CAPTCHA, and then click "Continue" to complete checkout and registration.
14. Once your transaction has been fully processed your receipt will be emailed to the email address on file.
15. Congratulations! You are all registered for Summer Camp!
  - a. If you have any questions or need help registering online, please email Sammie at [sjacob@nfparks.org](mailto:sjacob@nfparks.org) or call 847.446.4428.