



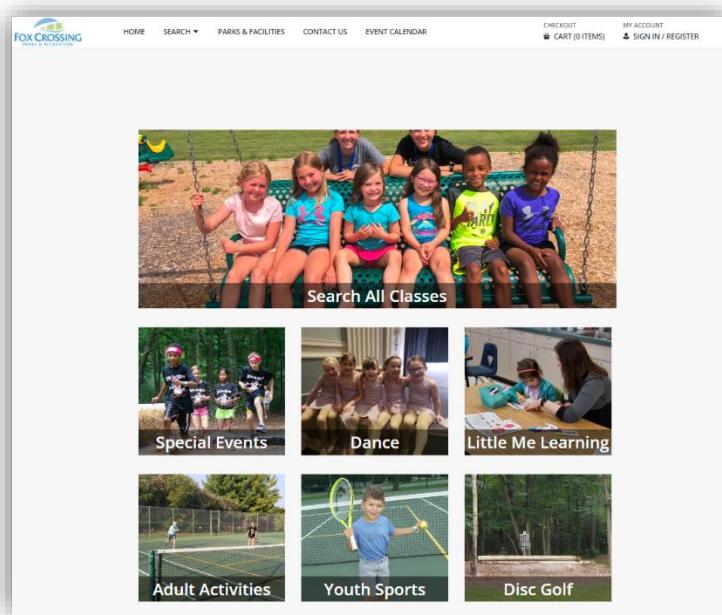
ONLINE REGISTRATION ASSISTANCE SEARCHING FOR AND REGISTERING FOR PROGRAMS

SEARCHING FOR A PROGRAM

➤ How do I search for a program?

From the **Home Screen** there are options as to what type of program you'd like to search for. Categories include: Special Events, Dance, Little Me Learning Preschool, Adult Activities, Youth Sports and Disc Golf Passes.

If you are unsure what type of program you are looking for or would like to search based on an activity number, keyword, etc., you may click on **Search All Classes**.



Click on the **Search All Classes** tab on the top of the page. From there you will be directed to the Activity Search screen.

The screenshot shows the "Activity Search" screen. On the left side, there is a sidebar with several filter options: "Activity Number" (with a text input field), "Type (0)", "Keyword Search", "Age (0)", "Begin Month (0)", "Days of Week (0)", and "Show only By Day Sections?". Below these filters is a large blue "Search" button and a smaller "Reset" button. The main area is titled "Activity Search" and contains a "Search Results" section. The "Display Option" is set to "Detail". Below this, there is a "Begin Search" button and a note: "To view our offerings, use the filters to target results. When you are ready, press search to view your results." At the bottom of the search results area is a large blue "Search Now" button.

If you know the activity number, you may enter it in the *Activity Number* box.

▼ Activity Number

There are also options to search by *Type*, *Keyword*, *Age*, *Beginning Month*, and *Days of the Week*.

▼ Type (0)

- Adult Enrichment
- Dance Class
- Fitness Class
- Golf Instruction
- Music Class
- Playground Program ...

[Select All](#) [Clear Selection](#)

▼ Age (0)

- 3 Months
- 6 Months
- 9 Months
- 1
- 2
- 3

[Select All](#) [Clear Selection](#)

▼ Days of Week (0)

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

[Select All](#) [Clear Selection](#)

▼ Keyword Search

▼ Begin Month (0)

- January
- February
- March
- April
- May
- June

[Select All](#) [Clear Selection](#)

REGISTERING FOR A PROGRAM

➤ How do I register for a program?

Locate the activity in which you would like to register. If the activity is available for registration, it will show as an “**Available**” status in green.

If an activity is marked “**Unavailable**”, it means that it is currently unavailable for purchase. In this case it is possible that the registration period has not yet opened. If you click on the class description it will take you to a screen that gives class details including: *Fees*, *Meeting Dates/Times*, *Age Restrictions* and *Registration (Transaction) Timeframes*.

Activity #	Description	Dates	Times	Days	Location	Ages	Cost RES/NR	Availability	
 101000-01	Movin' With Music	04/07/2021 -05/12/2021	9:00 am - 9:45 am	W	Community Center	3-6	\$22.00/\$28.00	● Unavailable	

Activity #	Description	Dates	Times	Days	Location	Ages	Cost RES/NR	Availability
<input type="checkbox"/> 600000-01	Make It Matter Challenge	05/01/2021 -05/31/2021	12:00 am -11:59 pm	Su, M, Tu, W, Th, F, Sa	REC OFFICE		\$0.00/\$0.00	Available
<input type="checkbox"/> 600000-02	Be Active Wisconsin	03/01/2021 -03/31/2021	12:00 am -11:59 pm	Su, M, Tu, W, Th, F, Sa	REC OFFICE		\$10.00/\$10.00	Available

To register for an available program, click on the square box next to the Activity #. Once selected a check mark will appear and there will be an option at the bottom of your screen to add the program to your cart.

<input checked="" type="checkbox"/> 600000-02	Be Active Wisconsin	03/01/2021 -03/31/2021	12:00 am -11:59 pm	Su, M, Tu, W, Th, F, Sa	REC OFFICE	\$10.00/\$10.00	Available	⋮
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1 Selected Items

Be Active Wisconsin (600000-02)

[Clear Selection](#) [Add To Cart](#)

Once the activity has been added to cart, the next screen will ask which eligible family members you'd like to register. If a family member is not eligible due to age or other restrictions, their name will not show up in this location. Select the family member(s) you would like to register and click *Continue* on the bottom.

Family Member Selection

Susan Smith	John Smith	Joe Smith
<input type="checkbox"/> Be Active Wisconsin (600000-02)	<input type="checkbox"/> Be Active Wisconsin (600000-02)	<input type="checkbox"/> Be Active Wisconsin (600000-02)
Jenny Smith	Junior Smith	
<input type="checkbox"/> Be Active Wisconsin (600000-02)	<input type="checkbox"/> Be Active Wisconsin (600000-02)	
Continue	Cancel	

Once you select *Continue*, the next screen provides an opportunity to enter roster comments (letting us know about health issues, etc.). If there are any questions that we have (t-shirt size, pick up location, etc.) those will also be asked at this time.

Be Active Wisconsin (600000-02) Susan Smith (Purchase)

Be Active Wisconsin (600000-02)

Questions

Roster Note

What is the participant's t-shirt size? *

... Not Selected ...

Waivers

PHOTO RELEASE: I authorize Fox Crossing Parks and Recreation Staff to photograph me and/or my child and to use the photos to promote the programs and services in printed materials or on the web without further notice to me. Names will not be published. If you do not authorize this, please contact the Parks & Recreation Department directly to inform them of your preference.

LIABILITY INFORMATION: You should be aware that park & recreation programs involve an element of risk or danger for all participants and may cause serious injury, death or property loss. The Fox Crossing Parks & Recreation Department does not provide or cover any medical or hospital insurance for participants in our programs. All persons participating in Fox Crossing Parks & Recreation Department sponsored activities must provide their own insurance and assume risk for all injuries.

I have read and understand the information listed above.

I agree with the above *

[Continue](#)

[Cancel](#)

After you've clicked "*I agree with the above*" waivers, you may select **Continue**. From there you will be directed to your **Shopping Cart**. If you have any previous balances that have not been paid, they will be added at this time.

Shopping Cart

Shopping Cart				
	Description	Name	Total Fees	
Remove	Be Active Wisconsin (600000-02) (Enrolled)	Amanda	\$ 10.00	⋮
Remove	Filthy Fun Kids Run (200000-01) (Enrolled)	Morgan	\$ 20.00	⋮
Grand Total Fees Due			\$ 30.00	
Total Old Balances Not in Shopping Cart			\$ 0.00	
Proceed To Checkout Continue Shopping Pay Old Balances Empty Cart				

You may either *Proceed to Checkout* or *Continue Shopping*. At the point you do *Proceed to Checkout*, you will be prompted to the **Checkout Screen** and asked to enter your payment information.

Checkout

Summary of Charges	
New Charges In Shopping Cart:	\$ 10.00
Old Balances In Shopping Cart:	\$ 20.00
Total Balance for household:	\$ 30.00
Amount To Be Paid Today:	\$ 30.00

The Following Information is Required to Complete Your Transaction

Using This Payment Method: *

Visa

Apply Coupon/Gift Certificate/Punch Payment/Reward/Scholarship

Type	Code	Apply
Coupon		Apply

Billing Information

First Name: *