

Instructions to Register Online

*** New to our programs? Set up your Household online before registering!**

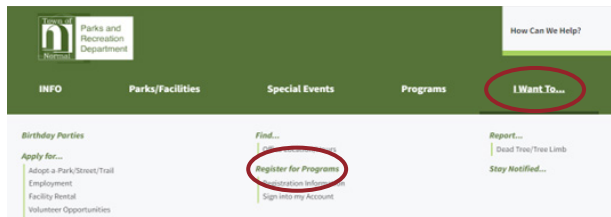
*** If you have a Household set up, but forgot your Username/Password, call the Parks & Recreation Department 309-454-9540.**

Office hours are 8:30 a.m.-5 p.m. Monday-Friday.

How to set up a Household if you're new to Parks & Recreation

1. Go to our website: www.NormalParks.org

- Click: I Want To
- Click: Register for Programs



2. Click: Online Registration

Registration Information

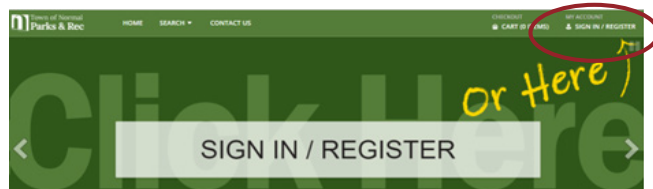
Interested in registering for a Normal Parks and Recreation program? All registration is on a first-come, first-serve basis (exception: summer activities have separate dates for residents/non-residents) and all classes have limited enrollment. Registration dates vary!

The Normal Parks and Recreation Department intends to comply with the Americans with Disabilities Act (ADA), which prohibits discrimination in the provision of services, programs or facilities to individuals with disabilities. If you have any questions on ADA or would like information on our integration opportunities, please contact Greg Troemel at 309-454-9581.

Choose one of the following options:



3. Click: My Account - Sign In/Register



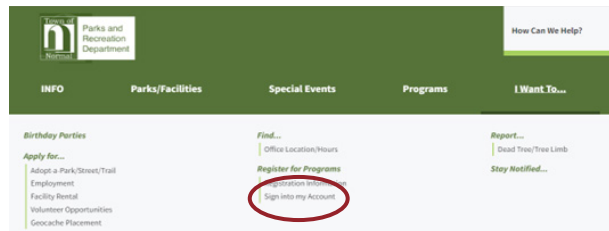
4. Click: Don't have an account? Sign up Now!

5. Complete customer information to set up household

How to Register for Programs/Events Online

1. Go to our website: www.NormalParks.org

- Click on: I Want To
- Click on: Register for Programs/Sign into My Account



2. Click: My Account - Sign In/Register



3. Type In: Username and Password

Forgot your Username/Password, call the Parks & Recreation Department **309-454-9540**. Office hours are 8:30 a.m.-5 p.m. Monday-Friday.

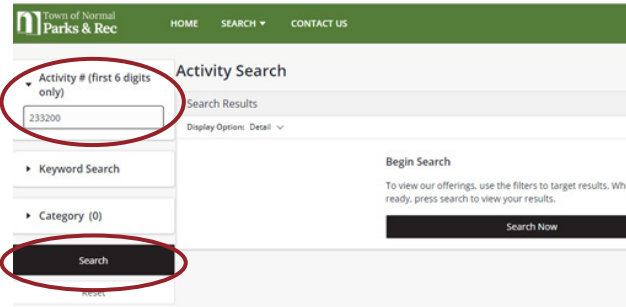
4. Click: Login

Online Registration Information (cont'd)

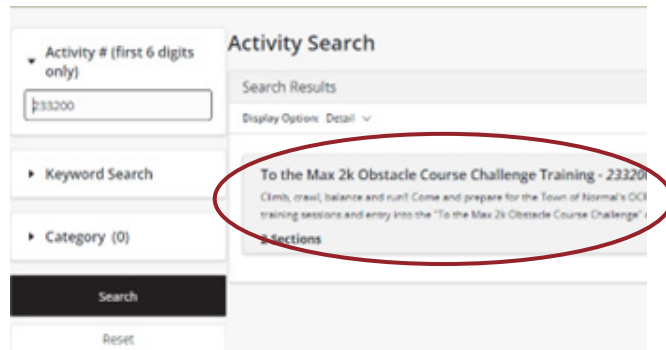
5. Type: Activity Number, first six digits, you want to register for under “Activity #”.

- You can find Activity Numbers in our online Activity Guide (www.NormalParks.org/ActivityGuide).

6. Click: Search

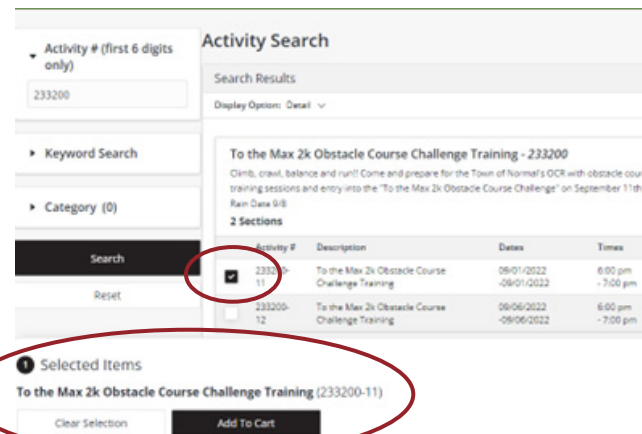


7. Click: Activity you want to register for (under Search Results).



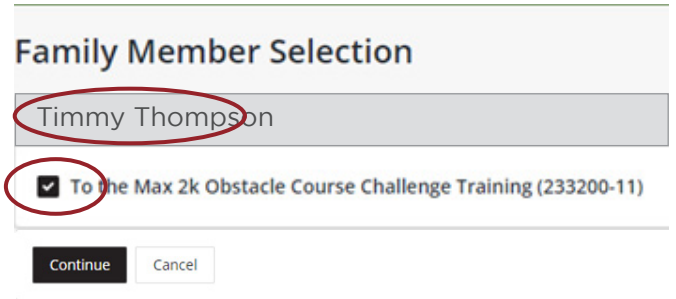
- If different sections of the program are offered, they will appear.
 - Click on the box to the left of the specific program(s) you want.
 - At the bottom left corner, the programs will appear that you selected.

8. Click on: Add to Cart



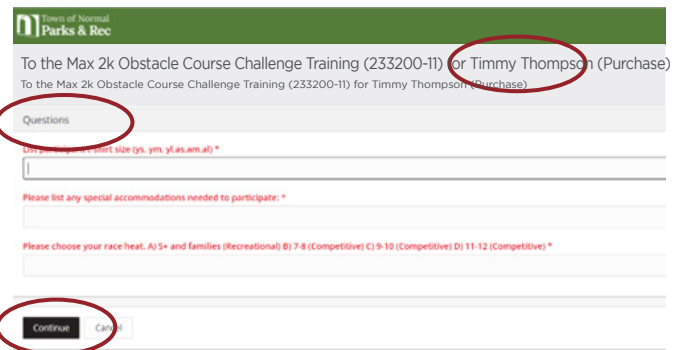
9. Click: Program(s) you want to Register for under the Family Member(s) you want to register.

- Click: Continue



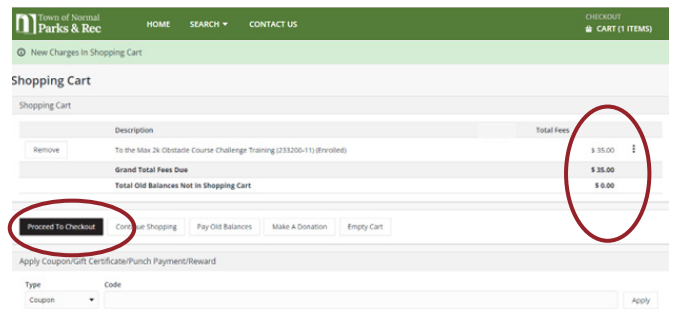
10. Under Questions, please provide a response to each question listed.

- Click: Continue



11. In your Shopping Cart you will see: Programs you selected to register for, child’s name and grand total for fees due.

- Check that information is accurate.
- Click: Proceed to Checkout



12. Choose Payment Method (Visa, Mastercard, etc.)

- Fill in Customer Information
- Fill in Payment Information
- Click: Continue

Online Registration Information (cont'd)

Town of Normal Parks & Rec HOME SEARCH CONTACT US

Checkout

Summary of Charges

New Charges in Shopping Cart:	\$ 35.00
Old Balances in Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 35.00
Amount To Be Paid Today:	\$ 35.00

The Following Information is Required to Complete Your Transaction

Using This Payment Method: *

Select a Payment Method

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

Type	Code
Coupon	

Customer Information

First Name: *

Last Name: *

Home Phone w/area code: *

Email: *

Re-Enter Email:

Payment Information

Name on Card *

Credit Card Number *

Expiration Month *

Expiration Year *

CVV *

Billing Street Address *

Billing Zip Code *

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

Continue Add a Donation Back To Cart

Please choose **ONLY ONE** of the following registration options to avoid any registration delays for your household.



Web: Visit NormalParks.org to register for programs online.



Or...Mail-In to: Program Registration
Normal Parks & Recreation Dept.
100 E. Phoenix Ave.
Normal, IL 61761

Make checks payable to: Town of Normal

FEES: All fees paid at the time of registration.

Make checks to: Town of Normal

A \$25 fee is assessed for returned checks.

MAJOR CREDIT CARDS ACCEPTED: Parks & Recreation accepts Visa, MasterCard, American Express and Discover.

CANCELLATION POLICY: Cancellation requests must be received at least three business days prior to the start of the program to receive a household credit. Exceptions to this policy may apply for family relocation or medical emergency. Written documentation from a physician may be requested. If a refund check is required, a \$5 processing fee is assessed.

Refunds or a credit on account are not given for contractual programs or trips for which the Department has incurred costs. No refunds will be given as a result of suspension from a facility. We reserve the right to cancel classes or programs. If insufficient enrollment causes an activity to be cancelled, participants receive a full refund. Allow two weeks for the processing of refunds.

AGE/GRADE REQUIREMENTS: When a grade requirement is listed, it refers to the grade your child will be entering in Fall 2022.

If your child is entering Kindergarten in Fall 2022, please call the Normal Parks & Recreation Office **309-454-9540** so we can make the appropriate change in our system.

SENIOR DISCOUNT (62+): Individuals 62 years or older are eligible for a 25% discount off regular price for individual pool passes, daily pool admission and programs in which they register to participate.

ACTIVE MILITARY DISCOUNT: Families of active duty military are eligible for a 50% discount off regular price of individual pool passes with an active duty military ID. Passes must be purchased at the Parks & Recreation Office.

Daily admission for pools is discounted 50% off regular price for active duty military personnel only.

13. You will receive an e-mailed receipt once complete!

- Please call the Parks & Recreation Office **309-454-9540** if you have any questions.