Directions for on-line registration
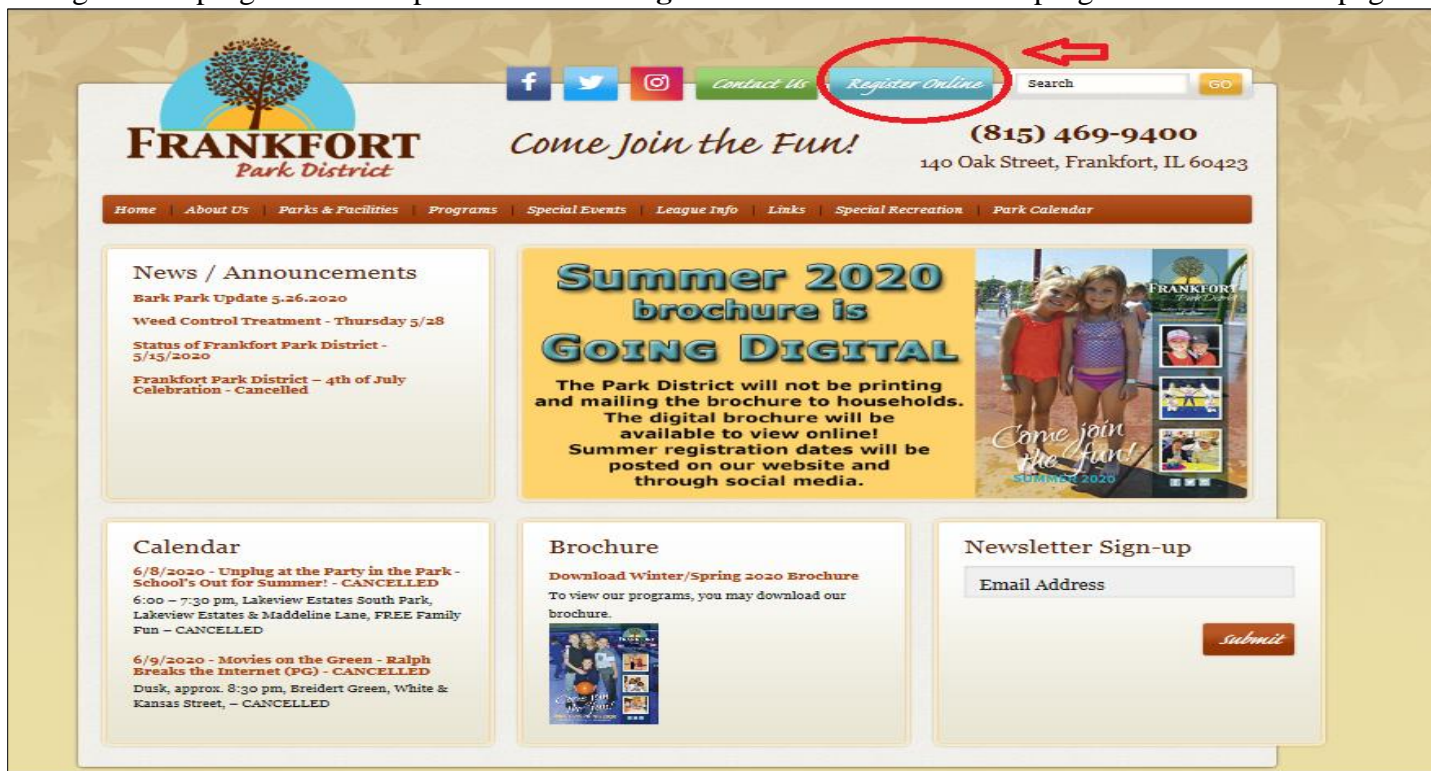
The online registration site is accessible from the Frankfort Park District home page at www.frankfortparks.org. To register for programs online please click the **Register Online** button at the top right hand side of the page.

Once you click the button to register online you will be directed to the online registration homepage. From this page you will be directed to sign in or create an account. To create an account click "**Create Account**" in the top right corner of the page.
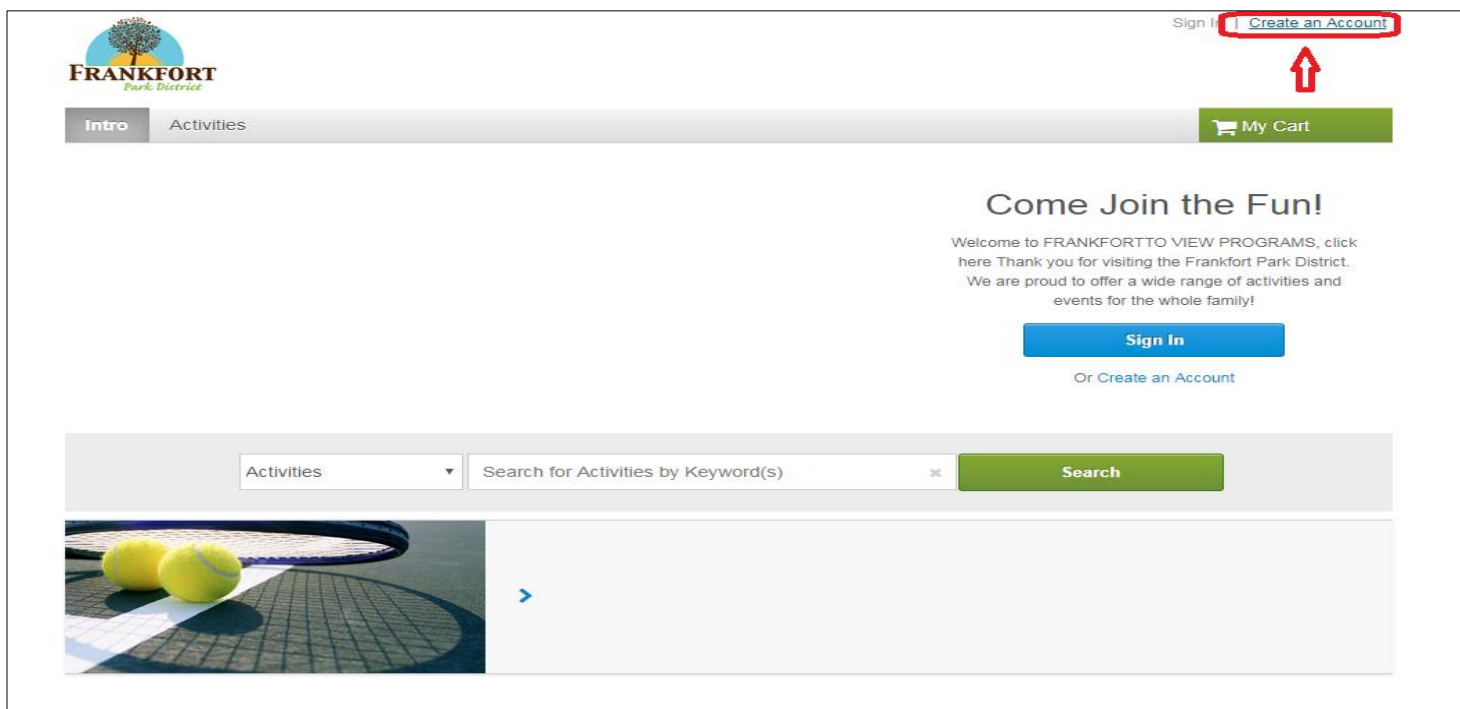
Online registration accounts can be created in 5 simple steps. Step 1 is the primary account holders name and address. This address and contact info will be automatically added to any other family member added to your account.

Step 2 is the primary account holder or "head of household" contact information. This is one of the most important pages as most communication from the district will be sent via email or text alerts. Please be sure to list your most active email and phone numbers.

Step 3 is the personal information section. Within this section you will confirm your role as primary contact or head of household.

Step 4 is the emergency contact section. This emergency contact information will be used for all participants listed on the account. Please be sure to list a secondary emergency contact if the head of the household is also the participant.

Section 5 is the account information section. Within this section you will create your username, password, and security questions for your online account. Your username will be your email. Please double check all information before clicking "create account"

Once completing section 5 you will get a conformation that your online account has been created. Once your account is created it may take up to 24 hours for your account to be approved. Please note you will not have access to register until your account is approved.

Once your online account is created you will have access to various account options. One of the most important options is adding all of your family members who will be registering for activities. To add family members, you must sign in.
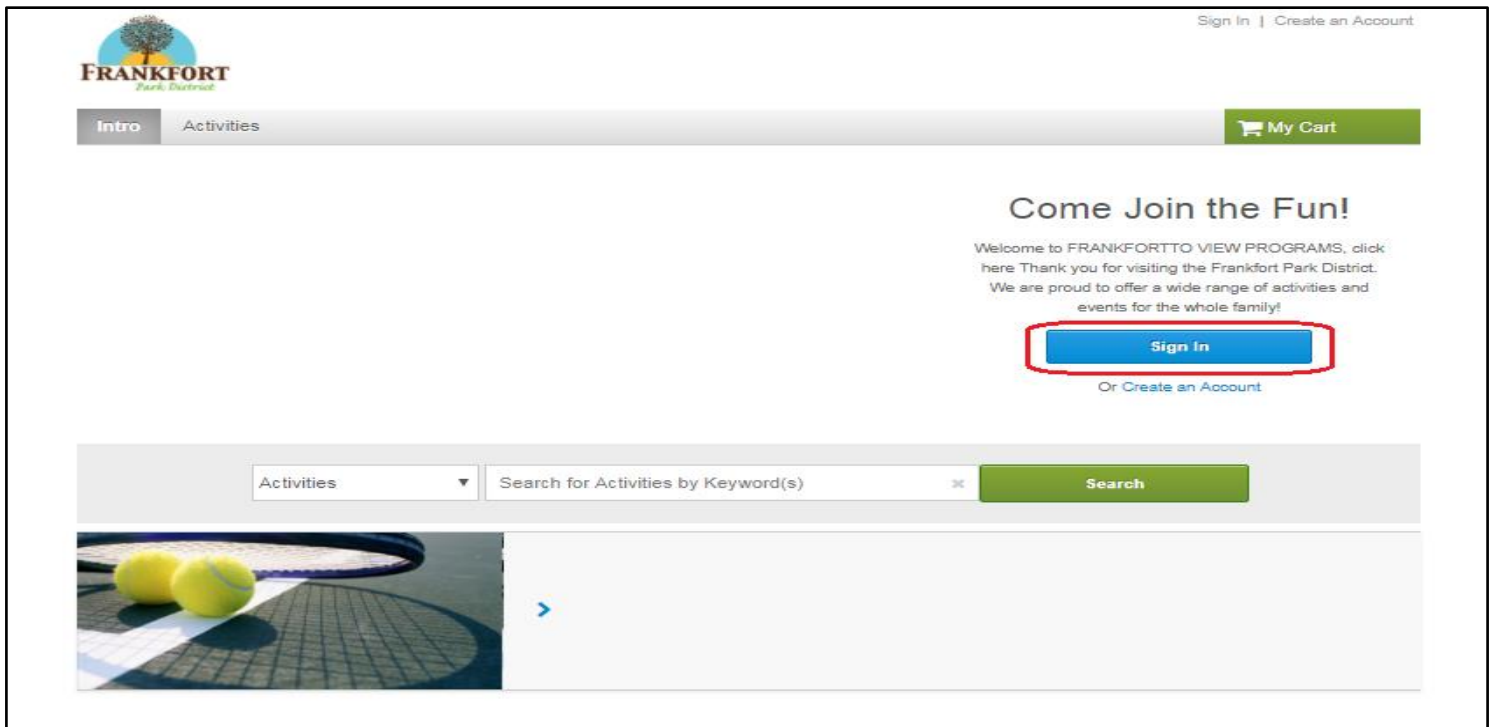
Once you are signed in you must click "my account".
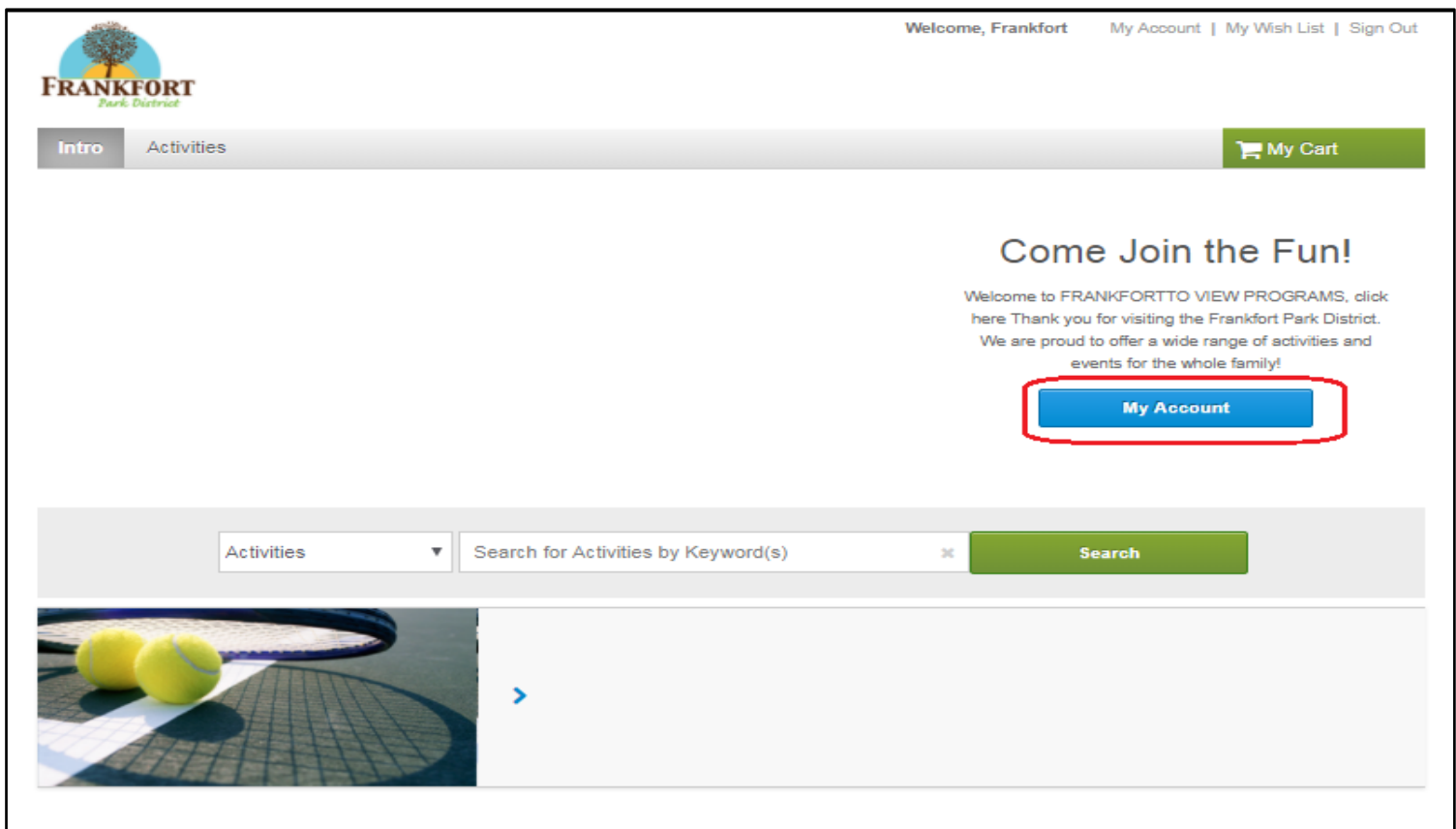
From the Account Options page you will see all of the options available. To add a family member click "Change Information about family/friends" under the Personal Information section.

After clicking Change information about Family/Friends there will be a blue box at the bottom of the screen that says Add New Family Member/Friend. After clicking that button you will be prompted to add the family members' information.

Once you have created your account, added all family membrs, and your account has been approved you will be able to register for programs. To view the available programs you may click the activites button on the top left side of the screen. The other option is to search for a program by its name or keyword.
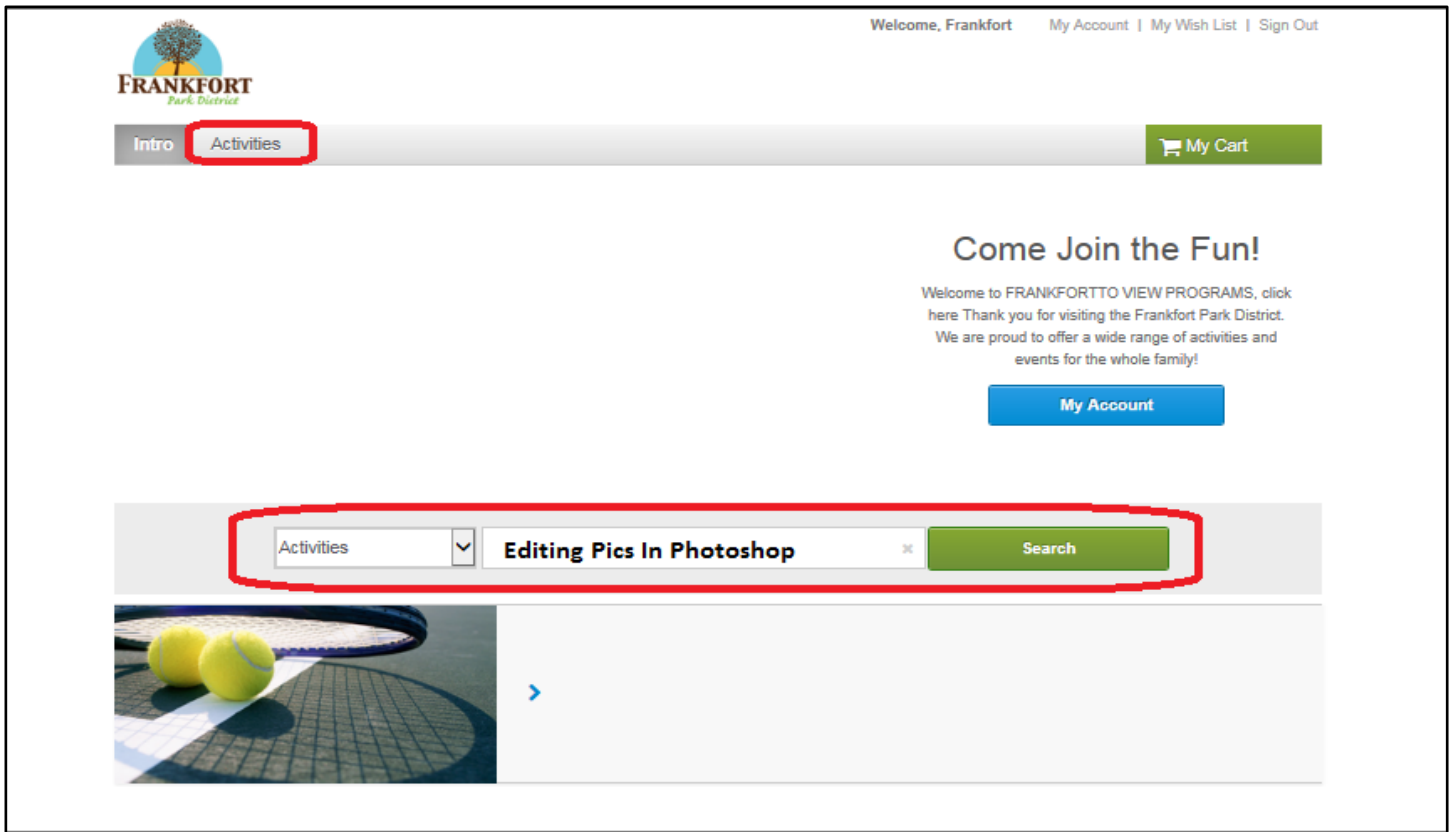
After finding a program you will "add to cart
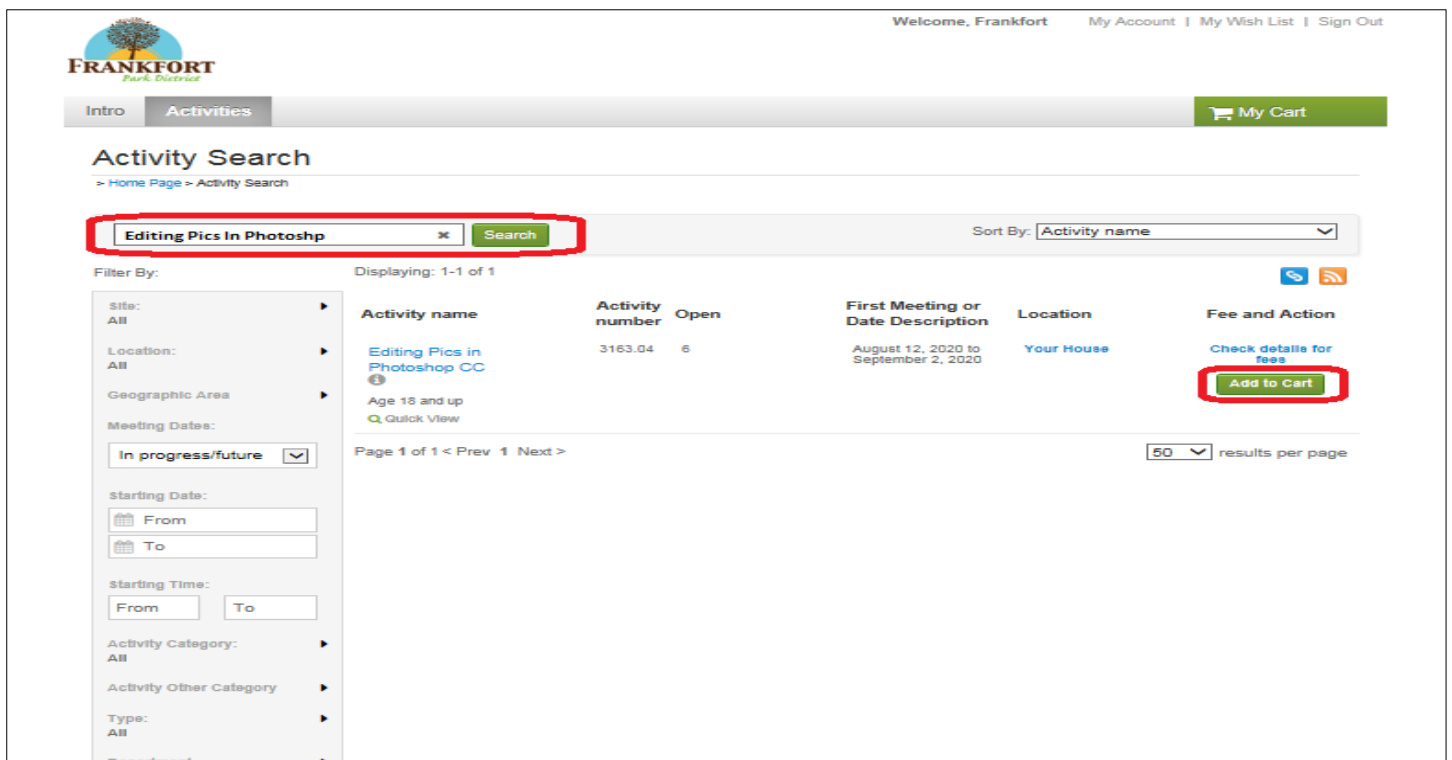
After adding a program to you will be taken to the enrollment page where you will select the participant for the progam and list any comments for the instructor.

The second enrollment page is details the program fees. On this page you will have the option to enroll in a payment plan or pay in full.
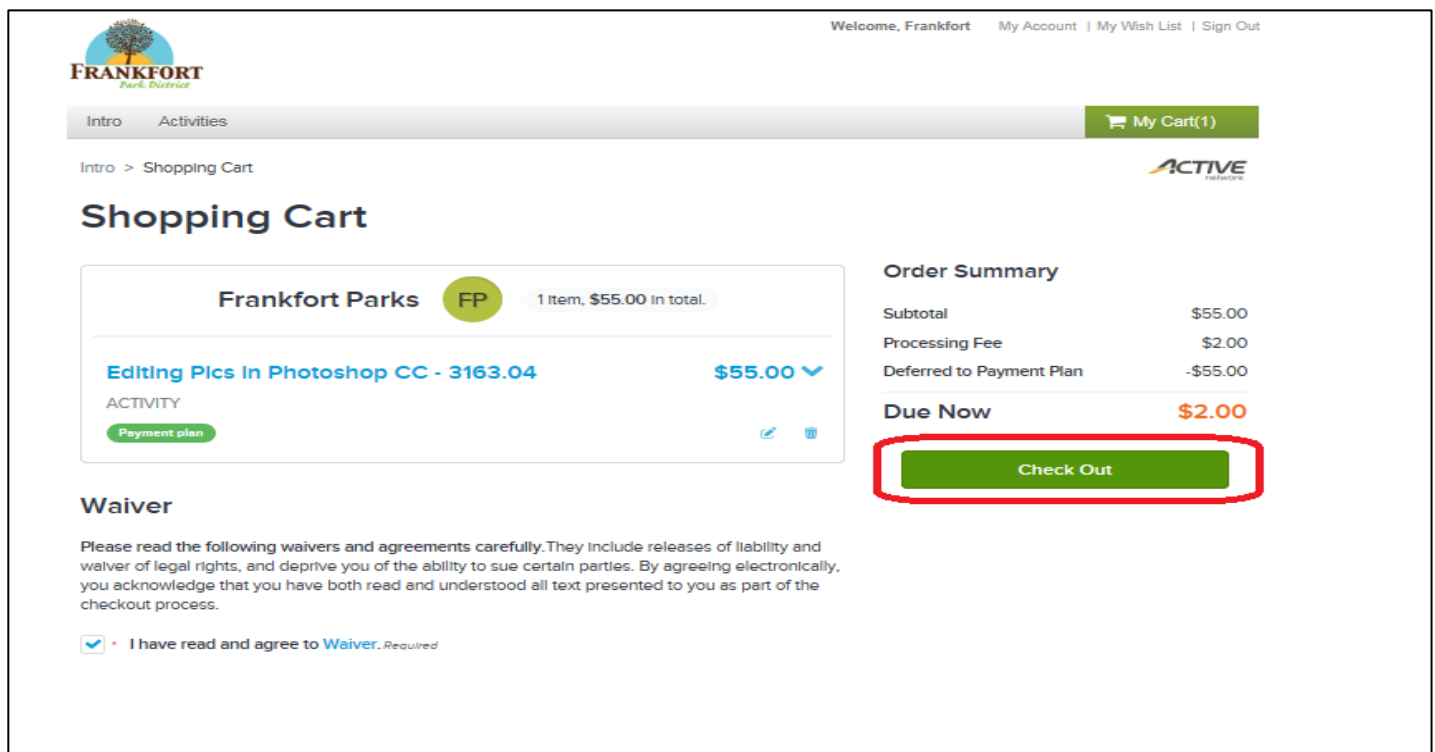
If you decide to do the payment plan you will be charged the day before the program start date. This allow a time buffer in the event of a program being cancelled the charge will be cancelled before being debited from your account.
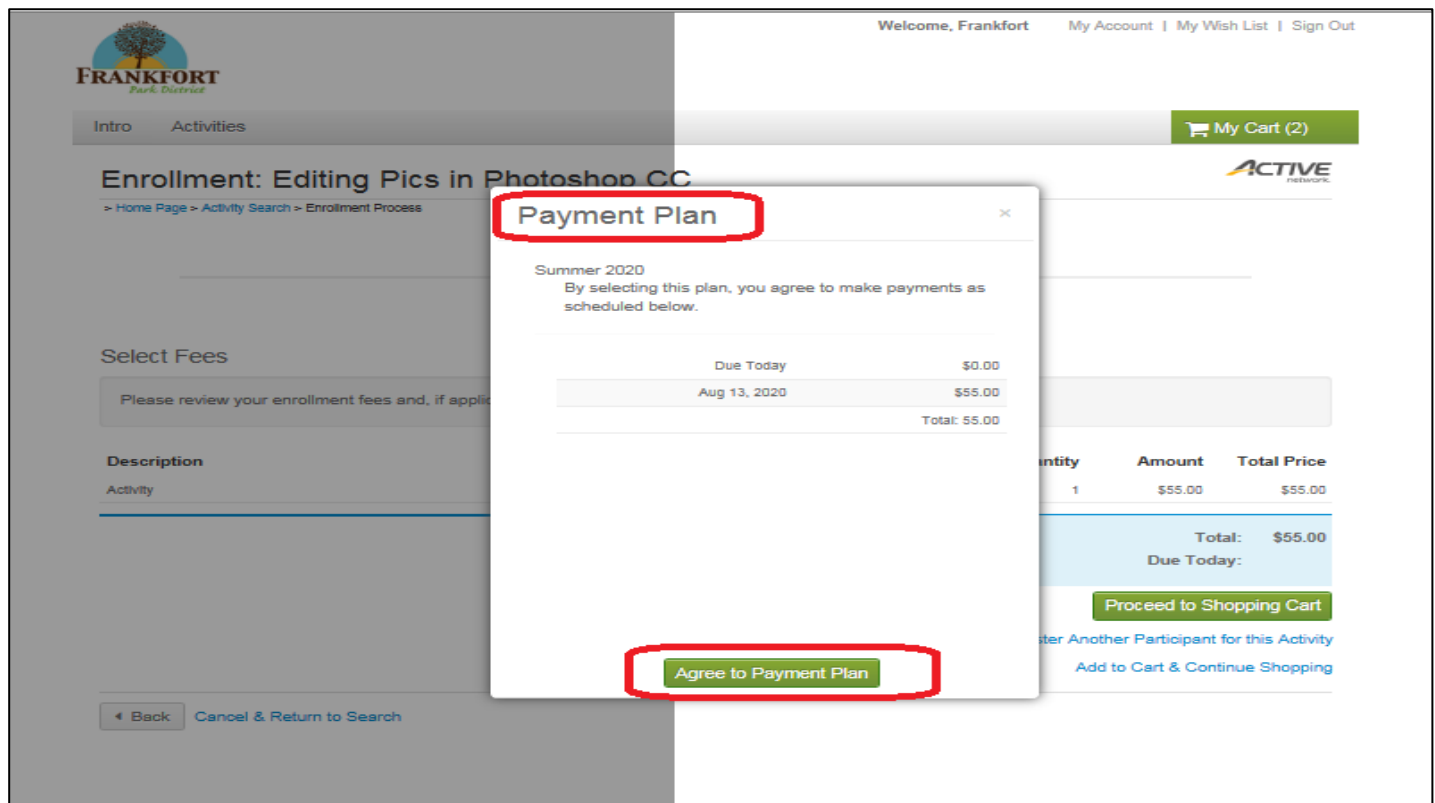
After selecting your payment agreement and proceeding to your shopping cart you will come to the final step of registration. To Check Out select the bottom right of the screen. **Please note there is a processing fee for all online registrations. The processing fee will be listed on this page. Processing fees are nonrefundable.**

On the Check Out page you will enter you payment information and click the "Pay" button.

The final screen will be you payment conformation. A receipt will be email to the address listed on your account.