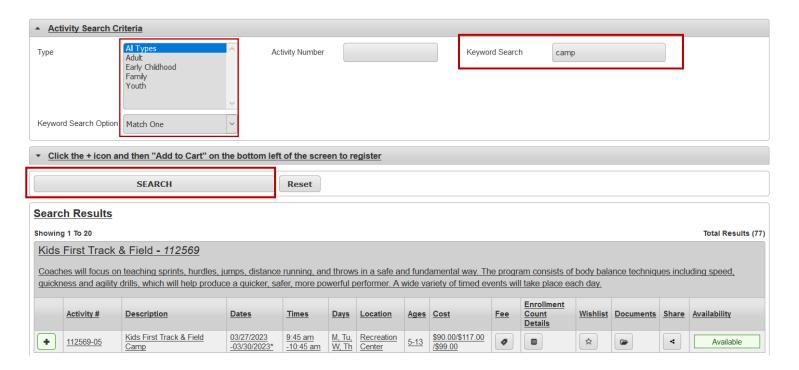
PDLG Online Summer Camp Registration

- Go to the Park District website at www.pdlg.org
- Select *Online Registration* via the yellow button on the top
- Enter your *User Name* and *Password* to log-in to the system
- Select **Search** from the blue ribbon and then select **Activity Search**
- Enter *Camp* in the keyword search field
- Select All Types in the activity type grid
- Select *Match One* in the keyword search option field
- Select **SEARCH** below on the left



- Use the scroller on the bottom to scroll through the programs
- Program numbers for summer camps begin with "4"
- Select an icon for program information; Availability may indicate available, unavailable, cancelled or waitlist.
 - Unavailable may indicate that a registration deadline has passed or that online registration has not yet begun.



- Select the plus+ sign on the far left to add the program to your cart for enrollment or to be added to the program waitlist if the class is full.
- Choose Add to Cart to enroll a family member in the program or Clear Selection to remove the class from your cart.
 This dialogue box appears in the lower left side of your screen
- The system will bring up all family members that fall within the age range of the class. Toggle the member(s) you wish to enroll and select *Continue*.
- Toggle the box on the bottom left to agree to the terms and waiver & release of all claims.
- Select **Proceed to Checkout** to complete your transaction (or **Continue Shopping** to enroll for another program or **Empty Cart** to remove the item and start over).
- Enter your credit card payment information on the checkout screen.
 Select View Confirmation Receipt to verify your enrollments and payment.
- Note: The online system requires full payment. If you would like to take advantage of the installment billing option, please register at the recreation center.
- You will also receive an automated email with your receipt attached.
- Log out of the system

IF YOUR TRANSACTION IS COMPLETE BUT NO PROGRAM ENROLLMENT CONFIRMATION RECEIPT IS GENERATED,
PLEASE CONTACT OUR OFFICE TO VERIFY ENROLLMENT



Registration Questions Email <u>pdlginfo@pdlg.org</u> or call 708-352-1762 Camp Questions Email leannahartung@pdlg.org or melissaseaberg@pdlg.org