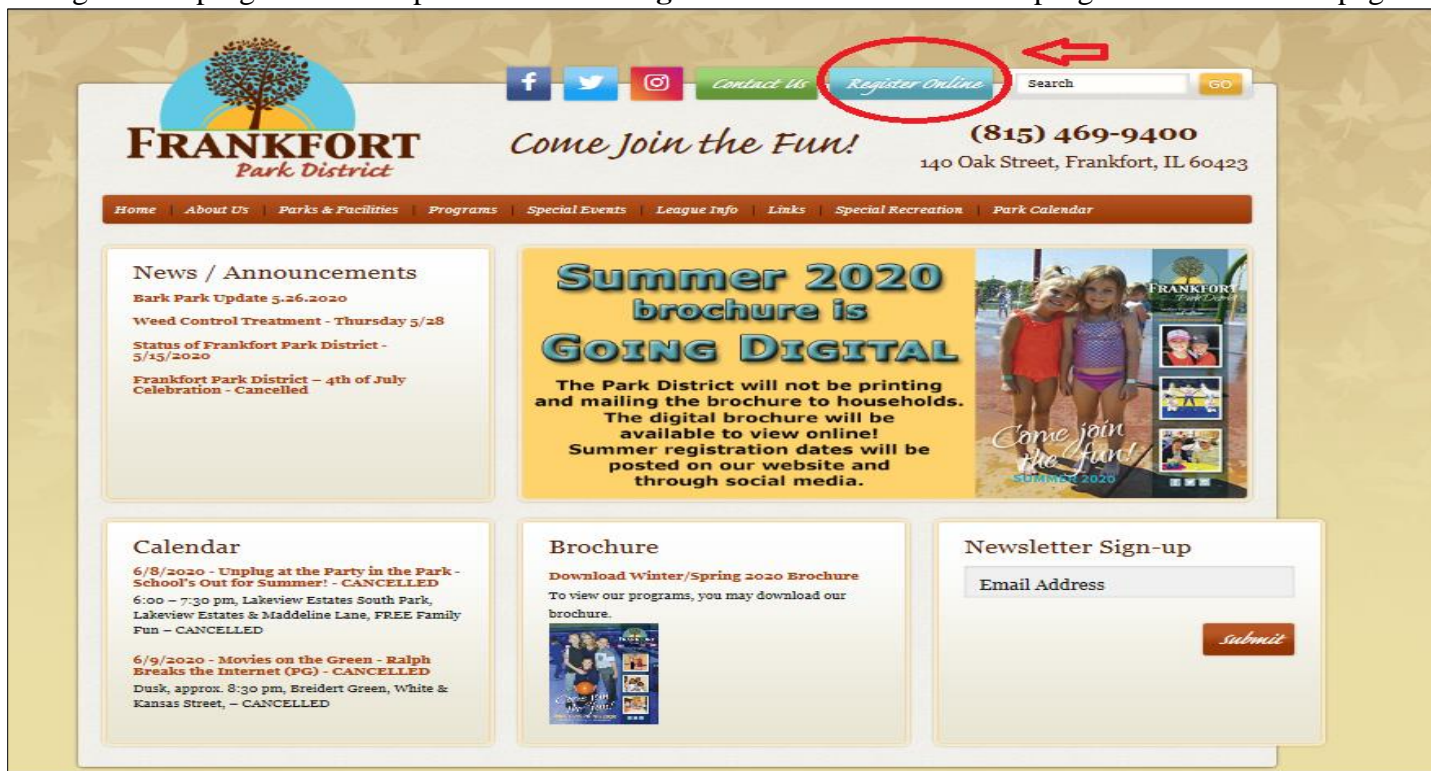
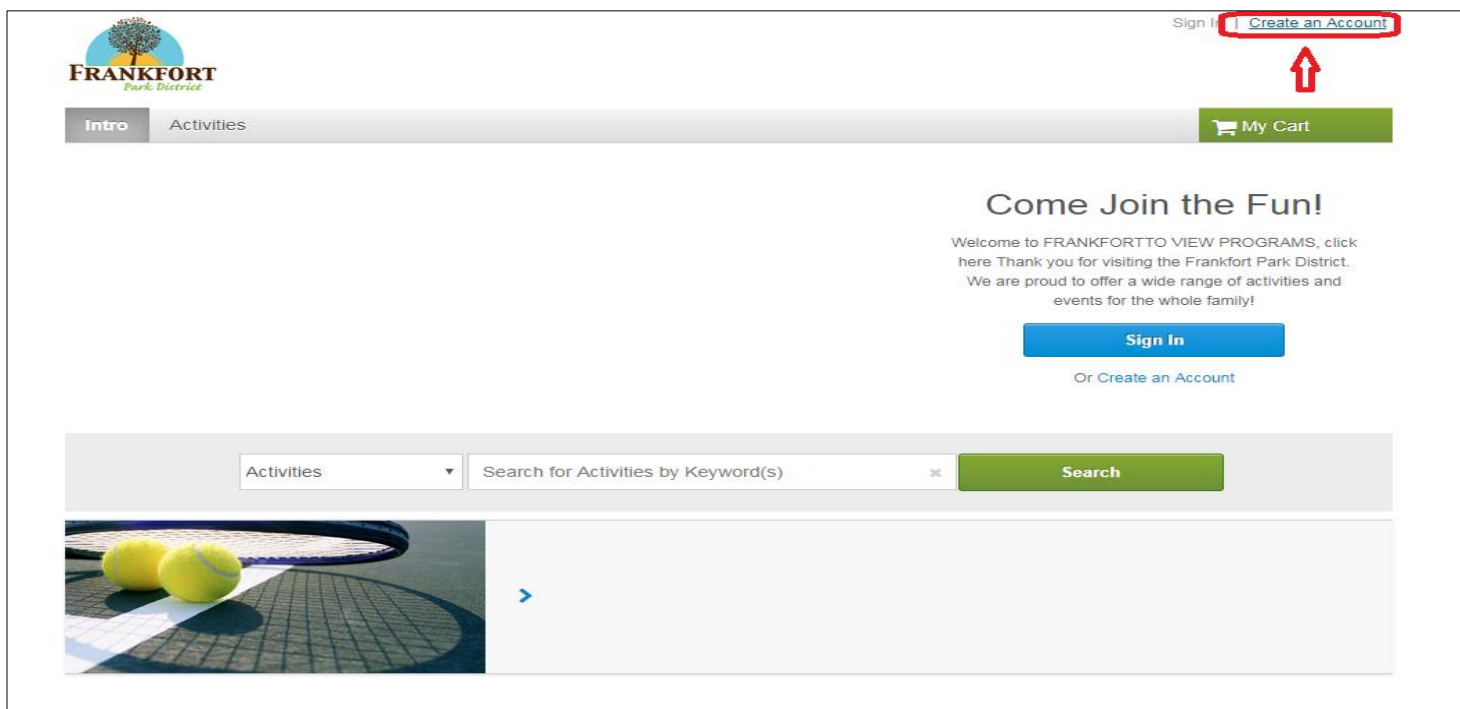


## Directions for on-line registration


The online registration site is accessible from the Frankfort Park District home page at [www.frankfortparks.org](http://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.

Sign In | Create an Account

IntroActivities

My Cart

## Create Account

> Home Page > Create Account

1  
name & address

2  
contact information

3  
personal information

4  
emergency contact

5  
account information

### Name & Address

To create an account, please provide the following name and address related information. Please note, that to create an account for a child you first need to create an account for an adult.

\*First Name (Required)

\*Last Name (Required)


\*Street Address (Required)

\*City, State, Zip Code (Required)

[Add Mailing Address\(if different from above\)](#)

Cancel & Return HomeNext

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.

Sign In | Create an Account

IntroActivities

My Cart

## Create Account

> Home Page > Create Account

name & address

2  
contact information

3  
personal information

4  
emergency contact

5  
account information

### Contact Information

Please enter your contact information, including email preferences.

\*Home Phone (Required)

Work Phone  Extension

\*Cell Phone (Required)

Cell Carrier

☐ Yes, I agree to receive text messages

Other Phone  Extension

\*Email address (Required)

Additional email address

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

[Intro](#) [Activities](#) [My Cart](#)

Create Account

> [Home Page](#) > Create Account

1

2

3

4

5

name & addresscontact informationpersonal informationemergency contactaccount information

Personal Information

Please enter your personal details.

Role in Family  
Please select your role in the family... ▾

\*Gender (Required)  
Please select your gender... ▾

Users must be 13 years of age or older.

\*Date of Birth (Required)  
mm/dd/yyyy

☐ Head of Household

Occupation  
Other ▾

Geographic Area  
Please select your Geographic Area... ▾

SSN

BackCancel & Return HomeNext

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.

[Intro](#) [Activities](#) [My Cart](#)

Create Account

> [Home Page](#) > Create Account

1

2

3

4

5

name & addresscontact informationpersonal informationemergency contactaccount information

Emergency Contact

For children, please enter Emergency Contact information, ideally this should NOT be the parent or guardian.

First Name  
Frankfort

Last Name  
Parks

Relationship

Home Phone

Extension

Other Phone

Extension

+ Add another Emergency Contact

BackCancel & Return HomeNext

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”

**Create Account**  
» Home Page » Create Account

Progress bar: 1 name & address, 2 contact information, 3 personal information, 4 emergency contact, 5 **account information**

**Account Information**

Please enter security information for the account. Please note Login name is NOT case sensitive, but password is. You will also need to select or enter a security question.

\*Email address (Required)

+ Add Alternate Login ID

\*Password (Required)

Contain at least eight characters in length  
Contain at least one letter and one number

\*Confirm Password (Required)

Security Question

Answer

Confirm Answer

By creating an account, you are agreeing to terms of use and privacy rights.

Frankfort Park District:  
[Terms of Use](#) | [Your Privacy Rights](#)

Active Network, LLC:  
[Terms of Use](#) | [Copyright Policy](#) | [Your Privacy Rights](#)

☐ I'm not a robot

[Create Account](#) [Create Account and Add Family Member](#)

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.

FRANKFORT Park District

Sign In | Create an Account

Intro Activities [My Cart](#)

**Create Account**  
» Home Page » Create Account

Progress bar: 1 **name & address**, 2 contact information, 3 personal information, 4 emergency contact, 5 account information

**Name & Address**

To create an account, please provide the following information to create an account for an adult.

\*First Name (Required)

\*Last Name (Required)

\*Street Address (Required)

\*City, State, Zip Code (Required)

+ Add Mailing Address(if different from above)

[Cancel & Return Home](#) [Next »](#)

Thank You!

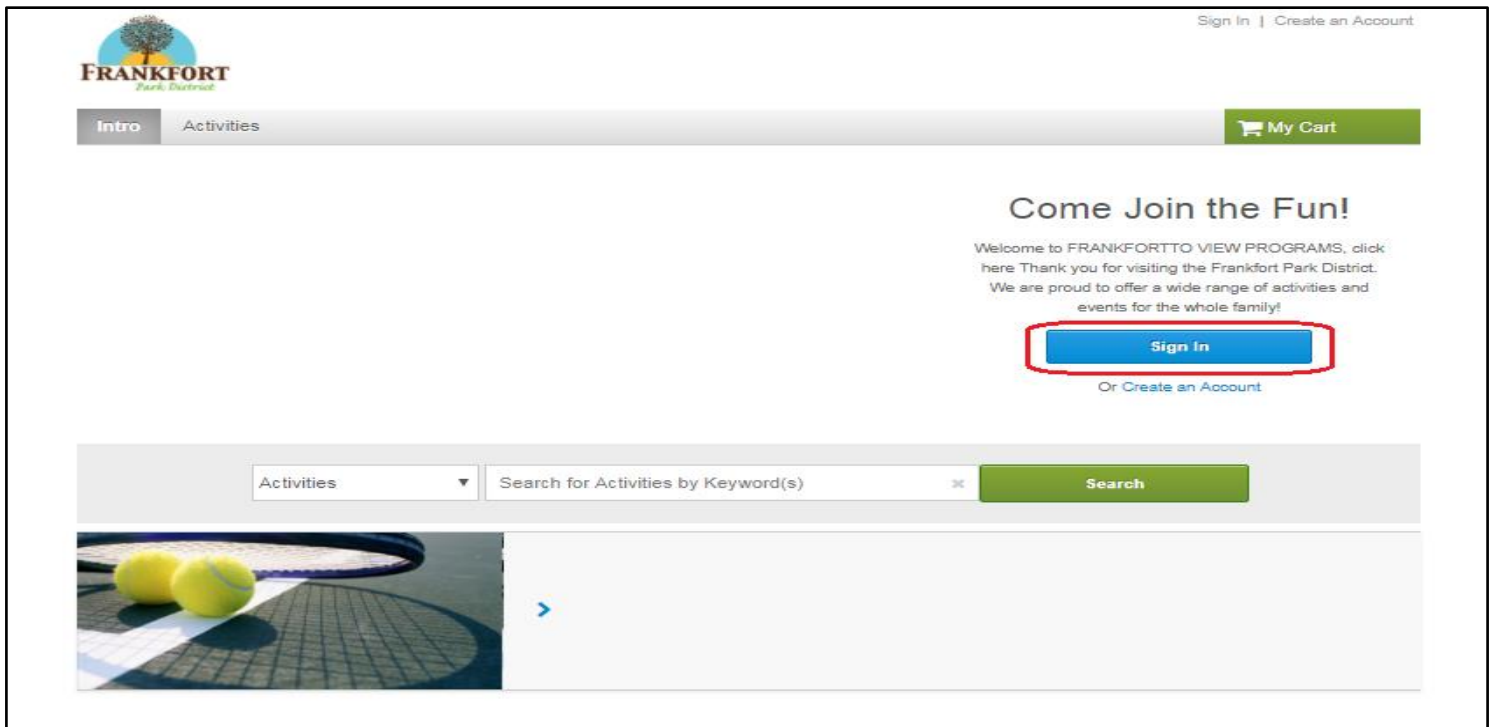
Your request for a new customer account has been successfully transmitted.

A Login Name will be sent to you by email once your request has been approved.

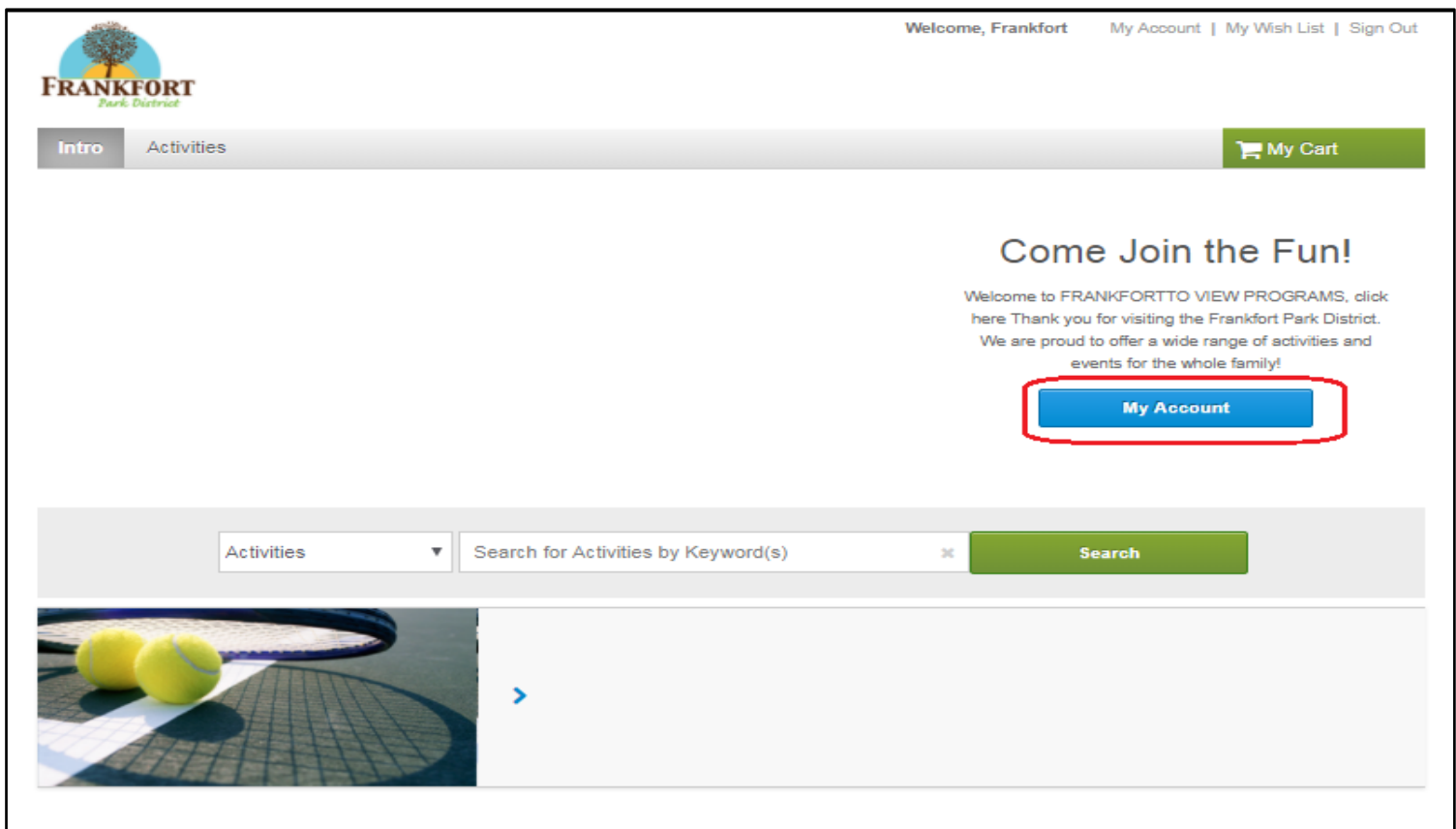
Your Login Name and password will allow you access to the advanced features of this site.

[Ok](#)


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.



Welcome, FrankfortMy Account | My Wish List | Sign Out

IntroActivities

My Cart

## Account Options for Frankfort Parks

- Account Activity
  - Family Member's Schedule
  - Manage Wish List
  - Account Deposits List
  - List Account Credits
  - Historical Transaction List
  - Transactions that Need Attention List
  - Activity Grades List
  - Program Grades List
  - Scholarships List
- Other Services
  - Register for Activities
  - View Your Shopping Cart
  - Logoff

- Personal Information
  - Change Your Password
  - Change Account Address or Personal Information
  - Change Question Answers
  - Change Information about Family/Friends
- Account Payments
  - Pay on Account
  - List of Account Payments
  - View Account Payment Details
  - Change Auto-Charge Payments

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.



Welcome, FrankfortMy Account | My Wish List | Sign Out

IntroActivities

My Cart

## Change Information About Family/Friends

Family Members / Friends in Parks Family

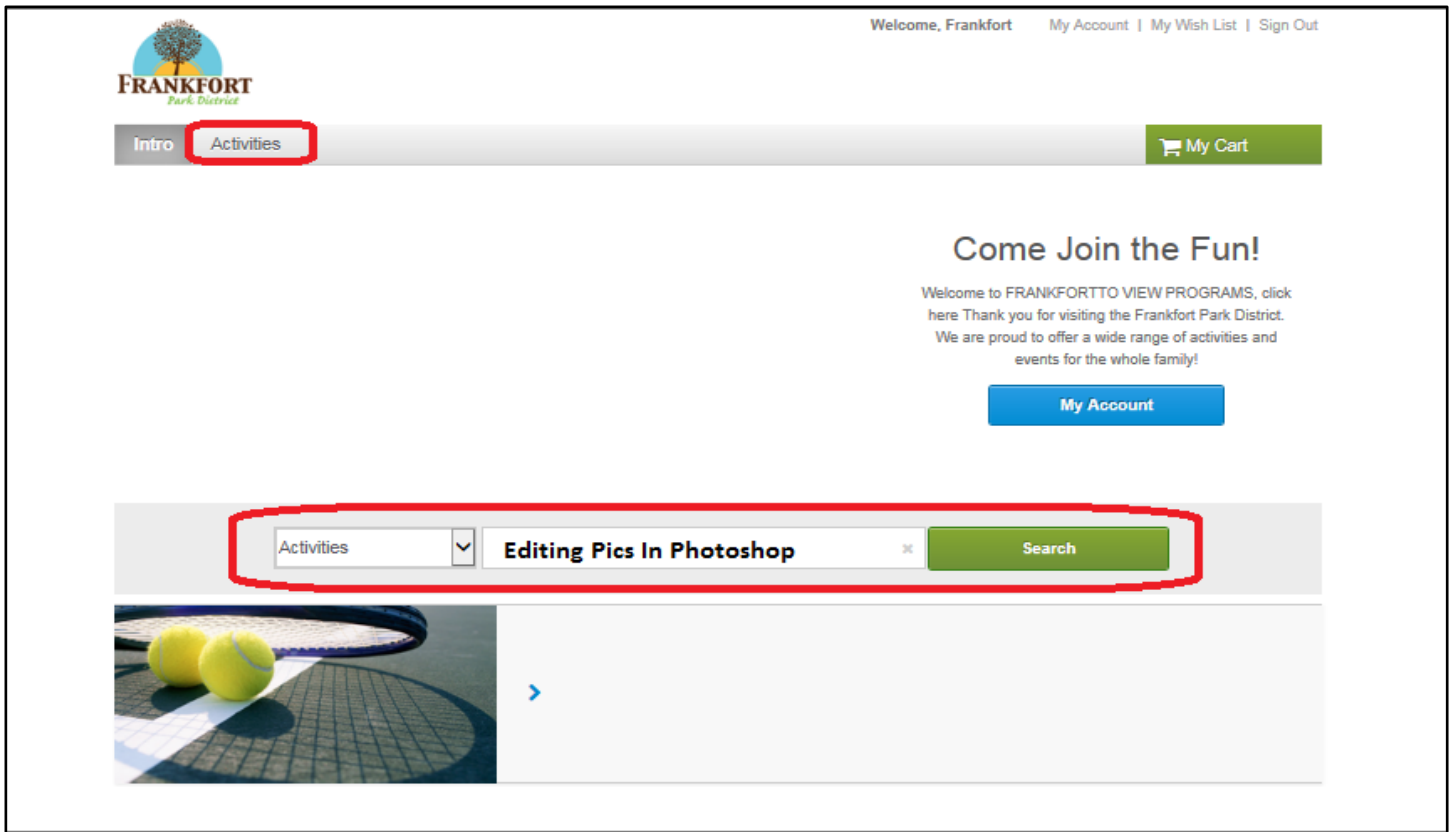
Name	Birth Date	Role	Family	Head of Household
Frankfort Parks	Sep 4, 1989	Adult	Parks	<input checked="" type="radio"/>
Franky Parks	Feb 2, 1984	Adult	Parks	<input type="radio"/>

Submit

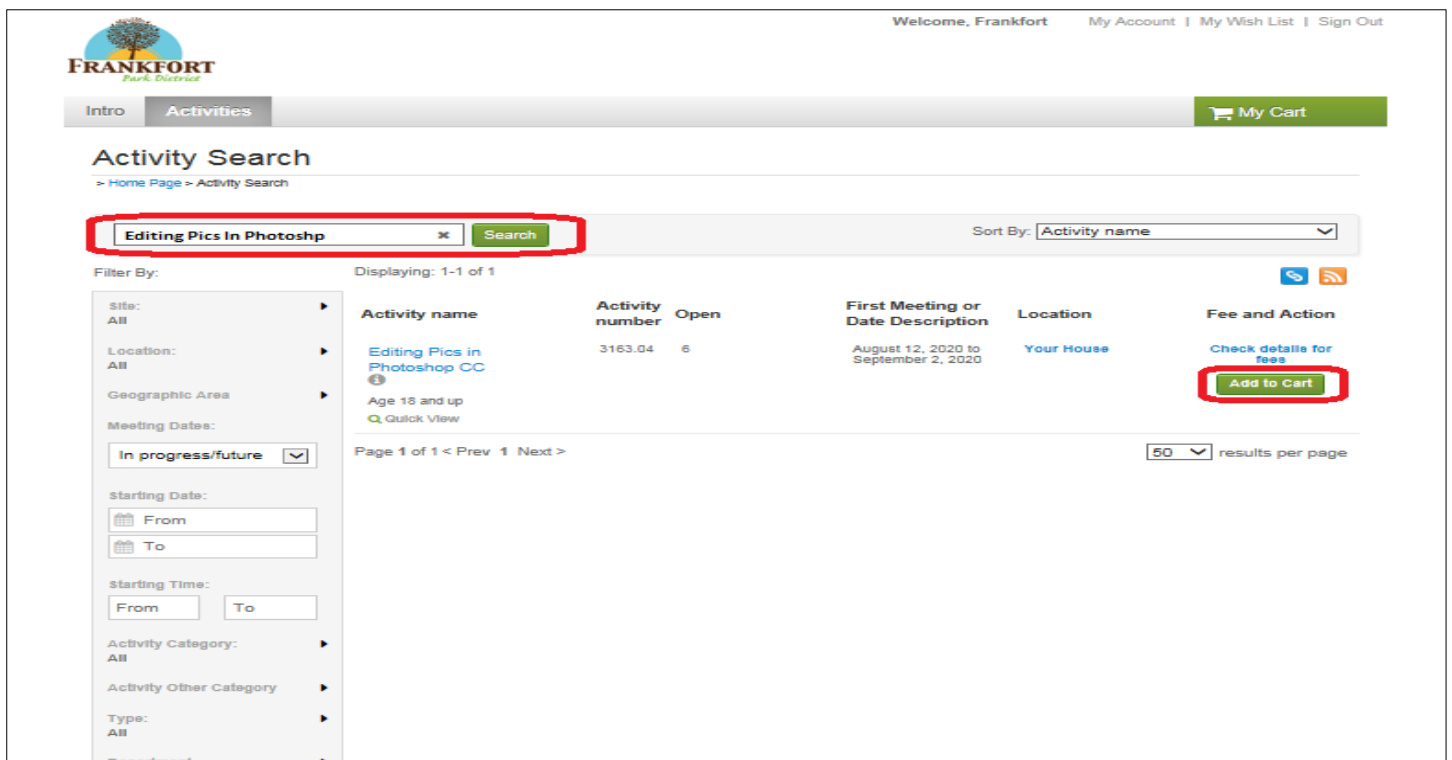
To return to My Account, click [My Account](#)

Add New Family Member / Friend

Once you have created your account, added all family members, and your account has been approved you will be able to register for programs. To view the available programs you may click the activities 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 program and list any comments for the instructor.

The screenshot shows the 'Enrollment: Editing Pics in Photoshop CC' page. At the top, there's a navigation bar with 'Intro' and 'Activities'. A progress bar indicates '1 select participant' and '2 fees'. The 'select participant' step is highlighted with a red box. Below the progress bar, the title 'Enrollment: Editing Pics in Photoshop CC' is followed by a breadcrumb trail: '> Home Page > Activity Search > Enrollment Process'. A 'My Cart' button is in the top right. The 'Select Participant' section includes a message: 'Don't see the person you want to add in this drop down? [Create a new Family Member / Friend](#)'. Below this, a dropdown menu is labeled '\*Who will be participating in this Activity? (Required)' and contains the text 'Select the Family Member / Friend to Enroll'. A text area for 'Comments/Requests for Staff' is below the dropdown. A 'Tips' box on the right explains how to register multiple participants. At the bottom, there are 'Cancel & Return to Search' and 'Next' buttons, both highlighted with red boxes.

Welcome, Frankfort | My Account | My Wish List | Sign Out

FRANKFORT Park District

Intro Activities

My Cart

### Enrollment: Editing Pics in Photoshop CC

> Home Page > Activity Search > Enrollment Process

1 select participant 2 fees

Select Participant

Don't see the person you want to add in this drop down? [Create a new Family Member / Friend](#)

\*Who will be participating in this Activity? (Required)

Select the Family Member / Friend to Enroll

Comments/Requests for Staff

Cancel & Return to Search

Next

**Tips**  
If you need to register multiple participants for this activity, simply register one participant then, after completing the fees step, click the 'Register Another Participant for this Activity' link provided at the bottom of the page. You will be returned to this step for the next participant. You can use this process to register as many participants as necessary.

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.

The screenshot shows the 'Enrollment: Editing Pics in Photoshop CC' page, Step 2: Fees. The progress bar now shows 'select participant' and '2 fees', with '2 fees' highlighted by a red box. The title 'Enrollment: Editing Pics in Photoshop CC' is followed by the breadcrumb trail: '> Home Page > Activity Search > Enrollment Process'. A 'My Cart (2)' button is in the top right. The 'Select Fees' section includes a message: 'Please review your enrollment fees and, if applicable, apply your coupons.' Below this is a table with columns: 'Description', 'Quantity', 'Amount', and 'Total Price'. The table has one row for 'Activity' with a quantity of 1, an amount of \$55.00, and a total price of \$55.00. Below the table, there are two radio buttons: 'Pay in full' and 'Use payment plan'. The 'Use payment plan' option is selected and highlighted with a red box. Below the radio buttons, it says 'Summer 2020 Edit'. To the right, the 'Total: \$55.00' and 'Due Today: \$0.00' are displayed. At the bottom right, there is a 'Proceed to Shopping Cart' button highlighted with a red box. Below this, there are links for 'Register Another Participant for this Activity' and 'Add to Cart & Continue Shopping'. At the bottom left, there are 'Back' and 'Cancel & Return to Search' buttons.

Welcome, Frankfort | My Account | My Wish List | Sign Out

FRANKFORT Park District

Intro Activities

My Cart (2)

### Enrollment: Editing Pics in Photoshop CC

> Home Page > Activity Search > Enrollment Process

select participant 2 fees

Select Fees

Please review your enrollment fees and, if applicable, apply your coupons.

Description	Quantity	Amount	Total Price
Activity	1	\$55.00	\$55.00

☐ Pay in full

☒ Use payment plan

Summer 2020 Edit

Total: \$55.00

Due Today: \$0.00

Proceed to Shopping Cart

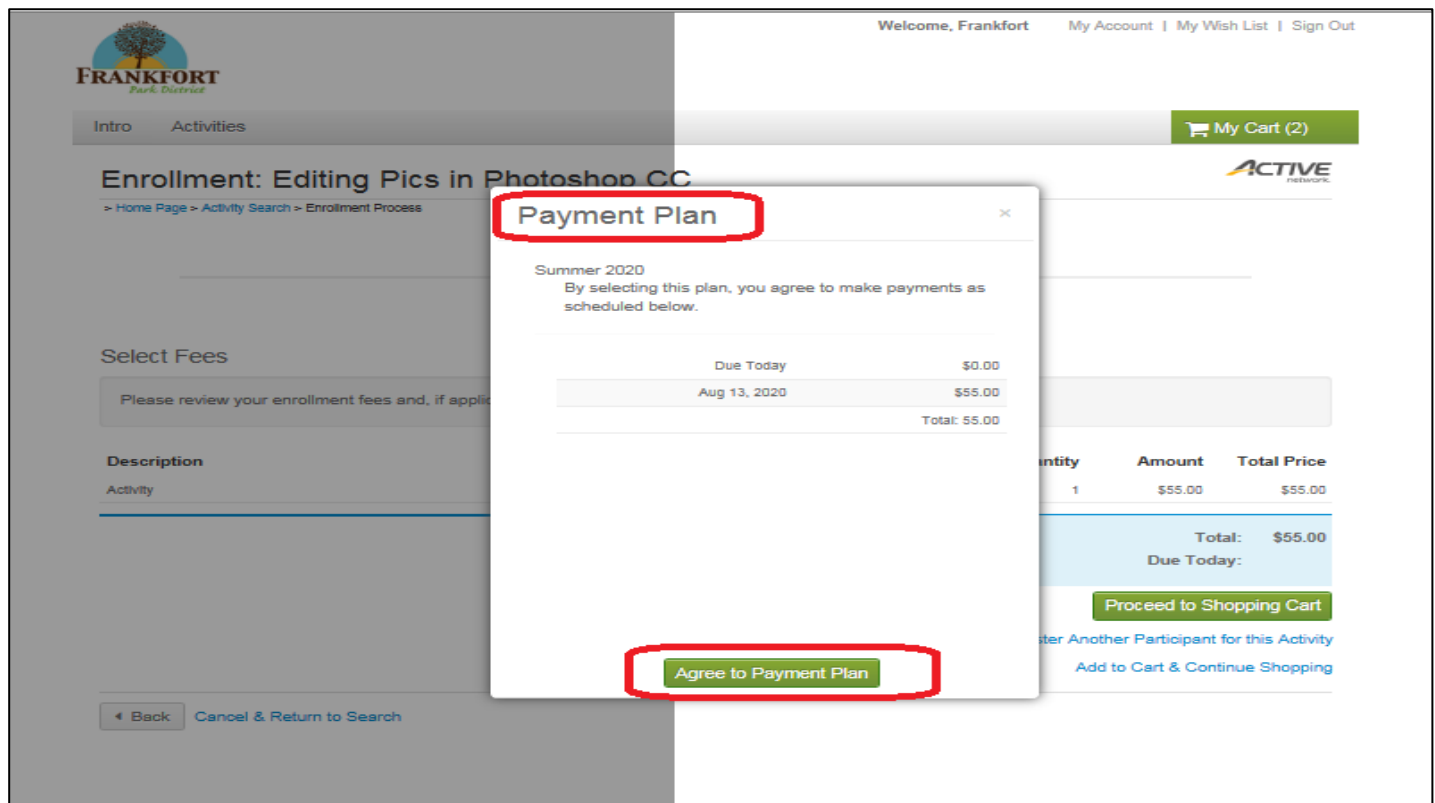
Register Another Participant for this Activity

Add to Cart & Continue Shopping

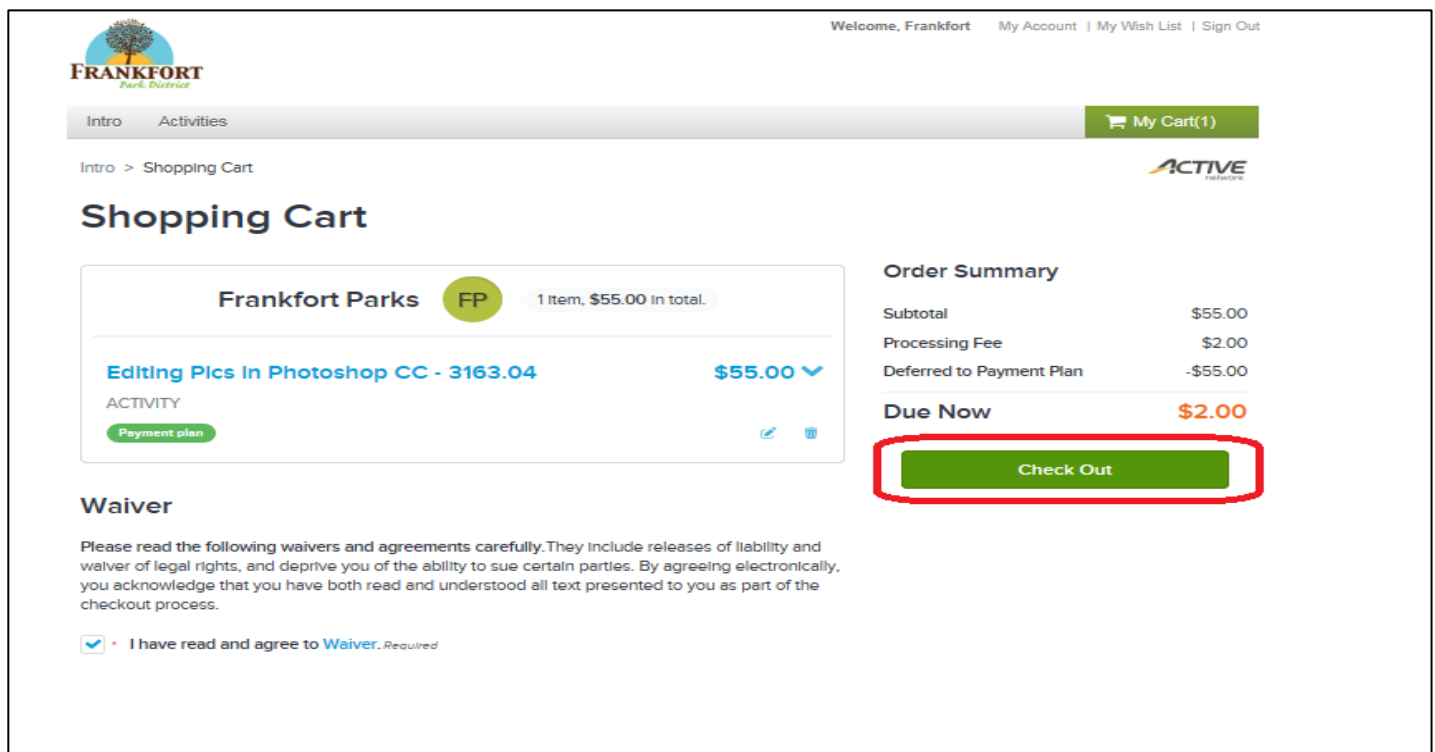
Back Cancel & Return to Search




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.



Welcome, Frankfort | My Account | My Wish List | Sign Out

Intro | Activities | **My Cart(1)**

Intro > Shopping Cart > Check Out

ACTIVE network






## Check Out

### Payment Information

**Payment Method**

ACT\* FrankfortParkDistr or Active Network will show up on your credit card statement for this payment.

We accept the following card types:



Name on card \*

Card number \*

Expiration date \*

Month

Year


CVV/CVC \*

### Order Summary

Subtotal	\$55.00
Processing Fee	\$2.00
Deferred to Payment Plan	-\$55.00
<b>Due Now</b>	<b>\$2.00</b>

**Pay**

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



Welcome, Frankfort | My Account | My Wish List | Sign Out

Intro | Activities | **My Cart**



Intro > Confirmation

ACTIVE network


## Confirmation

**Your receipt #1009328.002 has been completed!**

You will receive a confirmation email shortly. [View printable receipt](#)

Share to  

### Receipt Summary



Frankfort Parks

Editing Pics in Photoshop CC - 3163.04

ACTIVITY

**PAYMENT PLAN**

Subtotal	\$55.00
Processing Fee	\$2.00
Deferred to Payment Plan	-\$55.00
<b>Total</b>	<b>\$2.00</b>