

# HOW TO REGISTER FOR PROGRAMS

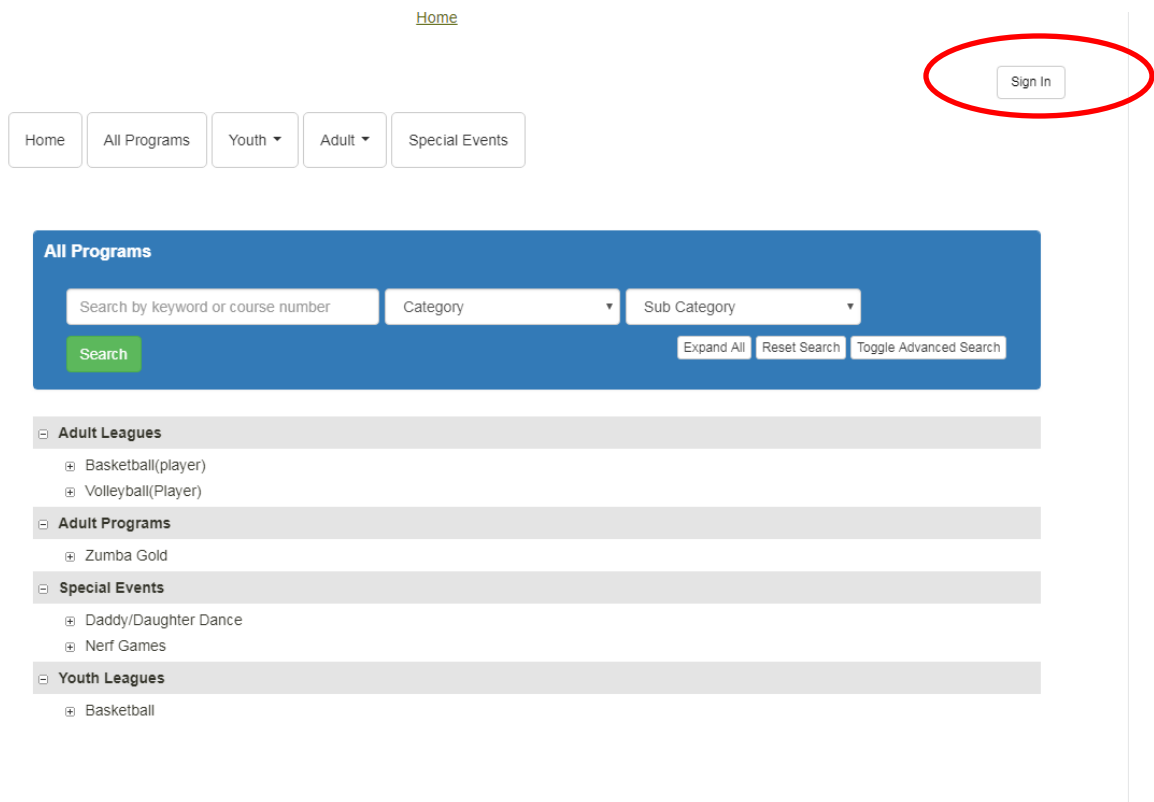
**Step 1.** Go to the City Parks & Rec website linked below.

<http://www.portland-michigan.org/154/Parks-Recreation>

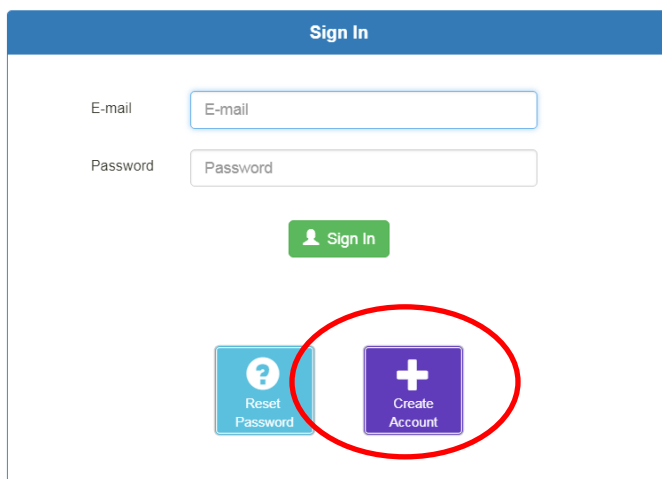
**Step 2.** Click “Register Now”

The screenshot shows the website's navigation menu on the left with options like 'Programs Offered', 'Program Information', 'Adult Schedules, Standings and Scores', 'Youth Schedules', 'Register Now', 'Facilities', and 'Officials & Scorekeepers'. The main content area features a breadcrumb trail 'You are here: Home > City Government > Departments > Parks & Recreation', a 'Parks & Recreation' heading, and a 'New online registration through Rec Pro!' section. A red circle highlights the 'Register Now!' link. Below this, instructions state: 'Computers work better than cell phones for registration.', 'Click 'Register Now' to search and register for programs.', and 'Please click on the "Sign In" tab and then "Create a new account!"'. A note at the bottom of this section says: 'If you need assistance creating your account and adding your family participants please contact our office at 517-647-3207.' To the right, there is a 'Contact Us' section listing Neil Brown (Director, 517-647-7985) and Milo Root (Recreation Coordinator, 517-647-3207), both with email links. Below that is the 'Portland City Hall' address (259 Kent Street, Portland, MI 48875) and 'Hours' (Monday - Friday, 8:00 a.m. - 4:30 p.m.). At the bottom right is a 'DICK'S' logo with the tagline 'EVERY SEASON STARTS AT DICK'S'. The bottom of the page shows a taskbar with icons for Internet Explorer, CR.NET, a play button, and a Word document.

### Step 3. Click “Sign in”



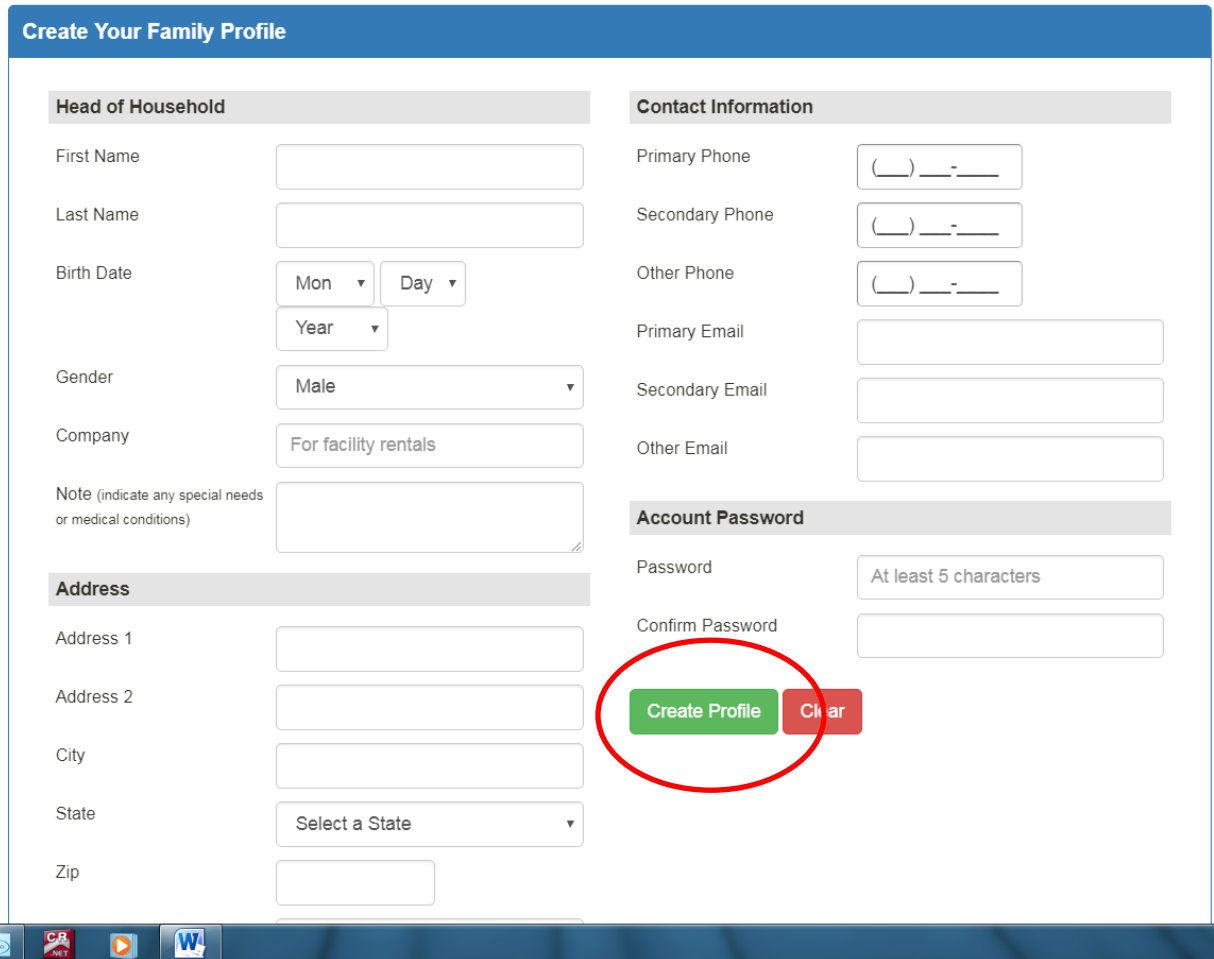
### Step 4. Sign in to existing account or Click “Create Account”



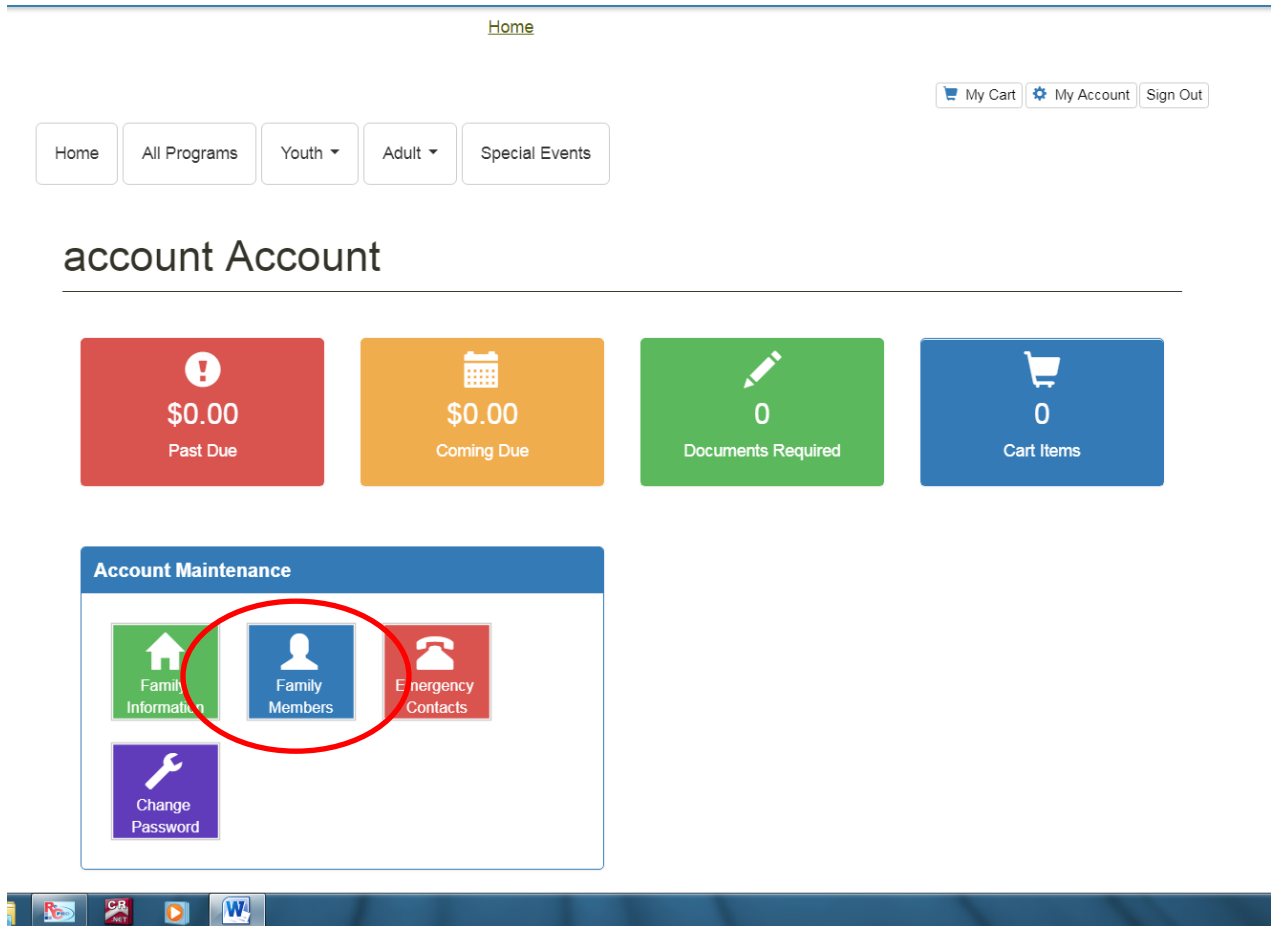
**Step 5.** Fill out the parent/head of household information. Make a password.  
Then click “Create Profile”

**Create Your Family Profile**

Head of Household	Contact Information
First Name <input type="text"/>	Primary Phone <input type="text" value="( ) - -"/>
Last Name <input type="text"/>	Secondary Phone <input type="text" value="( ) - -"/>
Birth Date Mon <input type="text"/> Day <input type="text"/> Year <input type="text"/>	Other Phone <input type="text" value="( ) - -"/>
Gender <input type="text" value="Male"/>	Primary Email <input type="text"/>
Company <input type="text" value="For facility rentals"/>	Secondary Email <input type="text"/>
Note (indicate any special needs or medical conditions) <input type="text"/>	Other Email <input type="text"/>
Address	Account Password
Address 1 <input type="text"/>	Password <input type="text" value="At least 5 characters"/>
Address 2 <input type="text"/>	Confirm Password <input type="text"/>
City <input type="text"/>	<input type="button" value="Create Profile"/> <input type="button" value="Clear"/>
State <input type="text" value="Select a State"/>	
Zip <input type="text"/>	



**Step 6.** Click “Family Members” to add your family members who are going to participate in programs.



## Step 7. Click “Add Member”

[Home](#)


[My Cart](#) [My Account](#) [Sign Out](#)

Home All Programs Youth ▾ Adult ▾ Special Events


### Family Members

[← Back to My Account](#)

**Add Member**



fake account ✓  
Age: 31  
[Edit](#)



player account  
Age: 15  
[Edit](#)

✓ Indicates Primary Family Member

## Step 8. Enter the name, birthdate, gender and grade of your family member and click “Save”

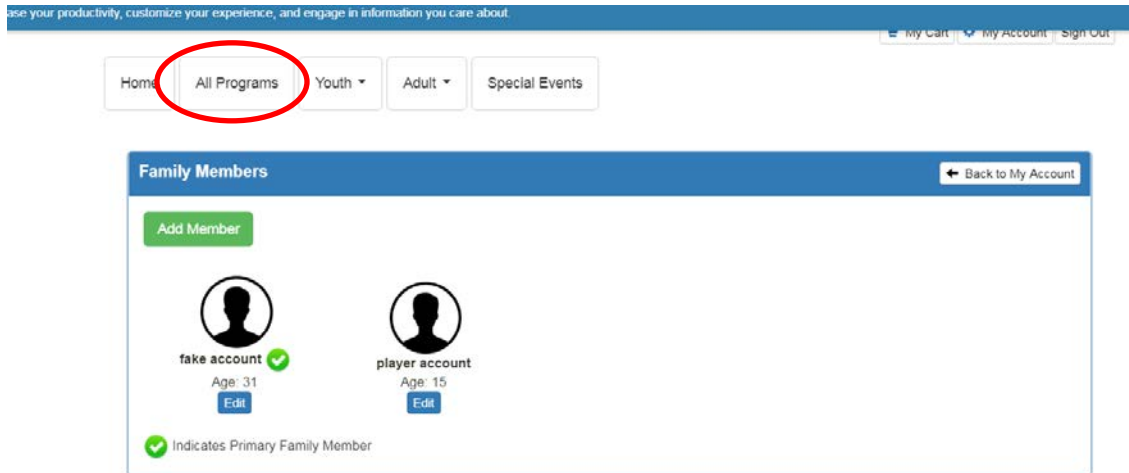
### Add Family Member

[← Back to Family Members](#)

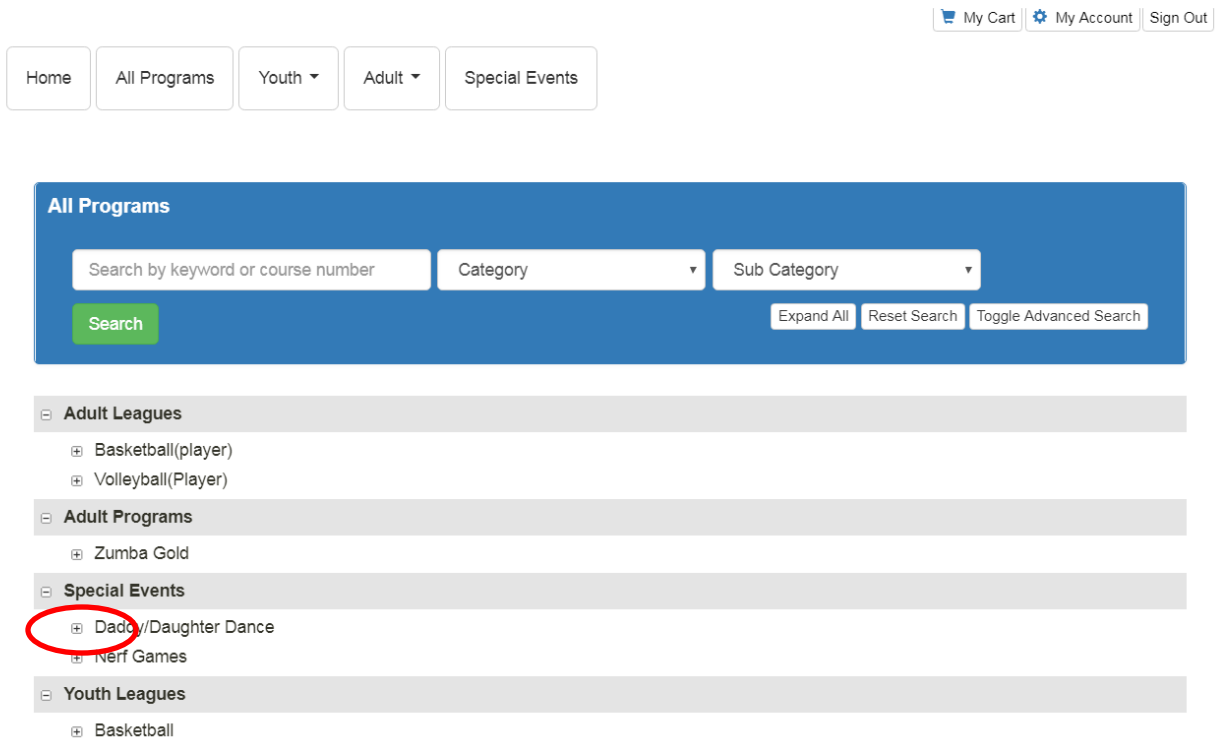
Member Information	Contact Information
First Name <input type="text"/>	Primary Phone <input type="text" value="(123) 456-7890"/>
Last Name <input type="text" value="account"/>	Secondary Phone <input type="text" value="( ) _ - _"/>
Birth Date <input type="text" value="Mon"/> <input type="text" value="Day"/> <input type="text" value="Year"/>	Other Phone <input type="text" value="( ) _ - _"/>
Gender <input type="text" value="Select a Gender"/>	Primary Email <input type="text" value="portlandrecreationcoordinator@gme"/>
Grade <input type="text" value="Select a Grade"/>	Secondary Email <input type="text"/>
School <input type="text" value="Select a School"/>	Other Email <input type="text"/>
Note (indicate any special needs or medical conditions) <input type="text"/>	

[Save](#) [Cancel](#)

## Step 9. Click “All Programs”



## Step 10. Select the “+” for your program



## Step 11. Click "Register"

- [-] **Adult Leagues**
  - ⊕ Basketball(player)
  - ⊕ Volleyball(Player)
- [-] **Adult Programs**
  - ⊕ Zumba Gold
- [-] **Special Events**
  - ⊕ Daddy/Daughter Dance
    - 200 - Daddy Daughter Dance - Wednesday Feb 20
      - Location: Start - End: 02/20/19 - 02/20/19
      - Fee: \$20.00 Days: Age: 4 - 15
      - Grade: N/A
      - Gender: Co-Ed
      - Info Share Register
    - 201 - Daddy Daughter Dance - Thursday Feb 21
      - Location: Start - End: 02/21/19 - 02/21/19
      - Fee: \$20.00 Days: Age: 4 - 15
      - Grade: N/A
      - Gender: Co-Ed
      - Info Share Register
  - ⊕ Nerf Games
- [-] **Youth Leagues**
  - ⊕ Basketball

**Step 12.** Click the name of the child who is participating and follow through the rest of the registration process.