How to Register for Parks and Recreation Activities Online

Online registration is available from your mobile device or computer. To begin, go to Yorkville.il.us/register.

If you have already created an account, enter your username and password in the entry fields provided and continue your registration. If you have forgotten your username and/or password, follow the prompts to have them emailed to you or reset. If your email has recently changed, you will not be able to use the "Forgot Password" function and will need to contact Parks and Recreation to update your email address.



For all new accounts click on the "Create an Account" button located under the Account Log In section.

New Account Information						
Login (up to 50 chars) *						
Password (up to 50 chars) *						
Re-Type to Confirm						
Household Primary Person Information						
First Name *		Last Name *		Category	Resident ▼	
Address Line		Address Line 2		Gender	Please Select / ▼	
		City *	Yorkville	State *	IL •	
Zip Code *	60560	Country	Select A Count ▼	Phone #1	630	
Phone #1 Extension		Phone #1 Type	Select A Phon∈ ▼	Phone #2	630	
		Phone #2 Extension		Phone #2 Type	Select A Phon∈ ▼	
				Email #1 *		
Confirm Email *		Birthday		Authorize Contacts Via Email	No ▼	
Participate in Promotions	No ▼	Organization Name				
Additional Primary Person Information						
A Household Questions						
Child lives with						
Additional Family Member						
▲ Emergency Contacts						
Save Cancel Add New Member Add New Contact						

Begin your form by selecting a username and password that is both memorable and unique to you. Please remember that passwords will be case-sensitive.

Continue filling in the form with the information for the head of the household. This individual will be the point of contact for any phone calls, emails, and mailed information including registration forms and other important documents.

Once you have filled in all of the primary contact information you may either select "Save" at the bottom of the page to finish creating your household and register yourself for activities, or you may select "Add New Member" and fill in the additional forms until you have created a profile for each member of your household.

Once you are finished adding household members, please select "Save." To back out of the household creation at any time, select "Cancel."



Once you are logged in, you will see your name at the top of the page followed by your household ID number. From this screen you may select from a variety of options including changing your password, viewing your shopping cart, history or wish list, searching for activities, and updating your account details.

If you need to add a family member or change information, select "Update Account Details" and follow the prompts.

Activities that are not yet open for registration can be placed on the Wish List for your account as you browse, to be stored until registration opens for those items. This saves you time once registration opens, simply open your Wish List and add selected items to your shopping cart.

To search for an activity from the homepage, click on the Search tab in the green access banner and select "Activity

Home Search • My Account • Contact Us

Activities

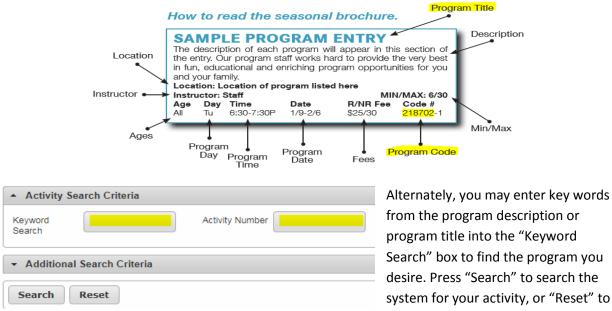
Activity Search

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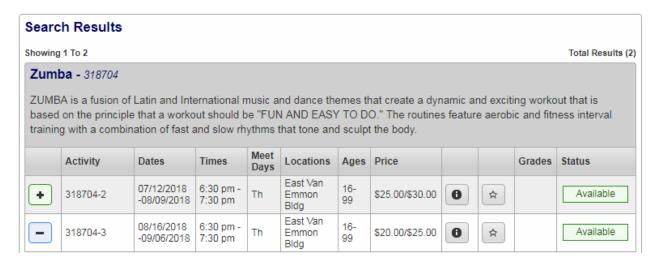
Search" from the drop-down menu. You will be directed to the Activity Search page.

If you know the activity number you would like to register for, enter that number without the suffix into the corresponding box in the Activity Search Criteria section. The activity number, or program code, includes the first 6 numbers before the hyphen.



clear the search.

Please note, only enter information into **one of these search boxes. Entering data into both boxes will result in a failed search.



Once you have found the activity or activities that you would like to register for, check the Status bar on the right-hand side of the course description. This will inform you if the class has spaces available, if it is unavailable, or if the class is waitlist registration only. If the activity is available for registration, you may click the green plus sign (+) on the left-hand side of your screen to add the course to your selection list. If the class is unavailable, you will not be permitted to register for that program.

To remove it from your selection list, you may either click the blue minus sign (-) or "Clear Selection" from the bottom of the screen. To add to your cart, select "Add to Cart."



Please remember to update your household information regularly. Many activities are based on age or school grade, you will be unable to register for classes that have age or school grade restrictions if those items are not up-to-date in your household.

*If at any time during your setup, login process, or registration you have any questions, concerns, or issues please reach out to the Yorkville Parks and Recreation Department by submitting a form in the "Contact Us" section of the website in the green banner at the top of the page or call 630-553-4357.



