

Henrico Recreation & Parks

Online Registration Tips

www.connect.henricorecandparks.com

Prior to Registration

- **Log in** to your account
 - Make sure your login works (and you remember your email and password!)
 - Verify your account information
 - Email
 - Address & Phone
 - Family Members
- **Review** the Programs Available
 - Make a note of which programs you wish to register for on registration day
 - Add them to your wish list for easy access in the future
 - Ensure that your child fits the correct age range

Registration Day

- Log in to your account between 7:45 and 7:55am.
- Make sure you stay active and don't get logged out!
- Select the program you wish to register for first.
- At 8:00 am, the *registration countdown* will change to a green *Enroll Now* button.
- Click *Enroll Now* and select a participant. Be sure to answer each question.
- If registering multiple participants (in the same program), click *Register Another Participant* (under *Add to Cart*).
- If registering ONE participant, select *Add to Cart*.
- Once all your programs have been added, your cart will open (or click *My Cart* in the upper right corner).
- Review your enrollments.
- Check both Waiver boxes and type your initials at the bottom.
 - This verifies that you agree to our Assumption of Liability statement
 - To read the waiver, click on the blue links - *Waiver* or *Assumption of Liability*
- Click *Finish*.
- Review your receipt and print a copy to keep for your records. A confirmation email will also be sent to the email address on file.

View and Update Account

- Log in to your account and select *My Account*
- Popular Items:
 - Edit Head of Household (Click "Edit" next to name)
 - Password, Address, Contact Information
 - Change answers to program questions
 - Edit Family Members (Click "family")
 - Add or modify family members
 - View family members schedules
 - View Transaction and Payment History
 - Listed under Payment & Order Management
 - View & Manage Wish List
 - Listed under Other Service

