10 STEPS TO TOWN OF HEMPSTEAD REGISTRATION

This step-by-step instruction is for *ALL* Town classes run by the Aquatics, Physical Fitness, Athletics, Youth Programs and Cultural Arts sections

*Please visit **hempsteadtown.com/parks** to begin your registration*

Step 1: Click 'Sign Up For New Account'. **If you have already made an account for registration please continue to step 3.**

Step 2: Fill out *ALL* forms of information and click 'Submit' at the bottom of the page. You will get a notice saying "thank you for registering" once completed properly.

Step 3: Using the account you have just made or have previously made, click 'Continue To Registration' or 'Log In'.

Step 4: Type in your email and password and click 'Log In'

Step 5: Once you are signed in, you will see our division page. On this page you will click the division that is connected to the classes you are signing up for. **AQUA EXERCISE CLASS FALLS UNDER PHYSICAL FITNESS DIVISION. ALL OTHER SWIM CLASSES ARE AQUATICS DIVISION.**

Step 6: After clicking the correct division you will receive a list of classes. Click the class you wish to participate in. Then for "CLASS TYPES" choose the class and click 'Submit'. (Smaller capacity parks are listed as an additional category).

Step 7: Now select price rate; "Discounted Rate" or "Regular Rate". Our discounted rates are **ONLY** for Senior Citizens that are 60+, Veterans, Physically Challenged, Police and Fire-Ambulance services. **Children's classes do not have this selection.** After you have chosen a rate, please select a location option followed by the day and time of your activity.

Step 8: Upon choosing the correct location, day and time of your class you will now click "Add New Family Member". Fill out the quick form with full name, DOB, and gender and click 'Submit'. (You can add as many "Family Members" as you would like).

Step 9: Choose your name or the name of a family member you wish to register. Click "Add To Class". You will see below the "Name, Class, and Price" pop up, that means you are in but not yet paid for!

(If you are planning on signing up for multiple classes, click "Continue Shopping", following the steps in order and repeat the process starting from Step 6)

Step 10: Click "Proceed To Checkout" until you see the price. Click the price and choose payment option. You can pay by any major credit/debit card or with an e-check (additional processing fees apply). Make sure you choose the correct option. After filling out the information correctly and authorizing the payment, you will be brought to a confirmation page. This means you're registered and your receipt has been emailed to you.

REMEMBER TO SAVE YOUR EMAIL AND PASSWORD FOR FUTURE REGISTRATIONS. WRITE IT DOWN AND KEEP IT SOMEWHERE SAFE.