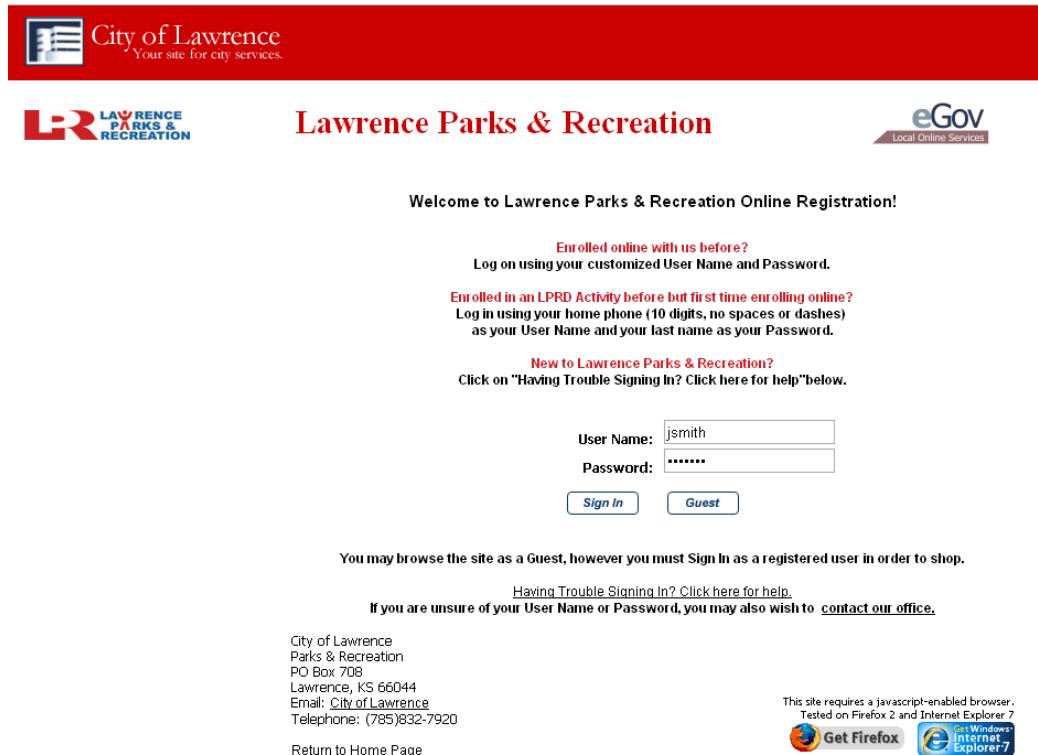


Online Registration

We created this help page to assist you with your online registration. If you do not find the answers to your questions, please don't hesitate to contact us.

To use online registration to enroll in course offerings, you will need to use a credit or debit card to process the transaction. **No classes will be held if a transaction is not fully completed.**



The screenshot shows the top navigation bar with the City of Lawrence logo and the text "Your site for city services." Below this is the "Lawrence Parks & Recreation" logo and the "eGov Local Online Services" logo. The main heading reads "Welcome to Lawrence Parks & Recreation Online Registration!". There are three sections of instructions: "Enrolled online with us before?" with a "Log on using your customized User Name and Password."; "Enrolled in an LPRD Activity before but first time enrolling online?" with "Log in using your home phone (10 digits, no spaces or dashes) as your User Name and your last name as your Password."; and "New to Lawrence Parks & Recreation?" with "Click on 'Having Trouble Signing In? Click here for help' below." Below these instructions is a login form with fields for "User Name:" (containing "jsmith") and "Password:" (containing "*****"). There are two buttons: "Sign In" and "Guest". Below the form, it says "You may browse the site as a Guest, however you must Sign In as a registered user in order to shop." There are links for "Having Trouble Signing In? Click here for help." and "If you are unsure of your User Name or Password, you may also wish to contact our office." At the bottom left, contact information for the City of Lawrence Parks & Recreation is provided, including address, email, and telephone number, along with a "Return to Home Page" link. At the bottom right, there is a note about browser requirements and logos for "Get Firefox" and "Windows Internet Explorer 7".

From the front page, you can either login using your login ID and password, or you can view course offerings as a "guest."

If you have previously enrolled in a Parks and Recreation program but have not enrolled online before, you can login using your home phone number (10 digits, no spaces or dashes) as your "user name" and your last name as the password.

Example

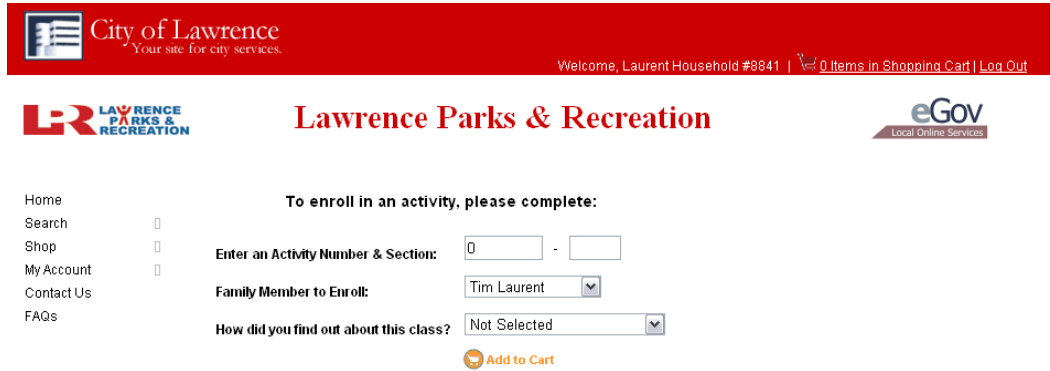
Name: 7855555555

Password: smith

If you are a first-time user of the system or need assistance you can click on the "**Having Trouble Signing In? Click here for help**" link for assistance.


The first time you login, you'll be asked to change your ID and password, which we encourage you to do. This will provide additional security to your contact information.

We also encourage you to update your Household Information and Family Member data prior to starting your initial search because you will be asked which member of your household will be participating in a particular course you select to enroll in. The links to your Household Information and your Family Member data are located under the "My Account" heading on the left side of the screen.



The screenshot shows the top navigation bar of the City of Lawrence website. It includes the City of Lawrence logo and tagline "Your site for city services." on the left, and a welcome message "Welcome, Laurent Household #8841" along with links for "0 Items in Shopping Cart" and "Log Out" on the right. Below the navigation bar is the "Lawrence Parks & Recreation" logo and the "eGov Local Online Services" logo. On the left side, there is a vertical navigation menu with links for Home, Search, Shop, My Account, Contact Us, and FAQs. The main content area is titled "To enroll in an activity, please complete:" and contains a form with the following fields: "Enter an Activity Number & Section:" with two input boxes, "Family Member to Enroll:" with a dropdown menu showing "Tim Laurent", and "How did you find out about this class?" with a dropdown menu showing "Not Selected". Below the form is an "Add to Cart" button with a shopping cart icon.

Once you're logged in, you will be able to search, view and enroll in LPRD Activities. On the left side of the screen, you'll notice several links. Here is a quick reference of what you'll find by clicking on the navigation links on the left side of the screen:

- **Search** - The "Search" function will allow you to search for an activity by number, instructor or type. For even more searching options choose advance search.
- **Shop** – If you already know what the class number is that you are enrolling in simply enter it and the section number, select the family member to enroll and click on  **Add to Cart**
- **My Account** - By clicking here, you get several drop down links that pertain to your household information and account with LPRD. The following links appear when you move your cursor over "My Account."
 - **View My History** - Provides you with recent activity with your account and displays the activities you've participated in.
 - **Reprint a Receipt** - Will show a listing of all activity on your account by date. By clicking, a receipt number you may view a previous enrollment/payment receipt. PLEASE NOTE: If you have a pop-up blocker, you'll need to allow pop-ups from the online registration site to view the receipt. Also, you need to have Adobe Acrobat reader installed on your computer to view the receipt. If you do not have the reader installed, download Adobe Reader before downloading the file.
 - **Print Household Roster** – This creates a list of all the activities that your Household is enrolled in.
 - **Print Household Calendar** – This creates a calendar showing all the activities that each family member is enrolled in for the month.
 - **Pay An Old Balance**
 - **Change User Name or Password** - Allows you to reset and/or change your User Name, Password and your security challenge question answers.
 - **Change Household Data** - Allows you change, add and /or delete information on your household record.

- **Change Family Member** – This allows you to add, delete or edit family members on your household account.
- **Contact Us** - By clicking here, you can ask us questions about online enrollment. We will do our best to provide you the information you need or request in a timely fashion.
- **FAQs** – By clicking here, you can see a list of frequently asked questions.

The screenshot shows the City of Lawrence website header with the logo and navigation links. Below the header is the 'Lawrence Parks & Recreation' section with an eGov logo. A search bar contains the number '216103'. Below the search bar is a table of activity sections:

| Activity-Section | Description | Dates | Days | Time | Notes |
|--------------------------|---------------------|--------------------------|------|------------------|------------|
| 216103-A | Parent/Tot Tumbling | 03/24/2010 to 05/05/2010 | W | 9:30A to 10:15A | 📍 💰 # ? |
| 216103-B | Parent/Tot Tumbling | 03/26/2010 to 05/07/2010 | F | 6:30P to 7:15P | 📍 💰 # ? |
| 216103-C | Parent/Tot Tumbling | 03/27/2010 to 05/08/2010 | Sa | 11:30A to 12:15P | 📍 💰 FULL ? |

Navigation arrows are located at the bottom of the table.

Once you have narrowed your search to a particular course and section, you'll be able to get additional information about the class or program you have selected. Under the "Notes" column, you'll see several icons, which are described in the legend at the bottom of each page.

- By clicking this icon, you'll find information pertaining to where the class/program is being held.

- This icon will give you information on the cost to participate in the section of the class/program you've selected.

- Clicking this icon will give you enrollment minimums and maximums for the course section you've selected. Please disregard the nonresident information as Lawrence Parks and Recreation doesn't distinguish between resident and nonresident for enrollment.

- By clicking this icon, you will find information on the course including: number of sections, age eligibility of participants and a course description.

While during a search, you may find it helpful to go back within the listings you are viewing. At the bottom of the column with the class listings, you'll find several arrow buttons. Below is the function of each arrow if clicked.

- By clicking this icon, you'll get the first 8 items of the current listing or search.

- By clicking this icon, you'll get the previous 8 items you looked at within a specified listing that you were searching (this would mean you had advanced within a search listing).

- By clicking this icon, you'll proceed within your current search for the next 8 items within your search.

 - By clicking this icon, you'll be relocated to the last 8 items within your search.

Withdraw / Transfer / Refund Policy

Lawrence Parks and Recreation reserves the right to cancel or combine any program due to lack of enrollment.

If someone wishes to withdraw/transfer from a program, notification must be given at least 5 business days (Mon-Fri) prior to the start of the program. A household credit will be provided in the full amount of the fee charged at the time of enrollment for those withdrawing from a program at least five days prior to the start of a program. A \$10 processing fee will be assessed for those wanting a refund. Refunds will not be granted without authorization of the Program Supervisor.

Withdraws/transfers within the 5 days prior to the start date of a program may be granted on a case by case basis by the Program Supervisor, if the program doesn't fall below the minimum number of participants needed to hold a class (minimums provided in course description in Activities Guide) or if class waiting list exists for the program.

Transfers will be granted without additional fees.

Parks and Recreation does not pro-rate classes or activities except in the event of a medical emergency or illness arising mid-season. A pro-rated refund will be issued if a doctor's note is received within two weeks of the first class, provided that 1/3 of the program has not transpired.

For other questions, please give us a call at 785-832-3450.