Henrico Recreation & Parks
Online Registration Tips

www.connect.henricorecandparks.com

Prior to Registration

- **Log in** to your account
  - Make sure your log in 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 Add to Cart button will change from gray to green
- Click Add to Cart and follow the prompts. Be sure to answer each question
- Once you have added one program/participant, you can go back and add either another program or another participant to the same program
- Once all your programs have been added to your cart, proceed to checkout
- Review your enrollments
- Type your initials in each of the boxes under Agree to Waiver
  - This verifies that you agree to our Assumption of Liability statement
  - To read the waiver, click on the words Assumption of Liability
- Click Continue
- 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 Links:
  - Personal Information
    - View Daily Schedules for family members
    - Show and Manage your Wish List
    - List of Prior Transactions
  - Personal Information includes
    - Add/Modify Family Members
    - Change Your Password
    - Change Personal Information (Address, Phone, Email, etc)
    - Change Your Answers to Program Questions