

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

