

## PDLG Online Registration with Screenshots



- Go to the Park District website at [www.pdlg.org](http://www.pdlg.org)
- Select **Online Registration** under the Registration tab
- Enter your **User Name** and **Password** to log-in to the system
- Click the link to the left if you would like to view the current program brochure
- To navigate to the online selection of programs:

Select an image from the grid to view selections in each program category – Early Childhood, Youth, Camps, Athletics & Leagues, Fitness, Special Events & Trips, Adults

OR

Use the **Search** menu button above

From the **Search** drop down box select:

**Activity Enrollment** if you know the program code and wish to proceed to enrollment

OR

**Activity Search** to view programs or narrow your selection

To view and scroll through all programs select **All Types** and **All Subtypes** for the criteria and choose the **Search** button below, using the arrows at the bottom of the screen to scroll forwards or backwards

*OPTION:* To do a keyword search, enter a search word and use the search option of **match one** for an open search.

For example, a search word of *gentle* will provide the following results – Gentle Yoga, Restorative Gentle Jujitsu

*OPTION:* You may enter a program number in the field at the top right

- See the sample screen shots on the next page

**Activity Search Criteria**

Type:  (dropdown menu with options: All Types, Adult, Early Childhood, Family, Youth)

Subtype:  (dropdown menu)

Activity Number:

Keyword Search:

Keyword Search Option:  (dropdown menu)

**Search Results**

Showing 1 To 2 Total Results (2)

**Toned N Strong - 223518**

Let us help you become toned and strong as we focus on toning and firming all of the muscles. Participants will learn the correct way to warm-up, stretch, and condition the major muscle groups. Xer-tubes and small weights will be provided. Bring a mat and water bottle. Aerobic shoes are recommended. Co-op WS & LP.

	Activity	Description	Dates	Times	Meet Days	Locations	Ages	Price						Genders			Status
<input type="button" value="+"/>	223518-01	Toned N Strong	05/18/2020 -06/29/2020	6:30 pm - 7:30 pm	M	Recreation Center	16-99	\$48.00/\$62.00 /\$53.00	<input type="button" value="i"/>	<input type="button" value="📍"/>	<input type="button" value="🏠"/>	<input type="button" value="📅"/>	<input type="button" value="☆"/>	Coed	<input type="button" value="✉"/>	<input type="button" value="⬅"/>	Available
<input type="button" value="+"/>	223518-02	Toned N Strong	07/06/2020 -08/24/2020	6:30 pm - 7:30 pm	M	Recreation Center	16-99	\$63.00/\$82.00 /\$69.00	<input type="button" value="i"/>	<input type="button" value="📍"/>	<input type="button" value="🏠"/>	<input type="button" value="📅"/>	<input type="button" value="☆"/>	Coed	<input type="button" value="✉"/>	<input type="button" value="⬅"/>	Available

- Select any icon for program information; status indicates available, unavailable, cancelled or waitlist.  
*Unavailable may indicate that a registration deadline has passed or that online registration has not yet begun*
- Select the plus+ sign on the far left to add the program to your cart for enrollment or to be added to the program waitlist if the class is full.

**Tot Rock - 251510**

Wiggle and giggle to the Tot Rock beat! An introductory music and movement class with a large sensory component, tots will use hand-held rhythm instruments and play props to improve their motor skills and coordination, and learn new songs and rhymes. While kick starting your tot's imagination, each class will provide structured and unstructured time to explore. A different educational theme presented each session. Much more than a music class, join us to sing, dance, learn and play the Tot Rock way! www.rockitkids.com Co-op WS & LP

	Activity	Description	Dates	Times	Meet Days	Locations	Ages	Price						Genders			Status
<input type="button" value="+"/>	251510-01	Tot Rock	06/17/2020 -08/05/2020	5:30 pm - 6:10 pm	W	Recreation Center	1-2.1	\$86.00/\$112.00 /\$95.00	<input type="button" value="i"/>	<input type="button" value="📍"/>	<input type="button" value="🏠"/>	<input type="button" value="📅"/>	<input type="button" value="☆"/>	Coed	<input type="button" value="✉"/>	<input type="button" value="⬅"/>	Waitlist
<input type="button" value="+"/>	251510-02	Tot Rock Virtual	06/17/2020 -08/05/2020	12:00 am -12:00 pm		Recreation Center	1-2.1	\$26.00/\$34.00 /\$29.00	<input type="button" value="i"/>	<input type="button" value="📍"/>	<input type="button" value="🏠"/>	<input type="button" value="📅"/>	<input type="button" value="☆"/>	Coed	<input type="button" value="✉"/>	<input type="button" value="⬅"/>	Available

Tot Rock Virtual (251510-02)

Add To Cart

Clear Selection

- Choose **Add to Cart** to enroll a family member in the program or **Clear Selection** to remove the class from your cart. *This dialogue box appears in the lower left side of your screen*



*Your Fun Destination!*

HOME

SEARCH

MY ACCOUNT

CONTACT US

EVENT CALENDAR

B.A.S.E.

Jane Doe

Tot Rock Virtual (251510-02)

Peter Doe

Tot Rock Virtual (251510-02)

Continue

Cancel

- The system will bring up all family members that fall within the age range of the class. Toggle the member(s) you wish to enroll and select **Continue**.

Tot Rock Virtual (251510-02) for Peter Doe (Purchase)

Waivers

**AMERICANS WITH DISABILITIES ACT**

If you need accommodations in accordance with ADA to effectively participate in the activity you register for, please call the Park District office at 708-352-1762 at least two weeks prior to program start.

**ADMINISTRATION FEE**

Online transactions incur a flat \$2 admin fee which is non-refundable; by agreeing below you accept these terms.

**REFUND POLICY**

Refunds must be requested no less than 5 days prior to the first class date of a program. A \$5 service charge will be deducted from all refunds over \$5, except when a medical certificate is presented in writing or the District cancels a program. See our program brochure for our complete refund policy.

**PROGRAM WAIVER & RELEASE OF ALL CLAIMS & ASSUMPTION OF RISK**

**Warning of Risk:** Recreational programs are intended to challenge and engage the physical, mental, and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning, and equipment, there is still a risk of serious injury when participating in any recreational program. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers, and injuries due to inclement weather, slipping, falling, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defect, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor, outdoor, and water related recreational programs exists. In this regard, it must be recognized that it is impossible for the Park District of LaGrange to guarantee absolute safety.

**Waiver and Release and Assumption of Risk:** Please read this information carefully and be aware that in registering for and participating in this program, you will be expressly assuming the risk and legal liability and waiving and

I agree with the above \*

- Toggle the box on the bottom left to agree to the terms and waiver & release of all claims.

✓ New Charges In Shopping Cart

**Shopping Cart**

Showing 1 To 1

Total Results (1)

Description	Name	Total Fees	
 Tot Rock Virtual (251510-02) (Enrolled)	Peter	\$ 26.00	
<b>Grand Total Fees Due</b>		<b>\$ 26.00</b>	
<b>Total Old Balances Not in Shopping Cart</b>		<b>\$ 0.00</b>	

Proceed To Checkout

Continue Shopping

Pay Old Balances

Empty Cart

- Select **Proceed to Checkout** to complete your transaction, **Continue Shopping** to enroll for another program or **Empty Cart** to remove the item and start over.

*Note that online transactions incur a flat \$2 processing fee*

- Enter your credit card payment information and select **Continue** on the bottom left of the screen.

https://webtracpdlg.org/wbWSC/webtrac.wsc/checkout.html?



*Your Fun Destination!*

HOME SEARCH MY ACCOUNT CONTACT US EVENT CALENDAR B.A.S.E.

Summary of Charges	
New Charges In Shopping Cart:	\$ 26.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 26.00

The Following Information is Required to Complete Your Transaction

Using This Payment Method: \*

Customer Information

First Name: \*

Last Name: \*

Home Phone w/area code: \*

Email: \*

Re-Enter Email:

Payment Information

Name on Card \*

Credit Card Number \*

Expiration Month \*

Expiration Year \*

CVV \*

Billing Street Address \*

Billing Zip Code \*

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

- Your transaction is complete. Select **View Confirmation Receipt** to verify your enrollment and payment.
- You may enter another email address and select Submit to send confirmation to an additional email.

Your Online transaction is complete. Please select an option below to continue.

View Confirmation Receipt (in .PDF format)

All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.

Click here to download free Adobe Reader software from Adobe.com.

Email confirmation sent to: \*

Submit

Your Confirmation Receipt was sent to the above email. If you would like to send it to a different address, enter in a new email and click Submit.

Continue Shopping

Logout

- Log out of the system.
- You will also receive an automated email with your receipt attached.

onlineregistration... RecTrac Receipt  
See Attached Receipt Please see attached files for your receipt, report, etc... <end>

Tue 5/12/2020 11:19 AM 23 KB

**IF YOUR TRANSACTION IS COMPLETE BUT NO PROGRAM ENROLLMENT CONFIRMATION RECEIPT IS GENERATED, PLEASE CONTACT OUR OFFICE TO VERIFY ENROLLMENT**

Questions? Email [pdlginfo@pdlg.org](mailto:pdlginfo@pdlg.org) or call 708-352-1762