

## PARK DISTRICT OF LA GRANGE



### Online BASE Registration Instructions 2024-2025 School Year

1. Go to the Park District website at [www.pdlg.org](http://www.pdlg.org).
2. Select the yellow Online Registration button at the top of the screen.
3. Select the Sign In/Register link on the top right.
4. Enter the username and password for your online account and login.  
***Test your login prior to registration.*** Verify that your children are included as members of your household. The forgot username/password links will send an email to the primary household email address only.  
*If your household is in our system you already have an online account, regardless of whether you have previously utilized online registration.*
5. Select Activity Search on the top ribbon and select Activity Search from the dropdown field on the left.
6. Enter your school name as shown below in the Keyword Search field and click the blue Search link.  
*Barnsdale Congress Cossitt Forest Ogden SFX*
7. Select the type of care you are registering for.
8. Select the box next to the activity number for the type of care.
9. Select Add to Cart on the bottom left of the screen.
10. Select the family member(s) you are enrolling from the Family Member Selection box and then select Continue. Only family members that meet the criteria for the program will be displayed.
11. Enter the primary email address to receive BASE communications.
12. Billing Option for Installments: Select a credit card/checking account from the drop down list or select the option to add a new one. You may select Copy Billing Information for more than one child.  
*If adding a new checking account, you will enter the details after you sign the electronic waiver.*
13. Accept the online waiver and select Continue.

14. From the shopping cart you may select Continue Shopping, Empty Your Cart, or Proceed to Checkout.
15. Select Proceed to Checkout.
16. Complete the customer and payment information for the \$75 registration fee. The payment method for the registration fee does not need to be the same method selected for installment billing.  
***Do not select Continue until you have checked the reCAPTCHA box.***
17. Check the reCAPTCHA box – I’m not a robot.
18. Select the blue Continue box above the reCAPTCHA box.
19. You will receive a checkout confirmation followed by an email from [onlineregistration@pdlg.org](mailto:onlineregistration@pdlg.org) with your receipt attached.

***Please call our office if you have any problems registering online (708) 352-1762***

**REGISTRATION BEGIN DATES – 8 AM Online and In-Person at the Park District**

Monday 4/22/24 - Barnsdale

Thursday 4/25/24 - Congress

Tuesday 4/23/24 - Ogden

Friday 4/26/24 - Forest & SFX

Wednesday 4/24/24 - Cossitt

**OPTIONS**

**Monthly Installment**

FT M-F	AM & PM Monday through Friday (5 days)	\$296
FT M/W/F	AM & PM Monday/Wednesday/Friday (3 days)	\$240
FT Tues/Thurs	AM & PM Tuesday & Friday (2 days)	\$170
AM M-F	AM only Monday through Friday (5 days)	\$112
AM M/W/F	AM only Monday/Wednesday/Friday (3 days)	\$84
AM Tues/Thurs	AM only Tuesday & Friday (2 days)	\$65
PM M-F	PM only Monday through Friday (5 days)	\$221
PM M/W/F	PM only Monday/Wednesday/Friday (3 days)	\$170
PM Tues/Thurs	PM only Tuesday & Friday (2 days)	\$125

*FT = Full Time which includes AM & PM care*

BASE Program Questions?

Leanna Hartung, BASE & Camp Manager

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Billing Questions?

Linda Muth, HR & Admin Coordinator

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