

PARK DISTRICT OF LA GRANGE
Online BASE Registration Instructions 2025-2026 School Year



1. Go to the Park District website at 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. Forgotten username/password links will come from onlineregistration@pdlg.org.*

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 or search *BASE* for all schools.
Barnsdale Congress Cossitt Forest Ogden SFX
7. Locate the option for the school and type of care you are registering for. Select *1 Section* under the option to view the details and then select the box next to the activity number. Options Include:

FT M-F	Full-time AM & PM 5 days	\$305/month
FT 4 Days	Full-time AM & PM 4 days	\$286/month
FT 3 Days	Full-time AM & PM 3 days	\$251/month
FT 2 Days	Full-time AM & PM 2 days	\$186/month
AM M-F	AM only 5 days	\$115/month
AM 4 Days	AM only 4 days	\$108/month
AM 3 Days	AM only 3 days	\$ 88/month
AM 2 Days	AM only 2 days	\$ 65/month
PM M-F	PM only 5 days	\$228/month
PM 4 Days	PM only 4 days	\$215/month
PM 3 Days	PM only 3 days	\$185/month
PM 2 Days	PM only 2 days	\$137/month

8. Select Add to Cart on the bottom left of the screen.

9. 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.
10. 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.
11. Accept the online waiver and select Continue.
12. From the shopping cart you may select Continue Shopping, Empty Your Cart, or Proceed to Checkout.
13. Select Proceed to Checkout.
14. 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.
15. Check the reCAPTCHA box – I'm not a robot.
16. Select the blue Continue box above the reCAPTCHA box.
17. You will receive a checkout confirmation followed by an email from onlineregistration@pdlg.org with your receipt attached.

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

Monday 4/28/25	Barnsdale	Thursday 5/01/25	Congress
Tuesday 4/29/25	Ogden	Friday 5/02/25	Forest & SFX
Wednesday 4/30/25	Cossitt		

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

BASE Program Questions?	Molly Downing, BASE & Camp Supervisor mollydowning@pdlg.org
Billing Questions?	Linda Muth, HR & Admin Coordinator lindamuth@pdlg.org