

How to Register for Activities On-Line

1. From the Park and Recreation Home Page, click on the "Register" Tab on the top.
2. In order to register you will need an on-line account with us. If you have registered for an activity or rented a facility with us after April 13, 2013 you **may** only need a password emailed to you. Simply click the "Forgot Password" button, enter your email address, and a password will be sent.
3. If you are already a member and know your username (usually your email address), and Password and click "Login".
4. If you have not registered or rented from us after April 13th, 2013 either on-line, by phone, or through a Recreation Center, just create a new profile. [Click here for your free registration](#). Note: if you receive an error stating that your email address is not available, you may already be in our database. Contact (316) 268-4361.
5. Browse major categories by using the top tabs (Classes, Athletics, Camps, and Riverside Tennis Classes) and then filter into subcategories by navigating down the left margin. (You do not have to have an account to browse, you only have to have an account to register)
6. Once you find an activity you are interested in, you can select "more info" for detailed information or "Register" to add it to your shopping cart. If there is more than one person in your family you will be prompted to choose who you wish to register. You may select multiple members.
7. Select "Continue" where you can close the cart and continue browsing the catalog and add other activities to your cart, or if you are ready to complete your transaction select "Begin Checkout"
8. There may be a series of questions that are required depending upon your Activity Choice. Answer these and then continue to the payment screen where a summary of your Activities and fees are shown. If you would like to continue browsing and add or delete Activities to or from your cart, select the "Back to Cart" link in the upper left.
9. We accept Visa and MasterCard. Enter the Cardholder Name exactly as it appears on the card, followed by the number, expiration, the three-digit security code from the back of the card and the ADDRESS WHERE THE BANK SENDS THE CARD BILL. Note this may be different from your account address.
10. Select "Continue Checkout" and finish the payment process.
11. **Registrations are not complete until the payment process has been completed and your receipt is displayed.**
12. If you have any questions, feel free to call Wichita Park & Recreation at (316) 268-4361.