

HOW TO REGISTER ONLINE

1.



First-time users should choose **Create An Account**. **(a)** If you are a returning user, click Account Login. New Accounts should complete the information accordingly, returning users should sign in with their username and password. If you forget your username or password, please call our office at 781-784-1530. Once logged in, choose **Browse Activities** **(b)** from the top menu, then choose whichever activity/activities interest you.

2.



Beside the program you would like to register for, click **To Register Choose Member** **(c)**. A new window will pop-up. Within the new window, **click the name** **(d)** of the member you would like to register. Once the page refreshes, you may add the activity to the selected member's cart. Your cart will appear along the left side of your screen. Note: putting a program in your "cart" does not reserve your "spot". Spots are reserved only when payment is made.

If you would like to choose a new member, you may do so at this time before checking out.

3.



Once you have added all desired items to your cart, choose **Check Out** **(e)** from the menu that either pops up or on the right hand side of your screen. To register for more activities or change members, exit out of the pop up screen to continue browsing.

