## Creating your Online Account

It is easiest to create your account on a desktop/laptop and not from a mobile device.

1. Go to BGParks.org. Select Program Registration at bottom left.



2. Select Online Registration.

FITNESS CENTER	COMMUNITY ARTS CENTER EMPL	OYMENT	earch			۹
	PRC	OGRAMS EVENTS	FACILITIES	INFORMATION	STAFF	CONTACT
BUFFALO GROVE PARK	REGISTRATION					
DISTRICT	Online Projetration				Informat	ion
	Online Registration				Governmen	tol .
						dates
	More Online Registration Inf	ormation			Groups	
						arks
	When creating a new account please include an adult over the age of 18 as the primary person, and include all family members in the household at the time you are creating the account.				Job Opport	unities
					Registration	
	Online registration is not available for	vailable for all programs. Please check the current season program guide for dates, times and			Permits, Part	ies & Rentals
	locations. Not all programs listed online are offered every season.				Sponsorship	
	If you register online and cancel onlin credited to your account to be used to	e, you must call 847.850.2103 to awards future registrations.	expedite a refund, oth	erwise the money will be	Report Vand	lalism
	Paper Registration					
	Online, drop off and fax registration	are available 24-hours a day. Dro	p off and faxed regist	ration forms received after		

3. Select Sign In/Register at top right.



4. Find "Don't have an account? Sign Up Now" and select.

HOME SEARCH *	CONTACT US		CART (0 ITEMS)	SIGN IN / REGISTER
	Login			
	WebTrac Login			
	Username *			
	Password *			
		(Leger		
		Forgot Username? Forgot Password?		
		Don't here an account? Sien Up New		

5. Create your Login and Password. Make a note of them so you can use them to register for a program in the future.

Create New Household
New Account Information
Login (up to 50 chars) *
Password (up to 50 chars) *
Re-Type to Confirm

6. Enter information for the Primary Person/Adult. Though not a required field, please enter a phone number. This information is for our internal use and is never sold or shared.

When entering your email, if it says there is already an account associated with that email, please follow the prompt to recover your username and password, or call the front desk for assistance at 847.850.2100.

<ul> <li>Household Primary Person Informa</li> </ul>	tion		
First Name *	Last Name *	Category *	
		Resident	*
Address Line 1 *	Address Line 2	Gender *	
		Select a Gender	•
City *	State *	Zip Code *	
Buffalo Grove	IL.	▼ 60089	
Phone #1	Phone #1 Extension	Phone #1 Type	
(847) -		Select a Phone Type	*
Phone #2	Phone #2 Extension	Phone #2 Type	
(847) -		Select a Phone Type	•
Email #1 *	Confirm Email *	Birthday *	
			<b>#</b>

7. Next, at the bottom, PRIOR to saving, select "Add New Member" to add any additional persons to your household.



a. Add the second parent/guardian/adult if one in the household. Under "Relationship," select "Secondary Guardian." Please add their birthday, phone number, and email address in case they would like to register for future programs or need to be reached in an emergency.

rst Name *	Last Name *	Birthday *	
Cat in the Hat	Geisel	06/23/2010	臣
ender *	Relationship	Email #1	
Male	<ul> <li>Select a Relationship Code</li> </ul>	•	
10	Select a Relationship Code		
none #2	Connary Guardian	Type #2	
(847) -	Secondary Guardian	Select a Phone Type	•

b. Select "Add New Member" again to add a child. If you have more than one child, you should continue to add each to the account during this step. The "Relationship" box for children can be left blank.

Sa	Add New Member Add New Contact Cancel		
First Name *	Last Name *	Birthday *	
Thing 3	Geisel	06/23/2010	Ħ
Gender * Male ▼	Relationship Select a Relationship Code	Email #1	
Phone #2 (847) -	Extension #2	Type #2 Select a Phone Type	•
Remove New Member			

8. You can also add an emergency contact that does not live in your household. In an emergency, this would be someone we would call if we could not get in touch with you. If you want to add someone, select "Add New Contact" and fill in the requested information and a phone number. This step is not required.



9. Next, you must check "I'm not a robot" and follow further instructions if prompted.



10. Now select "Save" to complete your new account! It will take you back to the registration home screen, where you can begin to search and register for programs.

Save	dd New Member	Add New Contact	Cancel

- 11. After saving your account, you cannot add new family members to it. If you need to make any corrections or additions to your account, please call the front desk at 847.850.2100.
- 12. At any time, if you click the small arrow next to your name at the top of the home screen, the menu below will open. Phone numbers on file can be updated using "Household & Member" under My Account. You will can also Reprint a Receipt or check your Installment Billing (if applicable), among other options, here.

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	BUFFALO GROVE HARK DISTRICT	EARCH 🔻 CONTACT US		CHEC	KOUT MY ACCOUNT ART (0 ITEMS) & GEISEL #462 7
	Update	Reprint	History & Balances	Reports	My Account
	Auto Debit	Reprint A Receipt	My History	Household Roster	Wishlist
	Installment Billing	Reprint A Ticket	Pay Old Balances	Household Calendar	Household & Member
	Documents	My Memberships	Add Credit	Childcare Statement	Account Settings
	SMS Update		Add To Gift Card	Member Visit Report	Logout
			League/Team Schedules		
			Current Balances		

Welcome to the Buffalo Grove Park District! We look forward to you joining our programs.

