

Step by Step Online Registration Tutorial

1. Go to hilliardohio.gov/play
2. Click on **Online Registration** (located in list on right side under the word Play)
3. Click where it says [Begin Online Registration NOW!](#)

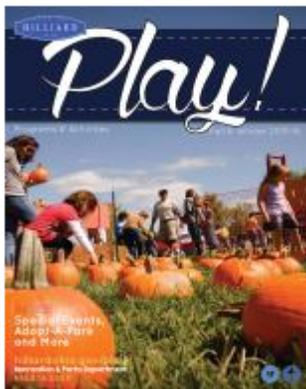
Online Registration

Click on the link below to begin the online registration process. If you do not know your username or password please contact our office at 614.876.5200 or by email recandparks@hilliardohio.gov.

[Begin Online Registration NOW!](#)



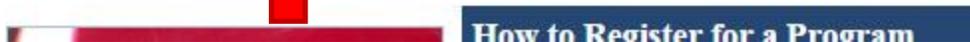
Fall/Winter Brochure



Click [HERE](#) for the 2015 Nov, Dec, 2016 Jan Newsletter



4. Log in using your Username and Password by clicking **LOGIN**. If you do not know your username or password call the Senior Center (614.876.0747) or Community Center (614.876.5200)



5. Under "Welcome Members" Click on **Activity Search**

How to Register for a Program
Choose the class or type on the right that you want to register for.
Choose the member you want to enroll in the class.
Click the "add to cart" icon to proceed.
Fill out any required registration information.
Finish by proceeding to checkout.

Welcome Members

- EXIT
- Household Calendar
- Reprint A Receipt
- Activity Search

Activities

- Summer Camps
- Swim Lessons
- Safety Town
- Hilliard Rec Preschool
- Fitness Classes
- Home-school Classes

Class Types

- Preschool Classes
- School Age Classes
- Adult Classes
- Pool Classes

Pool Memberships

- New Member Registration
- Membership Renewals

Community Gardens

- Estates at Hoffman Farms
- Behind Senior Center
- Leap Road

6. Under Type: click on **All Types**
Under Category: click on **All Categories**
Under Age: SCROLL DOWN and click on **Senior**

Screen Should look like this:

Activity Search Criteria

Type All Types
Adult Programs
Pool Programs
Preschool Programs
School Age Program
Senior Adult

Keyword Search

Activity Number

Category All Categories
Adult Sport Free Age
Aerobic
Art
Computer
Dance
Family
Financial

Keyword Search Option Match One

Display Option Detail

Age 13
14
15
16
17
Adult
Senior

Sort Option Activity/Section

Show Sections with X Spots Available? N/A

Search

7. Click **Search** (see above)

8. Scroll through and find the Activity you are interested in signing up for.

Search Results

Showing 21 To 40 Total Results (65)

Day Trips - 715157

	Activity	Description	Dates	Times	Meet Days	Locations	Ages	Price (Res/Non-Res)			Status
<input type="checkbox"/>	715157-60	Case Western	01/12/2016 -01/12/2016	8:00 am - 5:30 pm	Tu	Senior Center	55-99	\$7.00	<input type="checkbox"/>	<input type="checkbox"/>	Available
<input type="checkbox"/>	715157-61	Scioto Downs	01/13/2016 -01/13/2016	9:30 am - 4:30 pm	W	Senior Center	55-99	\$4.00	<input type="checkbox"/>	<input type="checkbox"/>	Available
<input type="checkbox"/>	715157-62	Scioto Downs Driving	01/13/2016 -01/13/2016	9:30 am - 3:00 pm	W	Senior Center	55-99	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Waitlist
<input type="checkbox"/>	715157-63	Phoenix Baseball Bat	01/14/2016 -01/14/2016	9:45 am - 3:00 pm	Th	Senior Center	55-99	\$3.00	<input type="checkbox"/>	<input type="checkbox"/>	Available
<input type="checkbox"/>	715157-64	Dayton Packard Museu	01/20/2016 -01/20/2016	9:30 am - 4:00 pm	W	Senior Center	55-99	\$6.00	<input type="checkbox"/>	<input type="checkbox"/>	Available
<input type="checkbox"/>	715157-65	Hollywood Casino	01/21/2016 -01/21/2016	9:30 am - 3:00 pm	Th	Senior Center	55-99	\$3.00	<input type="checkbox"/>	<input type="checkbox"/>	Available
<input type="checkbox"/>	715157-66	Hollywood Driving	01/21/2016 -01/21/2016	9:30 am - 3:00 pm	Th	Senior Center	55-99	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Available
<input type="checkbox"/>	715157-67	Ballet Met	02/05/2016 -02/05/2016	10:00 am - 4:00 pm	F	Senior Center	55-99	\$5.00	<input type="checkbox"/>	<input type="checkbox"/>	Waitlist
<input type="checkbox"/>	715157-68	Cocktails	02/03/2016 -02/03/2016	12:45 pm - 3:00 pm	W	Senior Center	55-99	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Available
<input type="checkbox"/>	715157-69	Quilt Show	02/04/2016 -02/04/2016	10:00 am - 3:00 pm	Th	Senior Center	55-99	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Unavailable
<input type="checkbox"/>	715157-70	Scioto Downs	02/10/2016 -02/10/2016	9:30 am - 3:00 pm	W	Senior Center	55-99	\$4.00	<input type="checkbox"/>	<input type="checkbox"/>	Unavailable

The right hand column indicates whether the activity is full, available or on a waitlist

9. Click on shopping cart on left side to add an activity to your “shopping cart”

- Along the bottom of screen it will ask you to click on either “Add To Cart” or “Clear Selection”

10. Select which Family Member you would like to register and click on the box and click **Continue**

Caitlin Lane

Understand Life Ins (212597-14)

Lane

Understand Life Ins (212597-14)

Continue

11. On the next page you can either click:

- a. **Proceed to Checkout**– takes you to checkout screen and you can enter Credit Card Information and Checkout
- b. **Continue Shopping**- takes you back to Activity screen and you can add more activities to shopping cart
- c. **Pay Old Balances**- if you have any old fees to pay this will let you do that

Print Household Calendar Online:

1. Under Welcome Members select Household Calendar

2. Select Activity

3. Select the months you want to view (you can select more than one month at a time)

4. Select the year: 2016

5. If you select to print Waitlisted Activities it **DOES NOT** differentiate on your calendar if you are actually enrolled or waitlisted. This selection is **NOT** recommended.

6. Submit

This will show any activity that you have signed up for that is in our computer system. This **does not** show every lunch you have signed up for, just the big lunches. Please contact our office if you have any further questions.