
2024 Summer Rec Registration Instructions

Log in to account or create a new account:

1. Click ***"Log In/Create Account"*** to login to account or to create a new account.
 - a. Click ***"Forgot Password"*** if you have previously registered for summer rec or any other parks event online but do not remember your password.
 - b. Click ***"Create Your NC Parks Account"*** if you have never registered online.
 - α. Enter the following information:
 1. First Name
 2. Last Name
 3. Date of Birth
 4. Gender
 5. Phone Number
 6. Street Address (P.O. Boxes are not allowed)
 7. Zip Code (City and State will be autogenerated based on the zip code)
 8. Email address
 9. Password
 - β. Click ***"Next Step: Other Account Members"***
 - χ. Click ***"Add Account Member"***
 - δ. Enter the following information:
 1. First Name
 2. Last Name
 3. Date of Birth
 4. Gender
 - ε. Repeat for any other account members needed.
 - φ. Click ***"Save and Close"***

Registering for 2024 Summer Rec:

1. Click on the Summer Rec Catalog tab.
2. Click on Catiague Summer Rec or Wantagh Summer Rec
3. Select all account members to be registered and click ***"Add to Cart"***
4. Click ***"Checkout"***
5. **Checkout Process:**
 - a. **Attachments:**
 - α. Click ***"View/Print"*** next to each of the forms to download them.
 1. 2024 Camper Emergency Contact Form
 2. 2024 Camper Medical Form
 3. 2024 Camper Profile Form
 - β. Click ***"Confirm attachments"***
 - b. **Prompts:**
 - α. Enter the number of extra shirts you would like to purchase. Enter "0" if you do not want any extra shirts besides the free one.
 - β. Select the size of the shirt.

- χ. Repeat for each child registering.
 - δ. Click ***"Submit Responses"***
- c. **Waivers:**
 - α. Read the 2024 Summer Rec Wavier
 - β. Click ***"I agree on behalf of"***
 - χ. Sign the electronic signature and click ***"Save"***
 - δ. Repeat for each child registering.
 - ε. Click ***"Confirm Waiver Agreement"***
- d. **Upload Documents:**
 - α. Documents can be uploaded after registration is complete. The attachments that were downloaded have matching document upload spots.
 - β. Click ***"Continue to Payment"***
 - e. Enter credit card information then click ***"Review Transaction"***
 - f. Click ***"Complete Transaction"***
 - g. The receipt can be emailed by clicking on the envelope icon or printed out by clicking on the printer icon.

Filling Out Documents:

1. The attachments that were downloaded during checkout are all fillable PDFs.
 - a. **2024 Camper Emergency Contact Form**
 - b. **2024 Camper Medical Form**
 - c. **2024 Camper Profile Form**
2. Once all of the forms have been completed save them on your computer with the child's name and the name of the document. (E.G: "First Name Last Name: 2024 Camper Profile Form")

Uploading Documents:

1. Log in to your account.
2. Click ***"Account"***
3. Click ***"Upload Documents"***
4. Click on the box ***"Click or drag to add a file..."*** next to each document
5. Select the corresponding form and click ***"Open"*** to upload the document.
6. The date and time the file was uploaded will be displayed.
7. Repeat for all of the documents.
8. Click on the ***"Trashcan Icon"*** if you wish to replace a document.