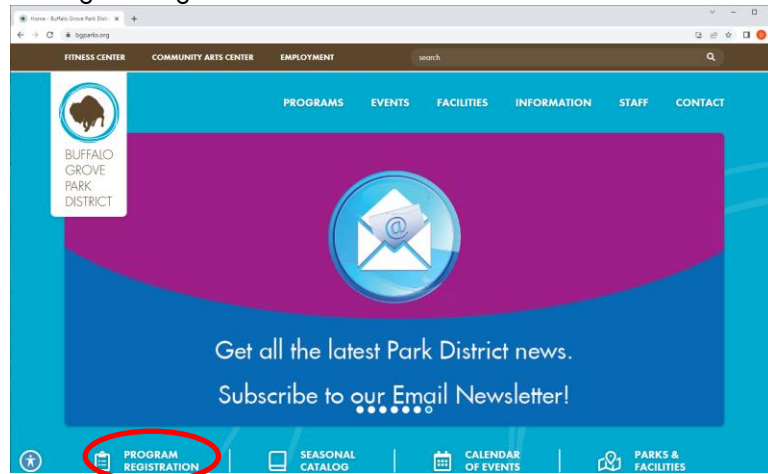


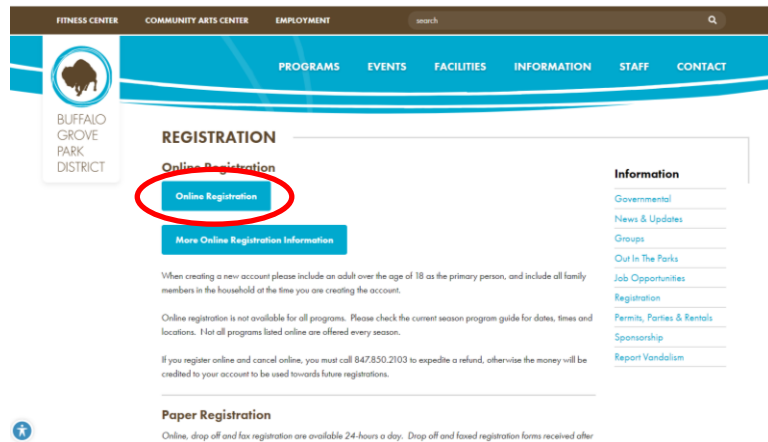
Creating your Online Account

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

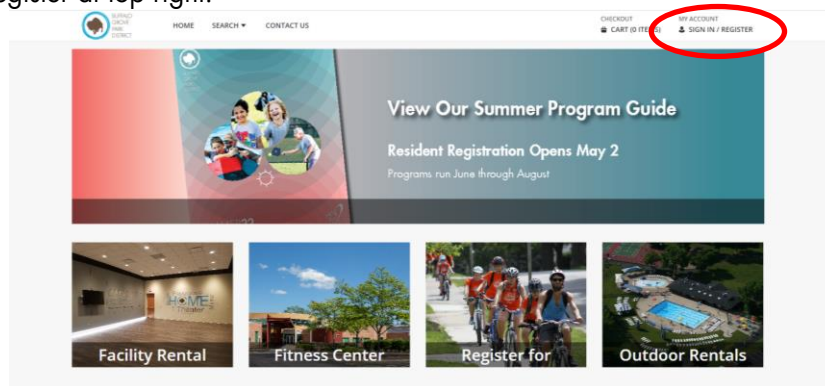
1. Go to BGParks.org. Select Program Registration at bottom left.



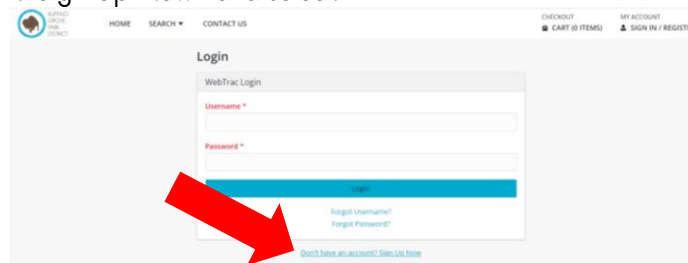
2. Select Online Registration.



3. Select Sign In/Register at top right.



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



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

The screenshot shows the 'Create New Household' form. A red arrow points to the 'Login (up to 50 chars) *' field. Below it are fields for 'Password (up to 50 chars) *' and '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.

The screenshot shows the 'Household Primary Person Information' form. Fields include: First Name, Last Name, Category (Resident), Address Line 1, Address Line 2, Gender, City (Buffalo Grove), State (IL), Zip Code (60089), Phone #1, Phone #1 Extension, Phone #1 Type, Phone #2, Phone #2 Extension, Phone #2 Type, Email #1, Confirm Email, and Birthday.

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

The screenshot shows the bottom navigation bar with buttons: 'Add New Member' (circled in red), 'Add New Contact', and 'Cancel'.

- 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.

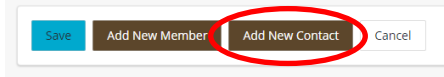
The screenshot shows the 'Additional Family Member' form. Fields include: First Name (Cat in the Hat), Last Name (Geisel), Birthday (06/23/2010), Gender (Male), Relationship (Secondary Guardian - circled in red), Email #1, Phone #2, and Type #2. A 'Remove New Member' button is at the bottom.

- 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.

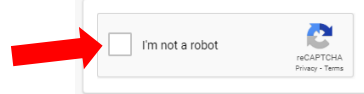
The screenshot shows the bottom navigation bar with buttons: 'Save', 'Add New Member' (circled in red), 'Add New Contact', and 'Cancel'.

The screenshot shows the 'Additional Family Member' form for a child. Fields include: First Name (Thing 3), Last Name (Geisel), Birthday (06/23/2010), Gender (Male), Relationship (blank), Email #1, Phone #2, Extension #2, and Type #2. A 'Remove New Member' button is at the bottom.

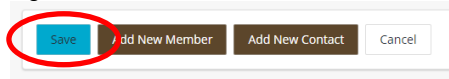
8. You can also add an emergency contact that does not live in your household. In an emergency, this would be someone we would call if we could not get in touch with you. If you want to add someone, select "Add New Contact" and fill in the requested information and a phone number. This step is not required.



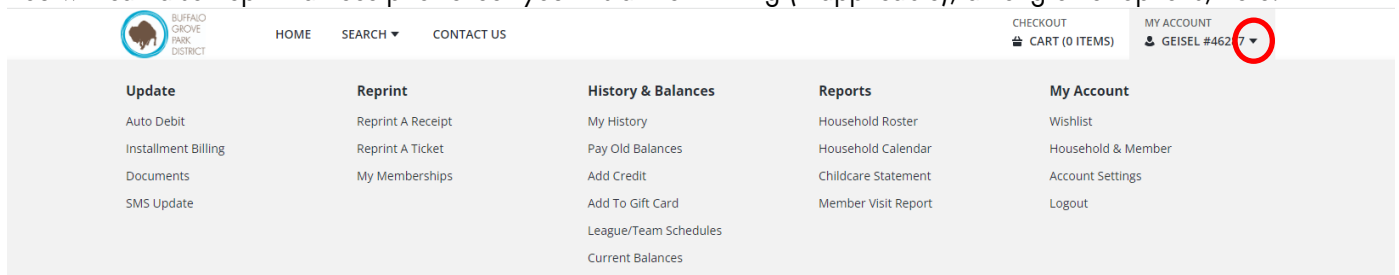
9. Next, you must check "I'm not a robot" and follow further instructions if prompted.



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.



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.



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

