

EXTRA! EXTRA! READ ALL ABOUT IT... NEW REGISTRATION NEWS!!

Middletown Township Parks & Recreation is excited to announce that we have a new registration system! Starting this fall you will be able to register on the new platform. Follow the easy steps below and you will be on your way to experiencing all that Parks & Recreation has to offer. First, you must create a payee/parent profile. As the payee/parent, you **MUST** create a profile for **YOURSELF** first.

STEP 1 - go to www.middletownbucks.org

STEP 2 - Click "Register for a Recreation Program" on the left side menu. This will take you to the new registration website.

STEP 3 - At the top right-hand corner (above green checkout button) - **select New Account**.

STEP 4 - Complete contact details- select Next (school/grade does not apply to parent/guardian/payee)

STEP 5 - Complete billing address - **select Next**

STEP 6 - Complete email information - **select Next**

STEP 7 - Confirm information - **select Save**

You will receive an email confirming your new account with your temporary password. Click the link that says **Complete Account Registration**.

Use your email and temporary password to sign in. The first time you log into your new user account you will be prompted to change the temporary password.

To add additional family members:

STEP 1 - Make sure you are signed in. Click on Profile in the top right corner of the web page.

STEP 2 - From your profile page, Scroll down until you find relationships/dependents.

STEP 3 - Select the **Add** button.

STEP 4 - Complete contact details including the child's school and grade if applicable. **Select Next**

STEP 5 - If your family member's address is the same as the parent/guardian, select the "Same as parent/guardian" box. **Select next**.

STEP 6 - From drop down menu select the relationship as it pertains to you. You can also choose whether the person is an emergency contact or add them to a call priority list. If the person is a child you may not wish to make them either.

STEP 7 - Confirm. Review the information you have entered. If correct, select save. To edit, select the back arrow, edit and save.

To register for a program:

After you have completed an account and added children/dependents, you can either browse programs or register on the main menu. The website will show programs that are available for registration, as well upcoming programs that are in a view only mode until they become open for registration.

You can add registrations to your cart. When you are ready to check out, you will be prompted to select the registrant, either yourself or a family member. Select next. Select payment type and hit **Pay Now**. Enter your payment information to make payment.

IF YOU HAVE ANY QUESTIONS PLEASE CALL

Middletown Parks & Recreation

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