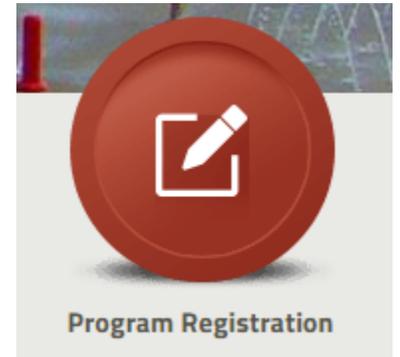


How to register for a program online.

1.) Go to www.groveportrec.com

Click on the red button towards the middle-right of the page labeled "Program Registration."



Click on the link that says [Online Registration is available](#)

This will take you to the page where you can register for Programs/Classes.

2.) Create an account or login if you have a Username/Password.

If you have ever had a membership or been in a program at the Groveport Recreation Department, we have entered you into our system and you already have an account.

- If you do have an account with the Groveport Recreation Department and know your Username/Password, enter your information in the "Existing Customer" box, then click sign in.

Existing Customer		
Username:	<input type="text"/>	
Password:	<input type="password"/>	
<input type="button" value="Sign In"/>	<input type="button" value="Reset"/>	<input type="button" value="Forgot Password"/>

- Forgot your username or password? Click the "Forgot Password" button or call the Groveport Recreation Department at (614) 836-1000 to obtain a new password.

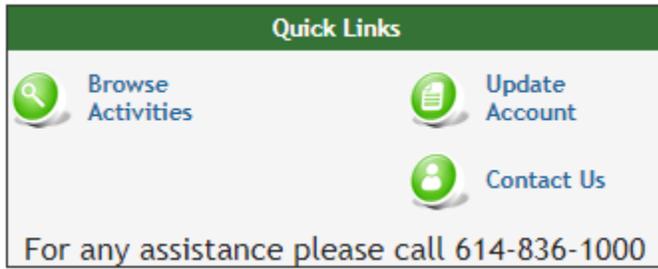
- If you do not have an account with the Groveport Recreation Department, please click the button that says "Login" towards the top right of the page.

[Login](#) | [Wishlist \(0\)](#) | [Shopping Cart \(0\)](#)

Once you click "Login," click the following link to set up your account.

- [If you're a brand new patron with us, please click here to register for a new account.](#)

3.) Sign up for a Program/Class.



Click the button that says “Browse Activities” to find all the programs we have available to register for.

After clicking “Browse Activities,” select which program/class you would like to register for. You may need to go to the

next page of activities to find the activity you are looking for. Once you have found the activity you are looking to register for, click the “Shopping Cart” button on the left hand side to add the item to your cart. Some program names may be abbreviated, such as the example below. The class in the example is Water Aerobics with Kathy Frank on Wednesdays.



Once you have clicked the “Shopping Cart” button, scroll to the bottom of the page. You will see a button that says “Enroll Now.” Click the “Enroll Now” button to add the activity to your cart.

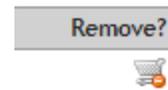
After you click “Enroll Now,” it will ask you “Who wants to participate?”. Select the person who intends to participate in the activity, then click “Add to Cart.” After you do this, please read the waiver that pops up and press “Agree” to continue.

4.) Checkout the items in your cart.

Once you have all the programs you want in your cart, you can click the “Shopping Cart” button at the top right of the page.

[Logout](#) | [Wishlist \(0\)](#) | [Shopping Cart \(1\)](#)

Added the wrong item to your cart? Click the button that says “Remove?” to remove an item from your cart.



From here, click “Proceed To Checkout.”

You will be prompted to choose a payment method. Once you have chosen a payment method, click “Continue” at the bottom of the page to be taken to the payment screen. Proceed to checkout with your preferred payment method. You should receive confirmation after you checkout. If you have further questions, please contact the Groveport Recreation Department at (614) 836-1000.