



## RecDesk Pre-Cart How-To

Find the programs you want to register for. You will see there is the old Register Now button. (this is best for single registrations) You will also now see a plus sign like the picture below.

Programs

Category: **Adult**

**Adult & Pediatric First Aid/CPR/AED-Blended (3/25)** Adult +

Date(s)	Day(s)	Age(s)	Grade(s)	Openings	Remaining	Register Now
3/25/2019	Mon	14	-	20	10	Register Now

When registering for multiple sessions, click on all of the corresponding plus signs.

Programs

Enter Program Name

You are viewing 37 filtered results. Clear Results

Category Filter:  Adult (37)

- Creative Cardio-Aerobics (2)
- Self Defense (1)
- Softball (3)
- Volleyball (3)
- Yoga (6)
- Zumba (2)
- General (5)
- Preschool (46)
- Special Events (1)
- Youth & Teen (10)

Select all the programs you want to register for:

<b>Adult &amp; Pediatric First Aid/CPR/AED-Blended (3/25)</b> Adult +						
Date(s)	Day(s)	Age(s)	Grade(s)	Openings	Remaining	Register Now
3/25/2019	Mon	14	-	20	10	Register Now
<b>Adult &amp; Pediatric First Aid/CPR/AED-Blended (4/17)</b> Adult +						
Date(s)	Day(s)	Age(s)	Grade(s)	Openings	Remaining	Register Now
4/17/2019	Wed	14	-	20	20	Register Now
<b>Adult &amp; Pediatric First Aid/CPR/AED-Blended (4/9)</b> Adult +						
Date(s)	Day(s)	Age(s)	Grade(s)	Openings	Remaining	Register Now
4/9/2019	Tue	14	-	20	20	Register Now

2 programs selected

After selecting all programs, click Add to Cart

Add to Cart Clear All

When finished, **Add to Cart**.

You will now be able to select the programs for each participant. This is especially helpful for registrations like camp, where multiple children are registering for multiple weeks of camp.

### Assign Selected Items

Assign Selected Items	
<b>Fake Person</b> <span style="float: right;">DOB: 10/17/2010 - 8 years</span>	<input type="checkbox"/> Adult & Pediatric First Aid/CPR/AED-Blended (3/25) <small>Registrant does not meet age restriction on Program</small>
	<input type="checkbox"/> Adult & Pediatric First Aid/CPR/AED-Blended (4/17) <small>Registrant does not meet age restriction on Program</small>
<b>Fake Person Sr.</b> <span style="float: right;">DOB: 5/23/1970 - 48 years</span>	<input checked="" type="checkbox"/> Adult & Pediatric First Aid/CPR/AED-Blended (3/25)
	<input type="checkbox"/> Adult & Pediatric First Aid/CPR/AED-Blended (4/17)
<b>Fake Person</b> <span style="float: right;">DOB: 7/7/1977 - 41 years</span>	<input type="checkbox"/> Adult & Pediatric First Aid/CPR/AED-Blended (3/25)
	<input checked="" type="checkbox"/> Adult & Pediatric First Aid/CPR/AED-Blended (4/17)
<b>Fake Person Jr</b> <span style="float: right;">DOB: 12/1/2012 - 6 years</span>	<input type="checkbox"/> Adult & Pediatric First Aid/CPR/AED-Blended (3/25) <small>Registrant does not meet age restriction on Program</small>

Select the corresponding box for the programs each participant will attend.

Select the corresponding box for the programs each participant will attend.

Select, **Continue to Cart** at the bottom of the page when finished.

You will now select the fee based on residency or payment plan option and answer any questions. Then click **Save**.

### Program Registration Item 1 of 2

Program \* Adult & Pediatric First Aid/CPR/AED-Blended (3/25) - (Start Date: 3/25/2019)

Member \* Fake Person Sr.

**Please Note:** This is the actual Program Registrant, not the Parent or Guardian registering a child. If the Member to register is not listed in drop down list, go to your Profile and click Add Household Member

Fee Type \* Individual (Resident) - \$89.00

Note

**Then click Save**

Confirm your registrations are correct. If any are missing, you can select **Add New Registration** at the bottom of the page or simply go back to the [Programs](#) tab above. Once you have confirmed your registrations click, **Go To Checkout**.

## Shopping Cart

Item		Fee + Deposit
1. <b>Adult &amp; Pediatric First Aid/CPR/AED-Blended (3/25)</b>	<a href="#">Edit</a> <a href="#">Remove</a>	\$99.00
Registration <span>👤 Fake Person Sr.</span>		
<a href="#">Register another HOUSEHOLD MEMBER for this program &gt;</a>		
2. <b>Adult &amp; Pediatric First Aid/CPR/AED-Blended (4/17)</b>	<a href="#">Edit</a> <a href="#">Remove</a>	\$89.00
Registration <span>👤 Fake Person</span>		
<a href="#">Register another HOUSEHOLD MEMBER for this program &gt;</a>		
<b>Total:</b>		\$188.00

**ⓘ Please Note:** you *MUST* go to *Check Out* and make *Payment* to complete the registration process. Spots in Programs are **not guaranteed** until the Check Out process is complete.

[Add New Registration](#) [Go To Checkout](#)

Confirm or enter your Credit Card information and Cardholder/Billing address. If you are registering for a program with a payment plan, you will need to check the box **Save Your Credit Card Information**. If this is not selected, a payment plan cannot be created and may result in withdrawal from the program. Submit when complete. You will then receive a confirmation of your transaction.

**Checkout**

Total Amount Due **\$188.00**

Item Total **188.00**

Sales Tax **0.00**

Convenience Fee **0.00**

**Card Info**

Name on Card Fake Person

Card Type - Select Card -

Card Number

Expiration 01 2019

CVV Code

**Cardholder Address**

Address Line One 91 Ayers Rd

City South Windsor

State/Province \* CT

Zip/Postal Code 06074

Save your credit card information

**Enter in your card information**

**Confirm your Billing Address is correct**

**Make sure to check this box for payment plans and faster registrations in the future.**

For any withdrawals, transfers or updates to account information, please contact the Parks and Recreation Department by Phone: (860) 648-3455 or email: [rec@southwindsor.org](mailto:rec@southwindsor.org)