

## PARKS & RECREATION

## **SUMMER CAMP 2017**

## **Online Registration Step-by-Step Instructions**

- 1. View the current menu of <u>summer day camps with online registration</u>.
- 2. Scroll down to find your location of choice. Map of Recreation Center locations
- 3. Click the 💌 button next to the weeks you would like your child to attend.
- 4. Click the Add To Cart button at the bottom of the screen.
- 5. You will be prompted to either sign in or create an account. If your child has attended a program within Greensboro Parks & Recreation, you may already have an account. *Do not create another account*. Try the forgot password link or call your center.
- 6. Select the member or members of your household that will be attending. Continue through the registration process by answering any required questions.
- 7. Review the items in your shopping cart. Click Proceed To Checkout button.
- 8. Enter your payment information, then click **Continue** button to complete the transaction.

A \$10 non-refundable, non-transferable deposit is due at the time of registration for each week you would like your child to attend. Final payment due dates can be found <u>here</u>. Please note there is a \$1 convenience fee for each payment processed online.

## **Online Payment Step-by-Step Instructions**

- 1. Once registered, you can make payments online by visiting: <u>www.greensboro-nc.gov/login</u> Sign into your account to get started.
- 2. Select Shopping Cart from the top right menu to view items with remaining balances.
- Review the items in your shopping cart. Unselect any items you do not wish to make payments on during this transaction by clicking the next to the item.
  Click Proceed To Checkout button.
- 4. Enter your payment information, then click **Continue** button to complete the transaction.
- If you have issues making payments, please <u>e-mail us</u>. Payment due dates can be found <u>here.</u>