FALL ON-LINE REGISTRATION PROCESS

1. Set up your pre-approved online account. After you receive approval by email review your account for accuracy.

2. Beginning on August 26, 2016 at 8:45am log onto www.eastgreenwichri.com and click on the link for the Parks & Recreation page located on the home screen on the top left.

3. Once on the Parks & Recreation page click on the link to enter the registration section

4. Log into your pre-approved account. *(If you login prior to 8:45am then you have to refresh your screen at 8:45am.)*

5. Search for a program by choosing the age category listed on the left or from the top of the page. Then choose the sub-category to narrow down your selection or enter the course code in the search box.

6. Choose which family member(s) you would like to enroll.

7. If signing up for an additional program, then choose the other program and the family member.

8. After selecting all your programs proceed to the shopping cart to finalize your enrollment and make payment via credit card**.

9. Print a receipt and any required forms and mail the required forms to the Parks & Recreation Office.

***All credit card transactions will be charged a processing fee and are billed directly to your credit card. The processing fee is 2.5% of the total charge or a minimum of $1.95. Processing fees are not refundable.*

MULTI-CLASS DISCOUNTS

The system is currently not able to process “multi-class” discounts. If you are signing up for classes with a “multi-class” discount then you can either pay the full cost and a refund will be sent to you at a later date or you can submit a paper registration to be processed at the office with the discounted amounts.