

ONLINE REGISTRATION

Did you know that you can register online for most programs and courses offered by the City of Greeley Department of Leisure Services?

This tool is available 24-hours a day, seven days a week! That's right! No more mass registration lines at 6am. HERE'S HOW...

STEP BY STEP INSTRUCTIONS FOR ONLINE REGISTRATION:

- Go to: <http://online.activecommunities.com/greeley>
- Customers must obtain a Login ID and PIN to access their account online. If you have previously participated in any City of Greeley activities, please contact the Leisure Services Department customer services representatives at 350-9401 or 350-9400. If you have not participated in City of Greeley activities you will need to set up an account online by clicking on the **Create New Account** tab. Complete required information and submit for review. Once your account is created, you will be notified in a 48-hour period, via email, of your login ID and PIN.
- Once ID and PIN are obtained you may access your account online. You will not be able to change, add or remove anyone or anything from your account. If something is not correct, please contact your customer service representatives at 350-9401 or 350-9400.
- To register, browse the **Activities** tab. There you can pull up activities by category or if you have the current Leisure Connection you can even type the specific course code to bring up the program/course you would like to register for. Once you have found what you are looking for click **ADD**, if you are unsure the course selected is the right one, click **DETAILS**. Under details it will list the course dates, fees, ages and a small description of the course selected. After you select add you will be moved to **My Basket**. In My Basket is where you will choose the client you would like to put in the program selected. After doing so you will be able to **GO TO CHECKOUT** or **CONTINUE SHOPPING**. You will also have the option to **CLEAR BASKET** in case you change your mind. You may also **REMOVE** items separately. If you are ready to checkout hit the **Go To Checkout** tab. This will bring you to a breakdown of fees. Please make sure everything is correct and credit card information is entered. Nothing is finalized until payment is taken. If you are satisfied hit **COMPLETE TRANSACTION** located at the bottom of the page or **CANCEL CHECKOUT** if you would like to cancel and return to the Activities page.