

ONLINE REGISTRATION INSTRUCTIONS

Go to www.fairfieldrecreation.com and click on Register Online! on right side of screen.

Click on **My Account**

Enter your Login ID and Account Password.

Or click on **Forgot My Account Information** and your ID and Password will be sent to your account's e-mail address, if we have it in our database. If your e-mail is not recognized, you will receive a message. In this case, e-mail: recsupport@town.fairfield.ct.us or call 203-256-3191 so we can update your account information.

View **Current Client List**

- Make sure all family members that you wish to register are included on this list.
- Click on each Client's Details tab to make sure info is correct. Check client's full name, birth date, gender, address and phone #.
- An E-mail address needs to be assigned to the Main contact on the account. Only the e-mail address of the main contact is logged into the system. This enables the account holder to control who has access to the "Password" with the "Forgot My Account Information" function.

If information is missing or family members need to be added to your account, you must contact Recsupport@town.fairfield.ct.us Only the Recreation Department can make changes and additions to your account. (Allow 3 business days for changes to account.)

To register, click on **Programs**

Click on links on left to expand your search: **Adaptive Recreation, Adult, All Ages, Pre-school, Youth**

For example, by clicking on **Youth**, all programs we offer for youth are displayed. You may either scroll down to view all programs for youth or click on a specific category: Enrichment Programs, Fitness, Leagues, etc.

Click on the Program Title of your choice. For example: Little Scientists

This screen shows all course information and available spots.

See **Avail** and **Basket** column

Basket column will have an ADD tab if this course is available for Online registration.

Click on the ADD tab to register for this program.

([Waitlist](#) tab means this program has a waitlist. You may click on the Waitlist tab to add client to waitlist. If there is **no** ADD tab, this course is currently not available for online registration.)

You now select the client you wish to register from the [Select A Client](#) drop box.

Once you select a client, the program is added to your basket under that family member/client. If you would like to register another family member/client for this course also, you click on ADD CLIENT and the [Select A Client](#) drop box will appear again. If you make a mistake, you can click on remove or clear your basket.

You may now continue shopping or go to check out.

To register for additional courses, click on [Continue Shopping](#) and move back and forth between **My Basket** and **Programs** screens by clicking on these tabs.

To check out, click on [Go to Checkout](#)

Enter credit card information and expiration date.

A Waiver screen pops up. Read and Agree to Waiver. (Depending on person's computer screen, you may need to scroll down to click on agree.)

Your transaction was completed successfully. You can **View full schedule** and print a receipt.

For further information, click on **FAQ'S**.