# **Collier County Parks and Recreation Online Registration**

- Finding the Site
- Signing in to your Account
- Creating a New Account
- Registering for an Activity
- Paying a Current or Future Balance on your Account

### Go to

collierparks.com and click on Register Here online

From our *Mobile App*, click on Program Registration







## **Sign In to your Account**



## Click Sign In

\*\*If you have participated in Parks and Rec programs, facilities or memberships then you probably already have an account\*\*



Enter your login (email address)

Enter your password

\*\*If you don't have a password or forgot it, click Forgot your Password\*\*

### **Create an Account**



**Collier County** 

Parks & Recreation

Cancel & Return Home



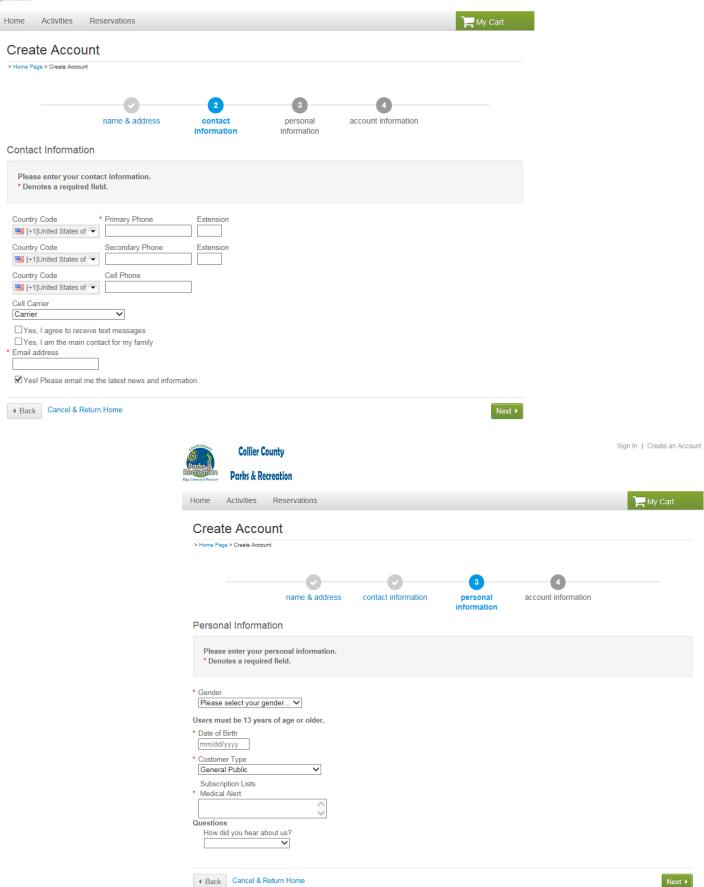
Sign In | Create an Account **Collier County** Parks & Recreation My Cart Activities Reservations Create Account > Home Page > Create Account account information name & address contact information personal information Name & Address Please note that in order to create an account for a child you must create an account for an adult first. Additional family members can be added to your account during registration. \* Denotes a required field. \* First Name Last Name Street Address Country United States of America FL O Add Mailing Address(if different from above)

Sign In | Create an Account

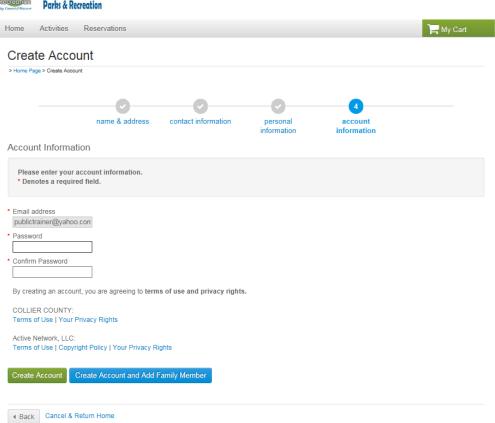
Sign In

Create an Account





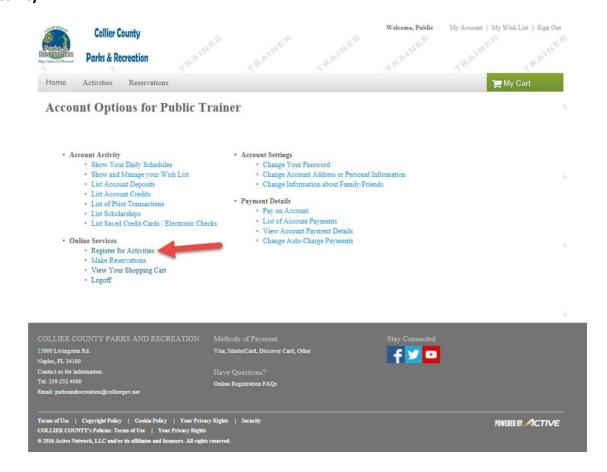




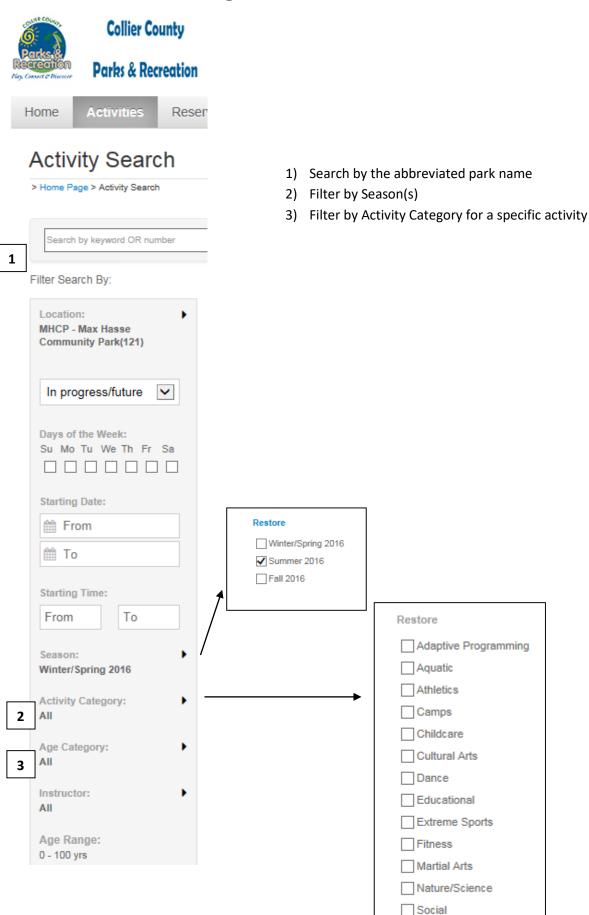
Thank You!

Your request for a new customer account has been successfully transmitted.

## **Registering for an Activity**

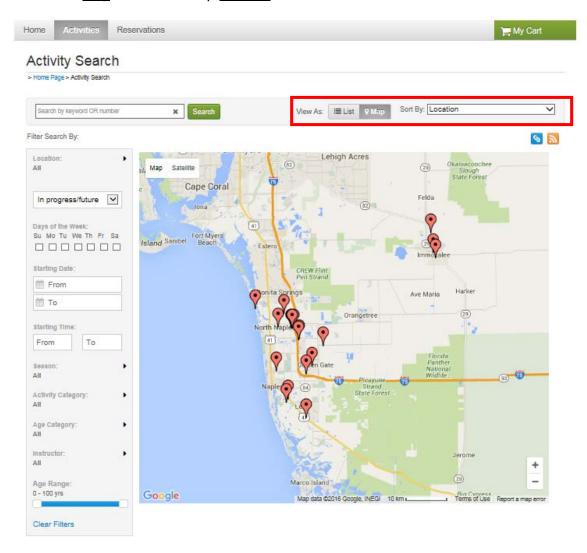


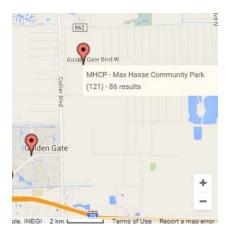
# **Search Activities using the filters**



# **Search By location**

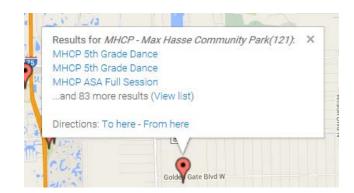
Click on the Map view and Sort by: Location



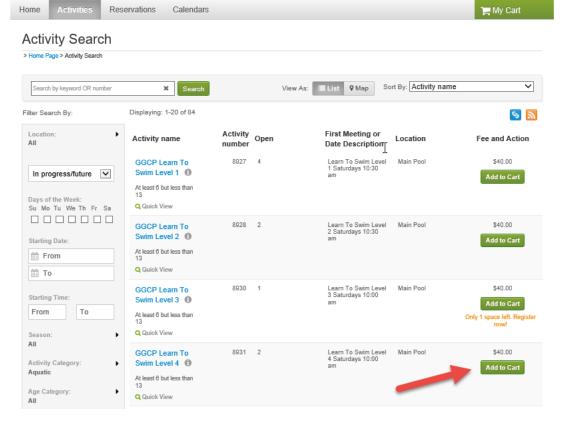


Hover over the red balloon for location name

Click on the balloon for activity and direction information



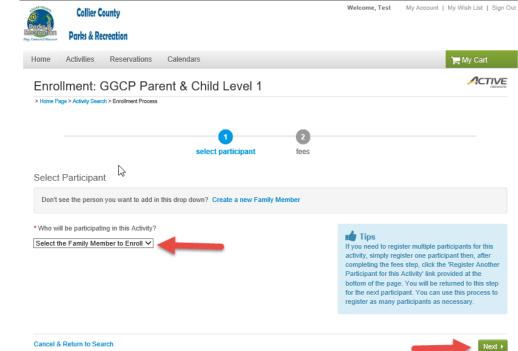




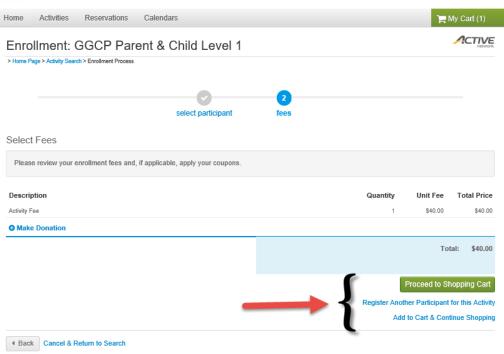
Once you find the activity that you would like to register for, click on Add to Cart

From the drop down menu, select the Family Member you want to enroll

Click Next







This screen shows you the fee for the Activity

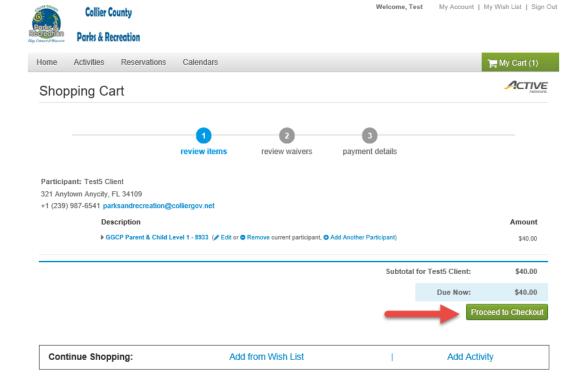
#### You then

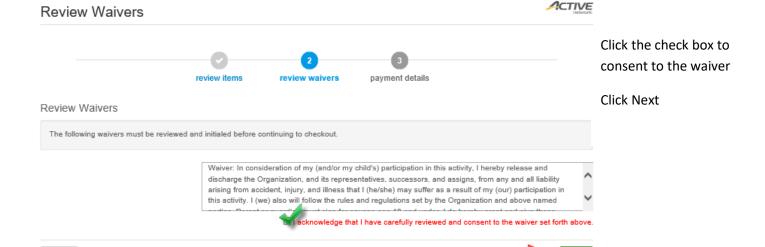
- Proceed to Shopping Cart if you don't need to register for anything else
- Register Another Participant for this Activity
- Add to Cart &
   Continue shopping
   of you need to
   register for a
   different Activity

This screen lets you review what you are registered for

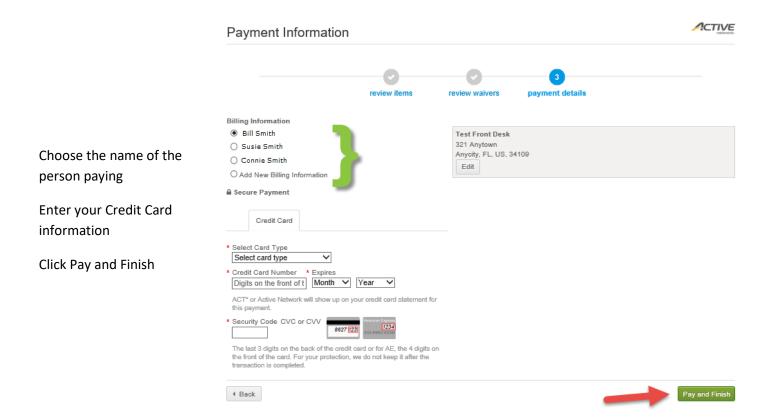
If everything is ok, Click Proceed to Checkout

You can click Edit or Remove on individual programs or click Add Activity to add an additional registration





◆ Back



### Paying a Current or Future Balance on your Account

- · Account Activity
  - Show Your Daily Schedules
  - Show and Manage your Wish List
  - List Account Deposits
  - List Account Credits
  - List of Prior Transactions
  - List Scholarships
  - List Saved Credit Cards / Electronic Checks
- Online Services
  - · Register for Activities
  - Make Reservations
  - View Your Shopping CartLogoff

- Account Settings
  - Change Your Password
  - Change Account Address or Personal Information
     Change Information about Family/Friends
- Payment Details
  - Pay on Account
  - List of Account Payment
  - View Account Payment Details
  - Change Auto-Charge Payments

Once you are logged into your account, click on Pay on Account

If a balance is currently owed, it will show up in the Payment Amount.
Otherwise you can choose the amount from the drop down list of payments or enter another amount in the empty box

Click Continue

### **Outstanding Balances**

Balance for Test Front Desk as of Dec 19, 2016 4:37 PM

To make payments, indicate the amount of each payment in the box provided.

Click on a receipt number for details.



To make the payment, click Continue

# **Outstanding Balances Detail**

You have indicated you want to pay the following. Please confirm the amounts.

Receipt	Original	Current	Pending	New
Number	Balance Due	Balance Due	Payment	Balance Due
1001313.031	\$472.50	\$472.50	\$52.50	\$420.00
Subtotals	472.50	472.50	\$52.50	\$420.00
	Total Payment		52.50	

If the total is correct, click Continue

Confirm your payment by clicking Continue

**Outstanding Balances** 

**ACTIVE** 

Click Next

2 payment details Outstanding balances for Test Front Desk as of Dec 19, 2016 Date Issued Next Payment Date Original Balance Receipt Current Balance Remaining Balance Payment Amount 1001313.031 Dec 19, 2016 Jan 13, 2017 \$472.50 \$472.50 \$ 52.50 \$ 420.00 Subtotal: \$52.50 ◆ Back

