



FARMINGDALE YOUTH COUNCIL, INC.

REGISTERING FOR SUMMER AND WINTER RECREATION PROGRAMS

1. Select the Summer or Winter page on our website.

- For **Summer** click any **Register Online >** button. This will take you to our RecDesk Community Page.
- For **Winter** click the **REGISTER HERE** button. This will take you to our RecDesk Community Page.

2. Once you are on our RecDesk home page;

❖ If you have already created an Account, Click SIGN IN and skip down to #3.

- If this is your **first time** using our online Registration Portal, Click **CREATE ACCOUNT**. (You will only have to do this once.)
- Fill out all fields and click Submit to complete the Profile setup process. (This will create your family account.)
- Next, click **Add Household Member** on the top left side.

Complete all required fields, including **Member Note**. *(Please be sure to include all allergies, medical alerts, disabilities, etc. that you feel our staff should be aware of.)*
- Click Submit.
- Be sure to do this for **each** child residing in your home that is currently registered with, or on the census of the Farmingdale School District, who will be registering for programs.
- New family members can be added by going to your profile page and clicking the **Add Household Member** link.

3. Registering For Programs

- Registrations can be initiated by either clicking on the Register button on the **Program List** page or while viewing the Program Detail.
- This will display the Program Registration form. Choose the Family Member registering for the program (not the Parent/Guardian), the appropriate Fee Type and then answer any additional questions that may be required for the program.
- The new Registration will be added to your **Shopping Cart** and is ready for Payment. At this point, you can add more registrations to the shopping cart or complete the registration(s) by going through the Payment/Checkout process.

4. Checkout and Payments

- Registrations are NOT complete until you go through the Checkout process. If there are pending registrations in your cart, go to your **Shopping Cart** and click Checkout.
- You will be directed to the Waiver page where you must click Accept to continue.
- Fill out credit card information and click Continue. You will then be presented with a summary of the transaction (including processing fees). Click OK to complete the transaction or Cancel to go back.
- If you clicked OK, your credit card will be processed and the registration process will be complete.