

## HERE'S HOW TO REGISTER ONLINE

If you registered online and attended summer recreation in June 2019, you already have an account setup and can use it to register for winter programs. Go to <https://fyc.recdesk.com> and use your existing login and password to sign in. Skip to #3 for instructions to register for programs.

**New Members** must set up an account on our RecDesk Community Site.

### To do this;

- Go to [www.farmingdaleyouthcouncil.com](http://www.farmingdaleyouthcouncil.com) and click on
  - The **WINTER** Tab at the top of the page.
  - Then click on the **REGISTER HERE** button at the top of the WINTER page.
- Once you are on our recdesk home page;
  - 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.

- Registering for Programs

- Click on “Winter Programs” on the top menu bar. Registrations can be initiated by either clicking on the Register button on the Program List page or while viewing the Program Detail. Click the Schedule tab for dates.
- This will display the Program Registration form. Choose the family member (child) registering for the program (*not the Parent/Guardian*), the appropriate Fee Type 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.

- Checkout and Payments

- Registrations are **NOT** complete until you go through the Checkout process. If there are pending registrations in your cart, go to Shopping Cart and click Checkout.
- You will be directed to the Waiver page where you must click and 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.
- Print your receipt for proof of registration, especially if you register on the 1<sup>st</sup> day of the program or after the program has started.