

# ONLINE FREESTYLE REGISTRATION INSTRUCTIONS

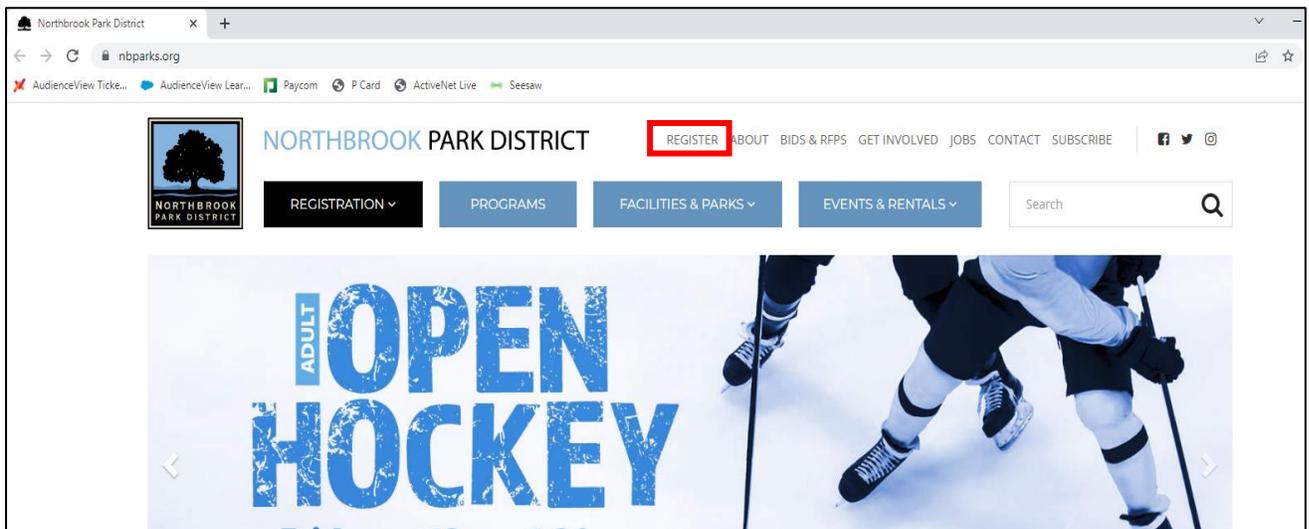
## PART 1 – ACCOUNT MANAGEMENT

The purpose of this document is to provide step-by-step directions for participants interested in reserving freestyle ice. Instructions include how to create a new account, add family members and login to an existing account.

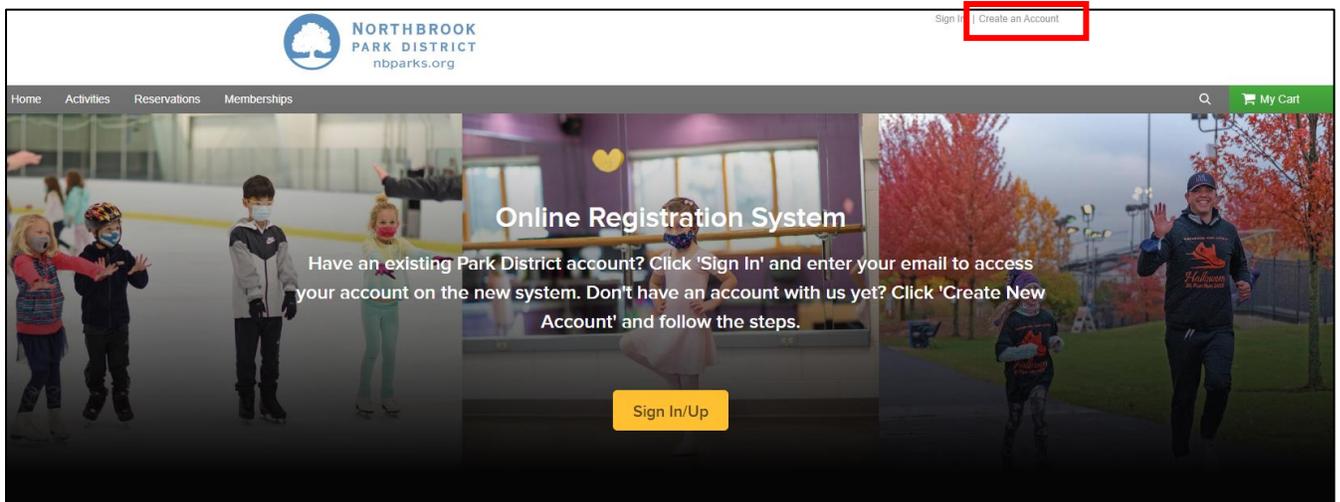
### CREATING A NEW ACCOUNT

- If you already have an account, skip this step and go to **“Existing Account Login”** instructions
- Create an account for an adult first. Once approved, you can add family members.
- Approval may take up to 3 business days.

1. Visit [nbparks.org](http://nbparks.org)
2. Click **“Register”**



3. Click **“Create an Account”**



4. Add Name and Address, click "Next"

The screenshot shows a progress bar at the top with four steps: 1. name & address (highlighted in blue), 2. contact information, 3. personal information, and 4. account information. Below the progress bar, the title 'Name & Address' is displayed. A grey box contains the instruction: 'Create an account for an adult first then you can add family members/children to that account. \* Required field.' The form includes the following fields: 'First Name' with the value 'Amanda', 'Middle Name' (empty), 'Last Name' with the value 'Smith', 'Street Address' with the value '1730 Pfingsten Road', and 'City, State, Zip Code' with 'Northbrook', 'IL', and '60062'. A radio button option 'Add Mailing Address(if different from above)' is present and selected. At the bottom left is a link 'Cancel & Return Home' and at the bottom right is a green 'Next' button with a right-pointing arrow.

5. Add Contact Information, click "Next"

The screenshot shows a progress bar at the top with four steps: 1. name & address (checked with a grey checkmark), 2. contact information (highlighted in blue), 3. personal information, and 4. account information. Below the progress bar, the title 'Contact Information' is displayed. A grey box contains the instruction: 'Enter your contact information. \* Required field.' The form includes the following fields: '\*Primary Phone (Required)' with the value '(847) 291-2993' and an empty 'Extension' field; 'Secondary Phone' and 'Extension' (both empty); and '\*Email address (Required)' with the value 'amysmith@nbparks.org'. At the bottom left are links 'Back' and 'Cancel & Return Home', and at the bottom right is a green 'Next' button with a right-pointing arrow.

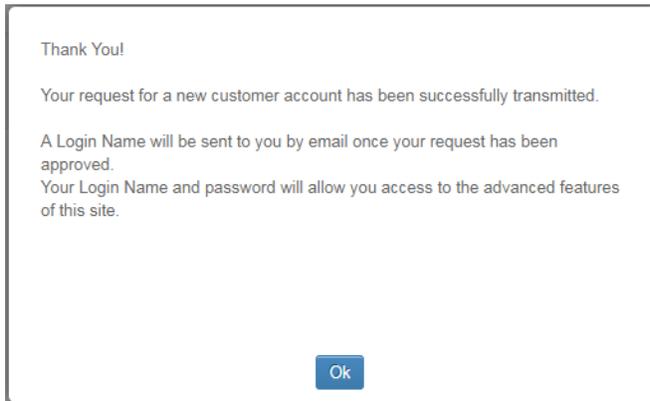
6. Add Personal Information, click “Next”

The screenshot shows the 'Create Account' page with a progress bar at the top. The progress bar has four steps: 1. name & address, 2. contact information, 3. personal information (highlighted in blue), and 4. account information. Below the progress bar, the 'Personal Information' section is active. It contains a grey box with the text 'Enter your personal information. \* Required field.' Below this, there is a dropdown menu for 'Gender (Required)' with 'Female' selected. A note states 'Users must be 13 years of age or older.' Below that is a text input for 'Date of Birth (Required)' with '05/04/1991' entered. There is a checked checkbox for 'Head of Household' and a link for 'Subscription Lists'. At the bottom, there are three buttons: 'Back', 'Cancel & Return Home', and 'Next'.

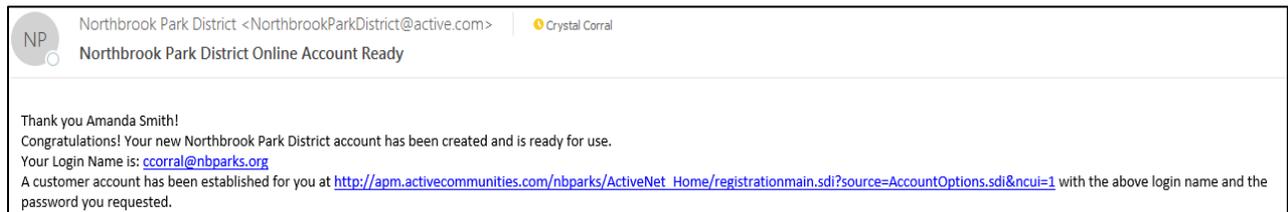
7. Add Account Information, click “Create Account”. Family members will be added later after approval.

The screenshot shows the 'Account Information' page. It features a grey box with the text 'Enter your account information. \* Required field.' Below this, there is a text input for 'Email address (Required)' with 'amysmith@nbparks.org' entered. Below that is a text input for 'Password (Required)' with eight dots. A green note says 'Contain at least eight characters in length'. Another green note says 'Contain at least one letter and one number'. Below that is a text input for 'Confirm Password (Required)' with eight dots. A note states 'By creating an account, you are agreeing to terms of use and privacy rights.' Below this, there are two links: 'Northbrook Park District: Terms of Use | Your Privacy Rights' and 'Active Network, LLC: Terms of Use | Copyright Policy | Your Privacy Rights'. At the bottom, there is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. Below the reCAPTCHA, there are two buttons: 'Create Account' and 'Create Account and Add Family Member'. At the very bottom, there are three buttons: 'Back', 'Cancel & Return Home', and 'Next'.

## 8. Request will be submitted

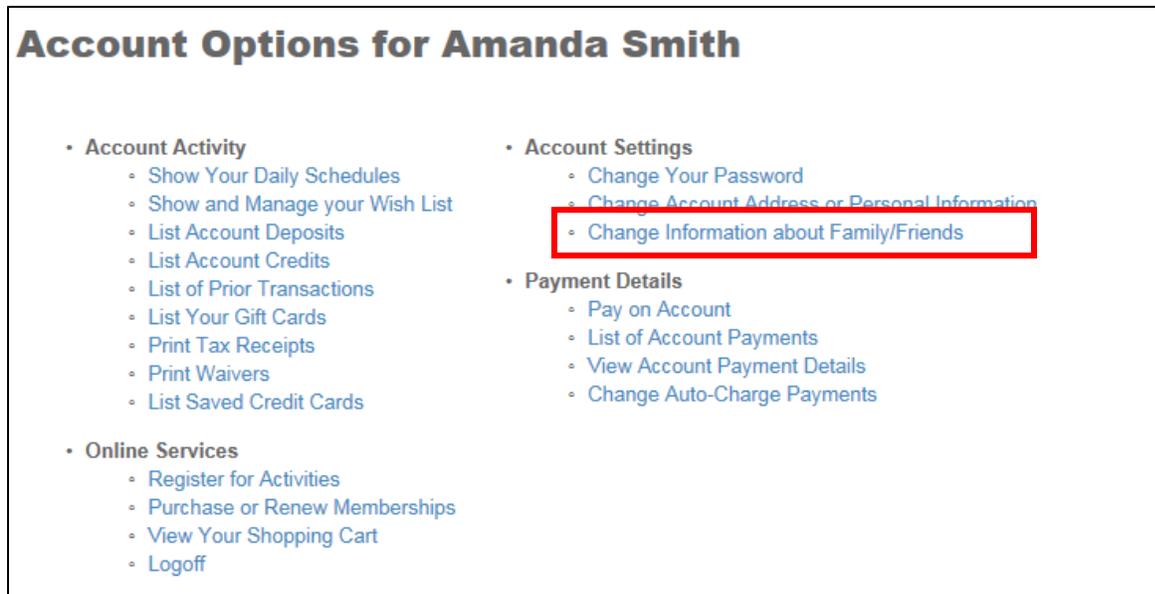


## 9. Once approved, you will receive the following email. Click on the link and login



## ADD FAMILY MEMBERS

### 1. To add family members, go to “Change Information about Family”



## EXISTING ACCOUNT LOGIN

- If you have an account, sign in and begin enrolling. Go to Part 2 – Enrollment.

1. Visit [nbparks.org](http://nbparks.org)
2. Click “Register”
3. Sign In