



TPAC Open Gym Online Registration Instructions

The purpose of this document is to provide step-by-step directions for participants interested in registering for open gyms. Instructions include how to create a new account, register for an open gym with an existing account, payment and how to view your online activity schedule. Use the links below to skip to directions.

This document contains:

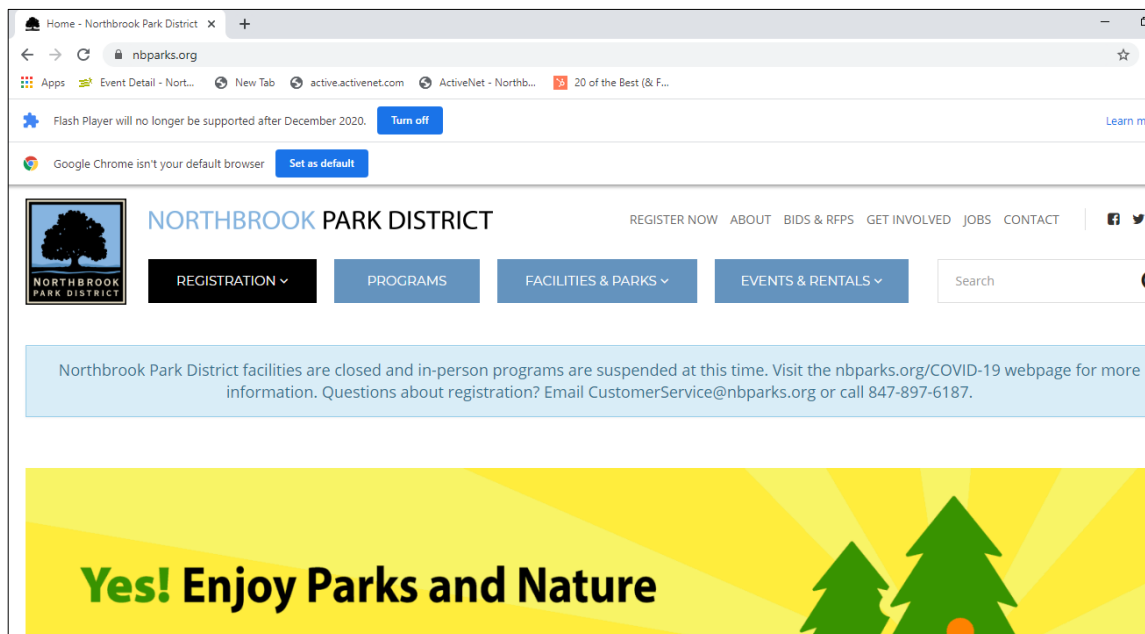
1. [Creating New Account](#)
2. [Existing Account Login](#)
3. [Enrollment](#)
4. [Schedule Management](#)

Account Management

Creating New Account:

- If you already have a Northbrook Park District registration account, skip this step and go to [Existing Account Login](#) instructions
- Create an account for an adult first. Once approved by staff you can add family members
- Approval may take 1-2 business days

1. Visit nbparks.org
2. Click **“Register Now”** (located at the top of the screen)





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3. Click “Create an Account”

The screenshot shows the website's navigation bar with 'Home', 'Activities', and 'Memberships' links, and a 'My Cart' icon. Below the navigation is a banner image of children on a playground with the text 'Providing OUTSTANDING Programs, Parks & Services!'. To the right, a 'New Registration System!' section contains instructions for existing and new users, a 'Sign In' button, and a red-bordered 'Or Create an Account' button. Below this is a search bar with a dropdown menu set to 'Activities' and a 'Search' button. At the bottom, there is a section titled 'Register for activities!' with a photo of children in a dance studio and text explaining how to register for activities.

4. Add adult’s name and address, click “Next”

The screenshot shows a progress bar with four steps: 1. name & address, 2. contact information, 3. personal information, and 4. account information. The 'Name & Address' section is active. It contains a message: 'Create an account for an adult first then you can add family members/children to that account. * Required field.' Below this are several form fields: 'First Name' (Amanda), 'Middle Name' (empty), 'Last Name' (Smith), 'Street Address' (1730 Pflingsten Road), and 'City, State, Zip Code' (Northbrook, IL, 60062). There is a link to 'Add Mailing Address(if different from above)'. At the bottom, there is a 'Cancel & Return Home' link and a green 'Next' button.



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5. Add Contact 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 (checked), 2. contact information (active), 3. personal information, and 4. account information. Below the progress bar, the 'Contact Information' section is displayed. It includes a heading 'Contact Information', a prompt 'Enter your contact information.', and a note '* Required field.'. The form fields are: Primary Phone (Required) with a dropdown for area code (847) and a text input for the number (291-2993), and an extension input; Secondary Phone and Extension inputs; and Email address (Required) with a text input (amysmith@nbparks.org). At the bottom, there are 'Back', 'Cancel & Return Home', and 'Next' buttons.

6. Add Personal Information, click “Next”

The screenshot shows the 'Create Account' page with the progress bar updated. Step 2 'contact information' is now checked, and step 3 'personal information' is active. The 'Personal Information' section is displayed, including a heading 'Personal Information', a prompt 'Enter your personal information.', and a note '* Required field.'. The form fields are: Gender (Required) with a dropdown menu set to 'Female'; a note 'Users must be 13 years of age or older.'; Date of Birth (Required) with a text input (05/04/1991); and a checkbox for 'Head of Household Subscription Lists' which is checked. At the bottom, there are 'Back', 'Cancel & Return Home', and 'Next' buttons.



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

Account Information

Enter your account information.
* Required field.

*Email address (Required)

*Password (Required)


Contain at least eight characters in length
Contain at least one letter and one number

*Confirm Password (Required)

By creating an account, you are agreeing to terms of use and privacy rights.

Northbrook Park District:
[Terms of Use](#) | [Your Privacy Rights](#)

Active Network, LLC:
[Terms of Use](#) | [Copyright Policy](#) | [Your Privacy Rights](#)

I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

8. Request will be submitted

Thank You!

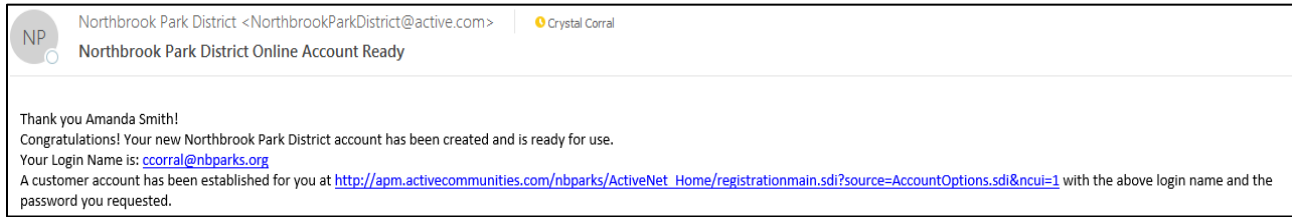
Your request for a new customer account has been successfully transmitted.

A Login Name will be sent to you by email once your request has been approved.
Your Login Name and password will allow you access to the advanced features of this site.

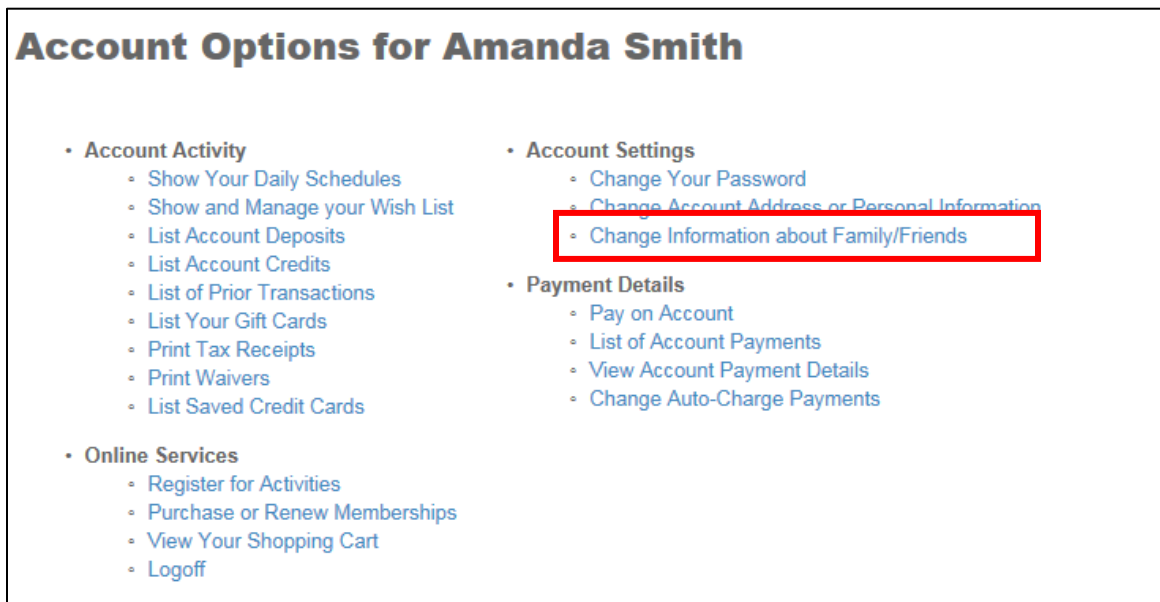


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9. Once approved, you will receive the following email. Click on link and login.



10. To add family members, select “Change Information about Family/Friends”



Existing Account Login:

- If you have an account, sign in and begin enrolling. Go to **Enrollment** instructions (next section).

1. Visit nbparks.org
2. Click “Register Now” (located at the top of the screen)
3. Click blue “Sign In” button





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Enrollment

1. Type **“Open Gym”** into the search box and click **“Search”**; then click **“Add to Cart”**

Home Activities Memberships My Cart

Activity Search

> Home Page > Activity Search

Open Gym View As: Sort By:

Filter By:

Displaying: 1-2 of 2

Name	Code	Date(s)	Times	Day(s)	Location	Action
TPAC - Open Gym - January	15589	Fri, Jan 1		--	Techny Prairie Activity Ctr Cplx	<input type="button" value="Add to Cart"/>
TPAC - Pickleball Open Gym - January	15590	Fri, Jan 1		--	Techny Prairie Activity Ctr Cplx	<input type="button" value="Add to Cart"/>

Page 1 of 1 < Prev 1 Next > results per page

2. Click **“Enroll Now”**

Home Activities Memberships My Cart

ACTIVE NETWORK

Home > Activities Search > FlexReg Program Detail

TPAC - Open Gym - January

Winter 2021 | #15569

Description: Due to Tier 3 mitigations, open gym will be restricted to individual skill work. Equipment is available for basketball, volleyball, and soccer. A maximum of 6 individuals will be allowed in the gym at a time and will be assigned a designated area. Open gym is available for TPAC members and non-members. Members may reserve time slots either online using the ActivateNB! app or calling TPAC during business hours. Non-members may reserve times using the park district online registration software, Activenet or on a first-come, first serve basis at the facility... [Read More](#)

9 Sessions

TPAC Open Gym (9-10am)



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- Using the drop-down menu, select the participant
 - If participant is not listed, click Add New Family Member
- Select time(s) and available dates
- Continue to the next time and desired date
- Click **“Add to Cart”** when all dates and times have been selected

Home Activities Memberships My Cart

ACTIVE

Home > Activities Search > FlexReg Program Detail > Enroll Program Form

Enroll in TPAC - Open Gym - January

Who are you enrolling? ^

Participant Ian Booker

Days and sessions you are enrolling ^

Select all sessions

TPAC Open Gym (9-10am) Select dates ^

Jan 1, 2021 - Jan 31, 2021 1 day selected

Select all Remove all

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Fee Summary

View Details

Subtotal \$8.00

Taxes \$0.00

Total \$8.00

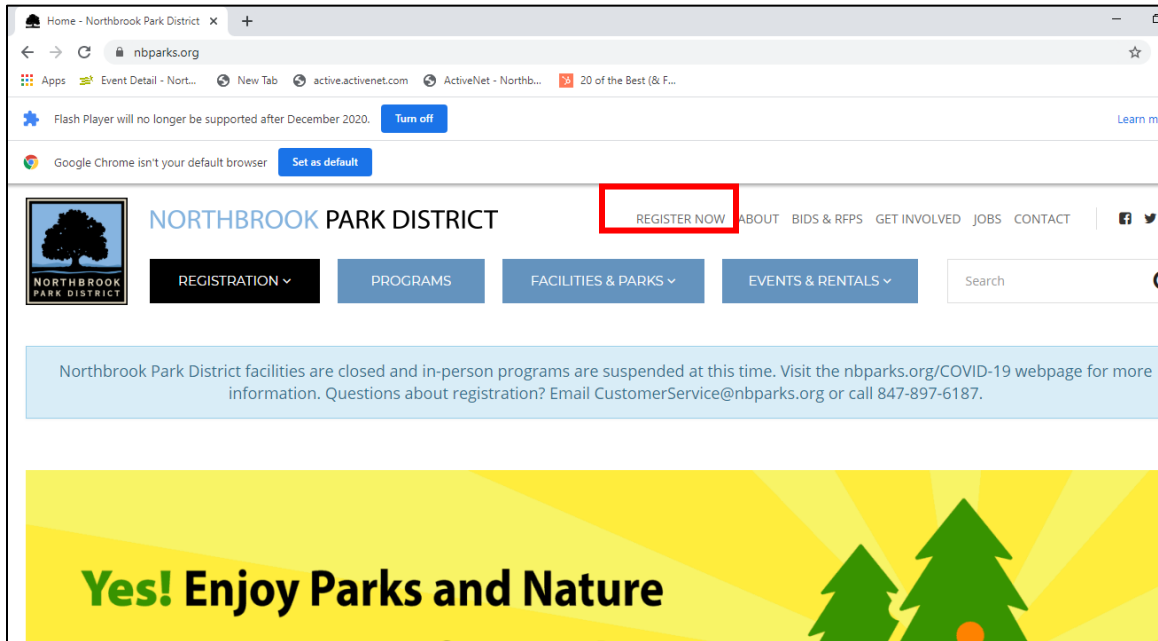
Add to cart



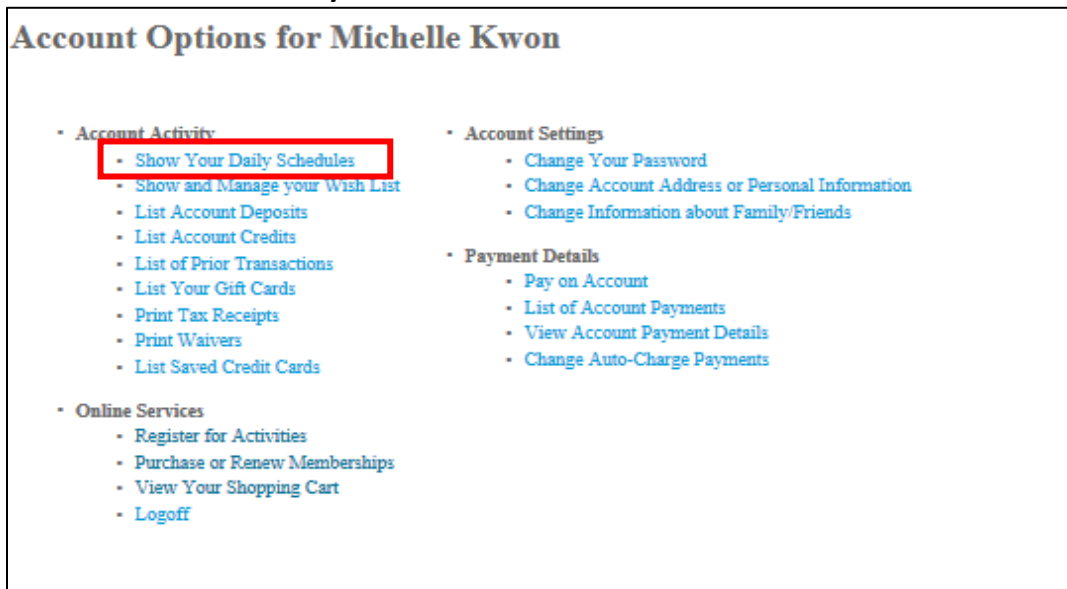
TPAC Open Gym Online Registration Instructions

Schedule Management

1. Visit nbparks.org
2. Click **“Register Now”**
3. **Sign In**



4. Click on **“Show Your Daily Schedule”**





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5. Enter desired date range
6. Select the family member
7. Select the Schedule details – **Flex Reg**
8. Click **“View Schedule”**

Family Member Schedule

Family Member Schedule Criteria

Select one or more Customers and click search

Date From

Date To

Available Family Members

Available Schedule Details

Activities
 Leagues
 Membership expirations
 Private Lessons
 Rentals

Weekly Layout
 Monthly Layout

Selected Family Members

Michelle Kwon

Selected Schedule Details

FlexReg

View Schedule

Access My Account My Account

9. Schedule can be printed and/or exported to an electronic calendar.

[Printer Friendly Version](#)

[Create iCalendar Export File](#)

Week of January 7 - 13, 2018

Day	Time	Customer	Description	Center	Facility
Mon, Jan 8, 2018	4:10pm - 4:40pm	Michelle Kwon	Freestyle Ice Winter 2018 -- 7014	Northbrook Sports Center Complex	Sports Center - Ice Rink B
Tue, Jan 9, 2018	4:10pm - 4:40pm	Michelle Kwon	Freestyle Ice Winter 2018 -- 7014	Northbrook Sports Center Complex	Sports Center - Ice Rink B
	4:40pm - 5:10pm	Michelle Kwon	Freestyle Ice Winter 2018 -- 7014	Northbrook Sports Center Complex	Sports Center - Ice Rink B
	5:10pm - 5:40pm	Michelle Kwon	Freestyle Ice Winter 2018 -- 7014	Northbrook Sports Center Complex	Sports Center - Ice Rink B
Sat, Jan 13, 2018	1:10pm - 1:40pm	Michelle Kwon	Freestyle Ice Winter 2018 -- 7014	Northbrook Sports Center Complex	Sports Center - Ice Rink A
	1:40pm - 2:10pm	Michelle Kwon	Freestyle Ice Winter 2018 -- 7014	Northbrook Sports Center Complex	Sports Center - Ice Rink A