



# TPAC Fitness Floor and Track Online Registration Instructions

The purpose of this document is to provide step-by-step directions for participants interested in registering for the fitness floor and indoor track. 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.

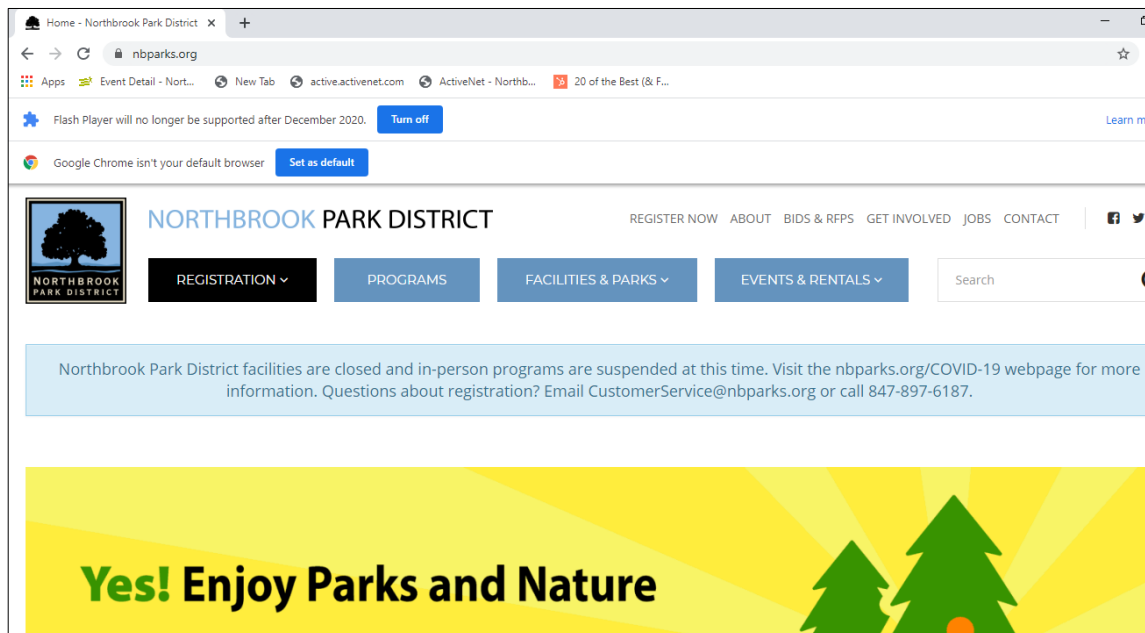
This document contains:

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](http://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 for 'New Registration System!' with a 'Sign In' button and a red-bordered 'Or Create an Account' button. A search bar is located below the banner. At the bottom, there is a section for 'Register for activities!' with a link to view activities.

### 4. Add adult's name and address, click "Next"

The screenshot shows a registration form with a progress indicator at the top. Step 1, 'name & address', is highlighted. The form includes a message: 'Create an account for an adult first then you can add family members/children to that account. \* Required field.' Below this are input fields for First Name (Amanda), Middle Name, 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 '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 (highlighted in blue), 3. personal information, and 4. account information. Below the progress bar, the 'Contact Information' section is active. It contains a grey box with the text 'Enter your contact information. \* Required field.' Below this are three rows of input fields: 'Primary Phone (Required)' with a dropdown for area code (847) and a text box for number (291-2993) and an extension box; 'Secondary Phone' with a text box and an extension box; and 'Email address (Required)' with a text box containing '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 highlighted in blue. The 'Personal Information' section is active, containing a grey box with the text 'Enter your personal information. \* Required field.' Below this are three rows of input fields: '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 box containing '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

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8. Request will be submitted

Thank You!

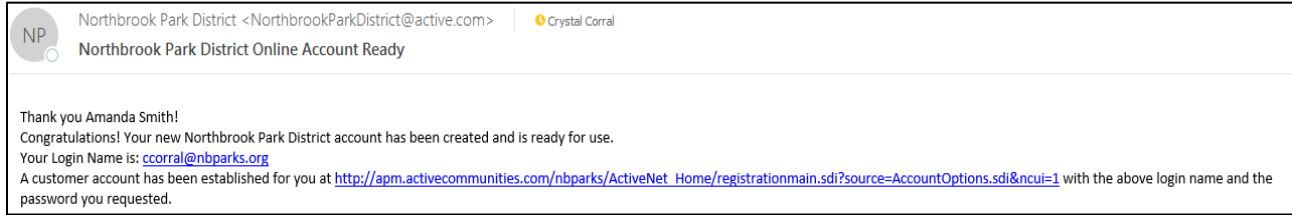
Your request for a new customer account has been successfully transmitted.

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.

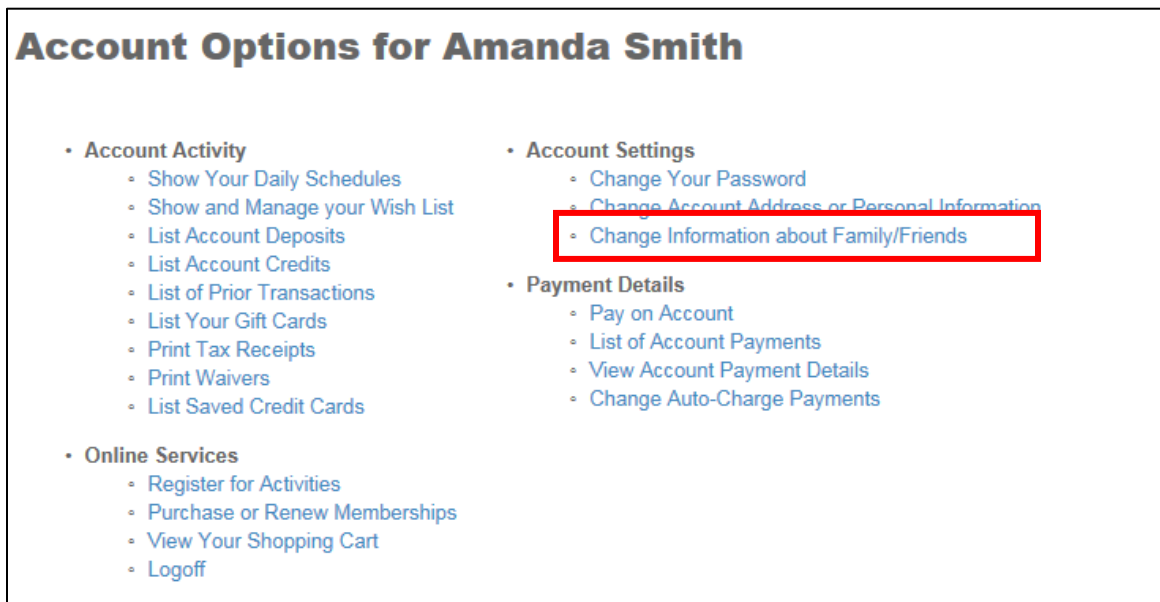


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9. Once approved, you will receive the following email. Click on link and login.



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](http://nbparks.org)
2. Click “Register Now” (located at the top of the screen)
3. Click blue “Sign In” button





# TPAC Fitness Floor and Track Online Registration Instructions

## Enrollment

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

Home Activities Memberships My Cart

### Activity Search

> Home Page > Activity Search

TPAC Search View As: List Map Sort By: Name

Filter By: Location: All Meeting Dates: In progress/future Days of the Week: Sun Mon Tue Wed Thu Fri Sat Starting Date: From

Displaying: 1-7 of 7

Name	Code	Date(s)	Times	Day(s)	Location	Action
TPAC - Open Gym - January	15569	Fri, Jan 1		--	Techny Prairie Activity Ctr Cplx	<span>Add to Cart</span>
TPAC - Pickleball Open Gym - January	15590	Fri, Jan 1		--	Techny Prairie Activity Ctr Cplx	<span>Add to Cart</span>
TPAC Fitness Floor - December	15630	Tue, Dec 29		--	Techny Prairie Activity Ctr Cplx	<span>Add to Cart</span>

2. Click “Enroll Now”

## TPAC Fitness Floor - December

Winter 2021 | #15630

Dec 29, 2020 - Dec 31, 2020 Techny Prairie - Fitness Center  
15 - 98 yrs Coed TPAC Fitness All Ages

Description: Due to Tier 3 mitigations, TPAC will be restricted to 25% capacity. To book your time slot you can either use the ActivateNB! app or by 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. Non-members must create an account prior to registering. To request an account visit: [https://apm.activecommunities.com/nbparks/Create\\_Account](https://apm.activecommunities.com/nbparks/Create_Account)

Starting at **\$0.00** / day  
[View price details](#)  
**Online enrollment is available now!**

Enroll Now

### 4 Sessions

TPAC Fitness Floor (6:00am) Dec 1

Dec 29, 2020 - Dec 30, 2020 Tues, Wed 6:00 AM - 7:30 AM



# TPAC Fitness Floor and Track Online Registration Instructions

- 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

## Enroll in TPAC Fitness Floor - December

Who are you enrolling?

Participant: Meri Shea

Days and sessions you are enrolling

Select all sessions

TPAC Fitness Floor (6:00am) Dec Select dates

Dec 29, 2020 - Dec 30, 2020 All days selected

### Fee Summary

[View Details](#)

Subtotal \$0.00

Taxes \$0.00

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**Total \$0.00**

**Add to cart**

## Days and sessions you are enrolling

Select all sessions

TPAC Fitness Floor (6:00am) Dec Select dates

Dec 29, 2020 - Dec 30, 2020 1 day selected

< Dec 2020 > Select all Remove all

S	M	T	W	T	F	S
29	30	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	7	8	9

### Fee Summary

Subtotal \$0.00

Taxes \$0.00

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**Total \$0.00**

**Add to cart**



# TPAC Fitness Floor and Track Online Registration Instructions

7. Click, "I have read and agree to" waiver check box, then click **"Finish"** to complete the process.

**Shopping Cart**

Meri Shea MS 1 item, \$0.00 in total.

**TPAC Fitness Floor - December - 15630** \$0.00

FLEXREG

2 day(s) added from Dec 29, 2020 through Dec 30, 2020

**Order Summary**

Subtotal \$0.00

**Due Now \$0.00**

Enter coupon code Apply

**Finish**

**Waiver**

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

I have read and agree to Fitness Member Waiver & Release [Program Enrollment: TPAC Fitness Floor - December - 15630]. Required

## Schedule Management

1. Visit [nbparks.org](http://nbparks.org)
2. Click **"Register Now"**
3. **Sign In**

Home - Northbrook Park District

nbparks.org

Flash Player will no longer be supported after December 2020. Turn off

Google Chrome isn't your default browser. Set as default

**NORTHBROOK PARK DISTRICT** REGISTER NOW ABOUT BIDS & RFPS GET INVOLVED JOBS CONTACT

REGISTRATION PROGRAMS FACILITIES & PARKS EVENTS & RENTALS Search

Northbrook Park District facilities are closed and in-person programs are suspended at this time. Visit the [nbparks.org/COVID-19](http://nbparks.org/COVID-19) webpage for more information. Questions about registration? Email [CustomerService@nbparks.org](mailto:CustomerService@nbparks.org) or call 847-897-6187.

**Yes! Enjoy Parks and Nature**





# TPAC Fitness Floor and Track Online Registration Instructions

- Click on “Show Your Daily Schedule”

**Account Options for Michelle Kwon**

- Account Activity**
  - Show Your Daily Schedules
  - Show and Manage your Wish List
  - List Account Deposits
  - List Account Credits
  - List of Prior Transactions
  - List Your Gift Cards
  - Print Tax Receipts
  - Print Waivers
  - List Saved Credit Cards
- Account Settings**
  - Change Your Password
  - Change Account Address or Personal Information
  - Change Information about Family/Friends
- Payment Details**
  - Pay on Account
  - List of Account Payments
  - View Account Payment Details
  - Change Auto-Charge Payments
- Online Services**
  - Register for Activities
  - Purchase or Renew Memberships
  - View Your Shopping Cart
  - Logoff

- Enter desired date range
- Select the family member
- Select the Schedule details – **Flex Reg**
- Click “View Schedule”

**Family Member Schedule**

**Family Member Schedule Criteria**

Select one or more Customers and click search

Date From: Dec 18, 2020

Date To: [ ]

Available Family Members: [ ]

Selected Family Members: Meri Shea

Available Schedule Details: Activities, Leagues, Membership expirations, Private Lessons, Rentals

Selected Schedule Details: FlexReg

Layout:  Weekly Layout,  Monthly Layout

**View Schedule**



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

Week of December 27 - January 2, 2021				
Day	Time	Customer	Description	Facility
Tue, Dec 29, 2020	6am - 7:30am	Meri Shea	TPAC Fitness Floor - December -- 15630	Techny Prairie Activity Center Complex <a href="#">Techny Prairie - Fitness Center</a>
Wed, Dec 30, 2020	5:30pm - 7pm	Meri Shea	TPAC Fitness Floor - December -- 15630	Techny Prairie Activity Center Complex <a href="#">Techny Prairie - Fitness Center</a>