



TPAC Pickleball 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:

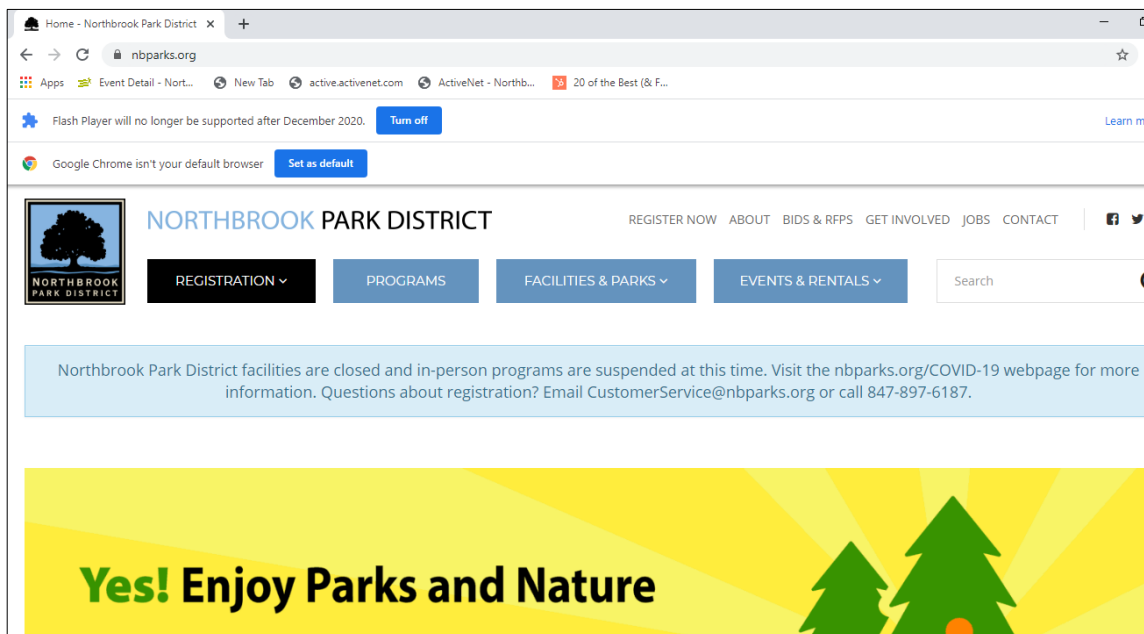
1. [Creating New Account](#)
2. [Existing Account Login](#)
3. [Enrollment](#)
4. [Schedule Management](#)

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. A banner image of children on a playground is accompanied by the text 'Providing OUTSTANDING Programs, Parks & Services!'. A 'New Registration System!' section contains instructions for existing and new users, with 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. A section titled 'Register for activities! >' includes 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 displays a four-step registration process: 1. name & address, 2. contact information, 3. personal information, and 4. account information. The 'Name & Address' section includes a note: 'Create an account for an adult first then you can add family members/children to that account. * Required field.' The form fields are: First Name (Amanda), Middle Name (empty), Last Name (Smith), Street Address (1730 Pflingsten Road), and City, State, Zip Code (Northbrook, IL, 60062). A link for 'Add Mailing Address(if different from above)' is provided. 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 (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 field for number (291-2993) and an extension field; 'Secondary Phone' with a text field and an extension field; and 'Email address (Required)' with a text field containing 'amysmith@nbparks.org'. At the bottom, there are three buttons: 'Back', 'Cancel & Return Home', and 'Next'.

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 field containing '05/04/1991'; and a checkbox for 'Head of Household Subscription Lists' which is checked. At the bottom, there are three buttons: 'Back', 'Cancel & Return Home', and 'Next'.



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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!

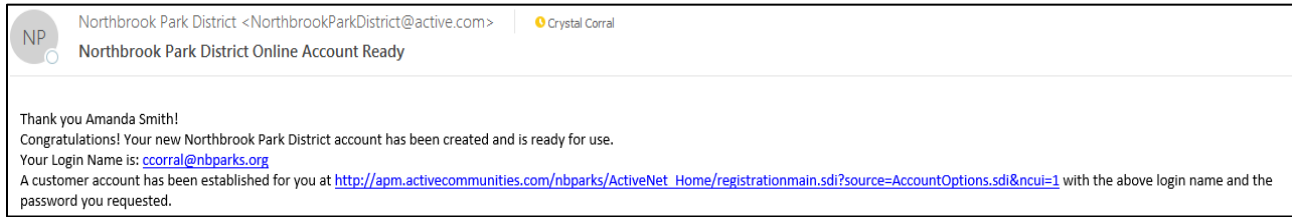
Your request for a new customer account has been successfully transmitted.

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.

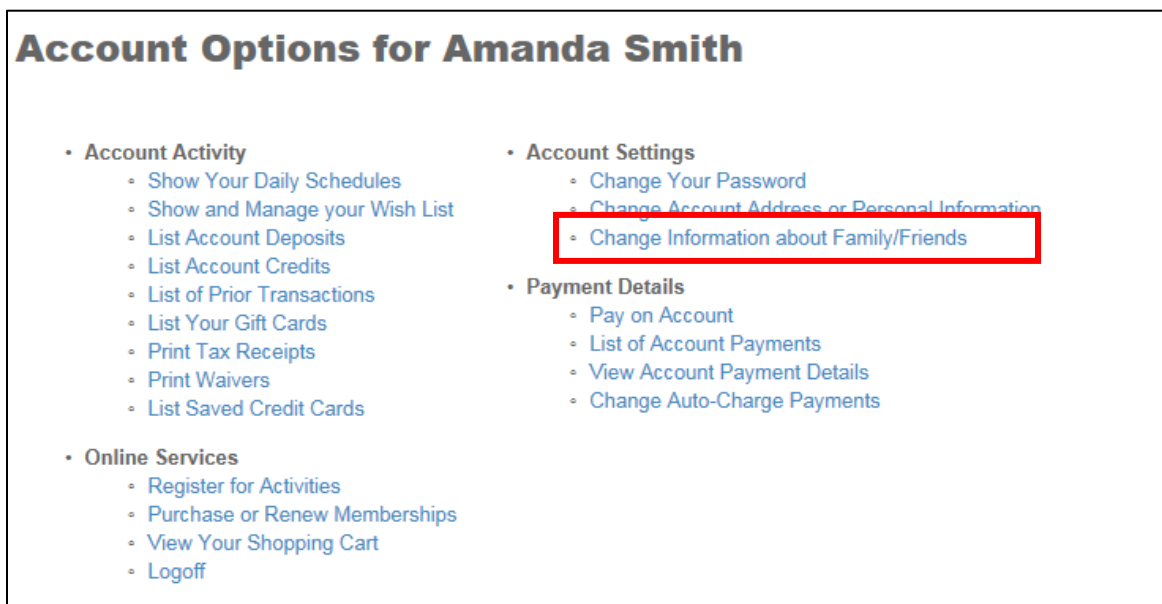


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9. Once approved, you will receive the following email. Click on link and login.



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 “TPAC Pickleball” 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 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: 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	Add to Cart
TPAC - Pickleball Open Gym - January	15590	Fri, Jan 1		--	Techny Prairie Activity Ctr Cplx	Add to Cart

Page 1 of 1 < Prev 1 Next > 50 results per page

2. Click “Enroll Now”

Home Activities Memberships My Cart

ACTIVE network

Home > Activities Search > FlexReg Program Detail

TPAC - Pickleball Open Gym - January

Winter 2021 | #15590

Jan 1, 2021 - Jan 31, 2021 Techny Prairie - Gym

18 yrs + Coed TPAC Open Gym Adult

Starting at \$0.00 / day

View price details

Online enrollment is available now!

Enroll Now

Description: Due to Tier 3 mitigations, pickleball open gym will be restricted to singles play. Equipment is available for use but recommend participants bring their own equipment. Maximum of 4 individuals will be allowed in the gym at a time. Pickleball 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](#)



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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

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

Enroll in TPAC - Pickleball Open Gym - January

Who are you enrolling? ^

Participant Ian Booker

Days and sessions you are enrolling ^

Select all sessions

TPAC Pickleball Open Gym (8-9am) Select dates ^

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

Jan 2021 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



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7. Click, "I have read and agree to" waiver check box, then click "Check-Out" to complete the payment process.

Shopping Cart

Ian Booker 1 item, \$8.00 in total.

TPAC - Pickleball Open Gym - January - 15590 \$8.00 ✓
FLEXREG
1 day(s) added on Jan 1, 2021

Order Summary
Subtotal \$8.00
Due Now \$8.00

Enter coupon code

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 [General Waiver \[Program Enrollment: TPAC - Pickleball Open Gym - January - 15590\]](#). Required

Schedule Management

1. Visit nbparks.org
2. Click "Register Now"
3. Sign In

Home - Northbrook Park District x +

nbparks.org

Flash Player will no longer be supported after December 2020.

Google Chrome isn't your default browser.

NORTHBROOK PARK DISTRICT ABOUT BIDS & RFPS GET INVOLVED JOBS CONTACT

REGISTRATION PROGRAMS FACILITIES & PARKS EVENTS & RENTALS

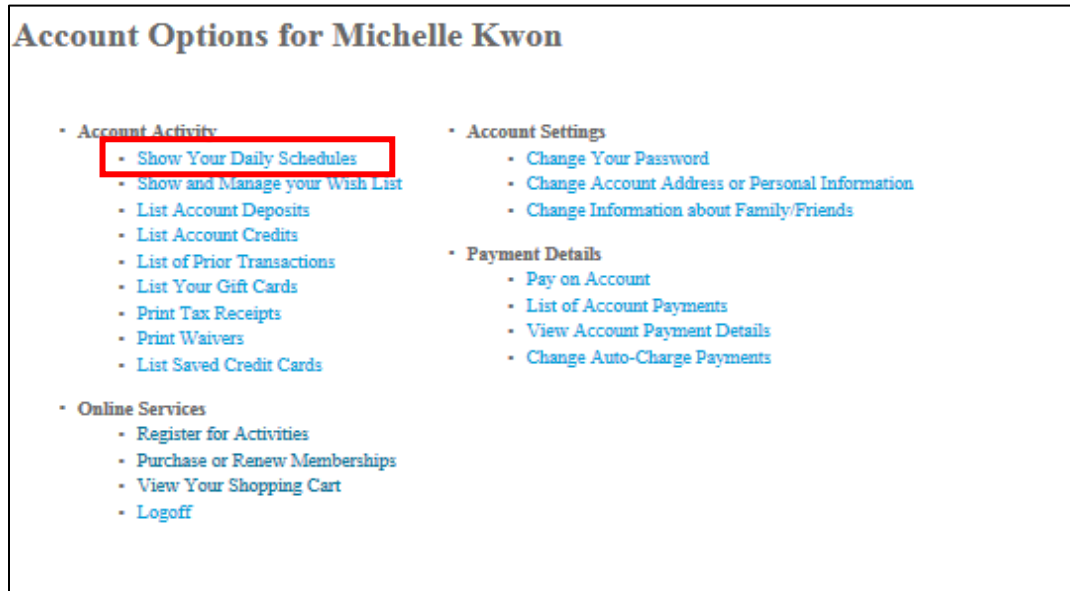
Northbrook Park District facilities are closed and in-person programs are suspended at this time. Visit the nbparks.org/COVID-19 webpage for more information. Questions about registration? Email CustomerService@nbparks.org or call 847-897-6187.

Yes! Enjoy Parks and Nature



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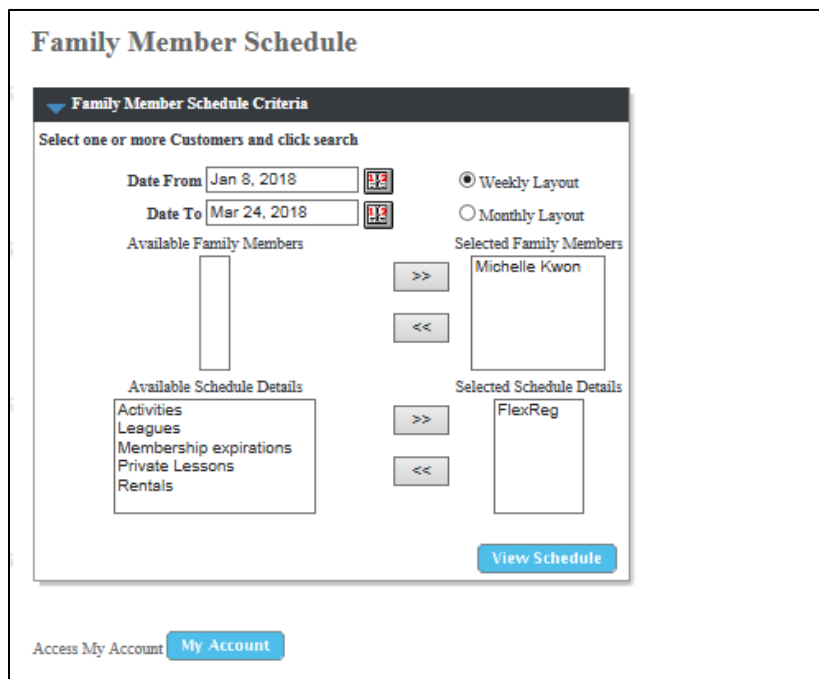
- Click on “**Show Your Daily Schedule**”



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: Jan 8, 2018
Date To: Mar 24, 2018

Available Family Members: [Empty list]
Selected Family Members: Michelle Kwon

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

Layout Selection: Weekly Layout, Monthly Layout

View Schedule

Access My Account **My Account**



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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