



# TPAC Tour Online Registration Instructions

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

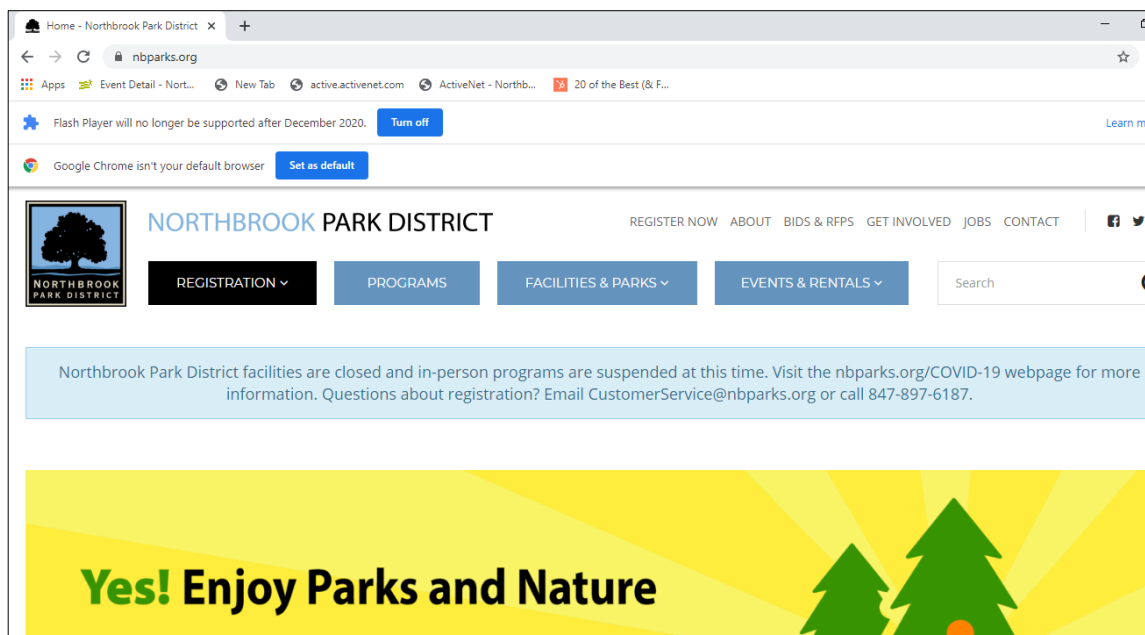
This document contains:

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”

Home Activities Memberships My Cart

Providing **OUTSTANDING** Programs, Parks & Services!

**New Registration System!**

Have an existing Park District account? Click 'Sign In' and enter your email to access your account on the new system. Don't have an account with us yet? Click 'Create New Account' and follow the steps.

[Sign In](#)

[Or Create an Account](#)

Activities

**Register for activities! >**  
To register or view upcoming activities, click Activities! View and select the activity you would like to register and then click Add to Cart.

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

1 name & address 2 contact information 3 personal information 4 account information

**Name & Address**

Create an account for an adult first then you can add family members/children to that account.  
\* Required field.

\* First Name

Middle Name

\* Last Name

\* Street Address

\* City, State, Zip Code

[Add Mailing Address\(if different from above\)](#)

[Cancel & Return Home](#)



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## 5. Add Contact Information, click “Next”

The screenshot shows the 'Create Account' page with a progress bar indicating four steps: 1. name & address, 2. contact information, 3. personal information, and 4. account information. Step 2 is currently active. The form fields include:

- Primary Phone (Required): (847) 291-2993, Extension: [ ]
- Secondary Phone: [ ], Extension: [ ]
- Email address (Required): amysmith@nbparks.org

Navigation buttons at the bottom include 'Back', 'Cancel & Return Home', and 'Next'.

## 6. Add Personal Information, click “Next”

The screenshot shows the 'Create Account' page with a progress bar indicating four steps: 1. name & address, 2. contact information, 3. personal information, and 4. account information. Step 3 is currently active. The form fields include:

- Gender (Required): Female
- Users must be 13 years of age or older.
- Date of Birth (Required): 05/04/1991
- Head of Household Subscription Lists:

Navigation buttons at the bottom include '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](#)

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8. Request will be submitted

Thank You!

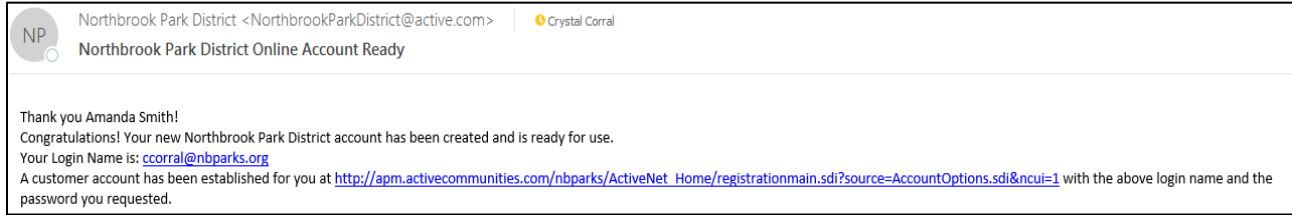
Your request for a new customer account has been successfully transmitted.

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.

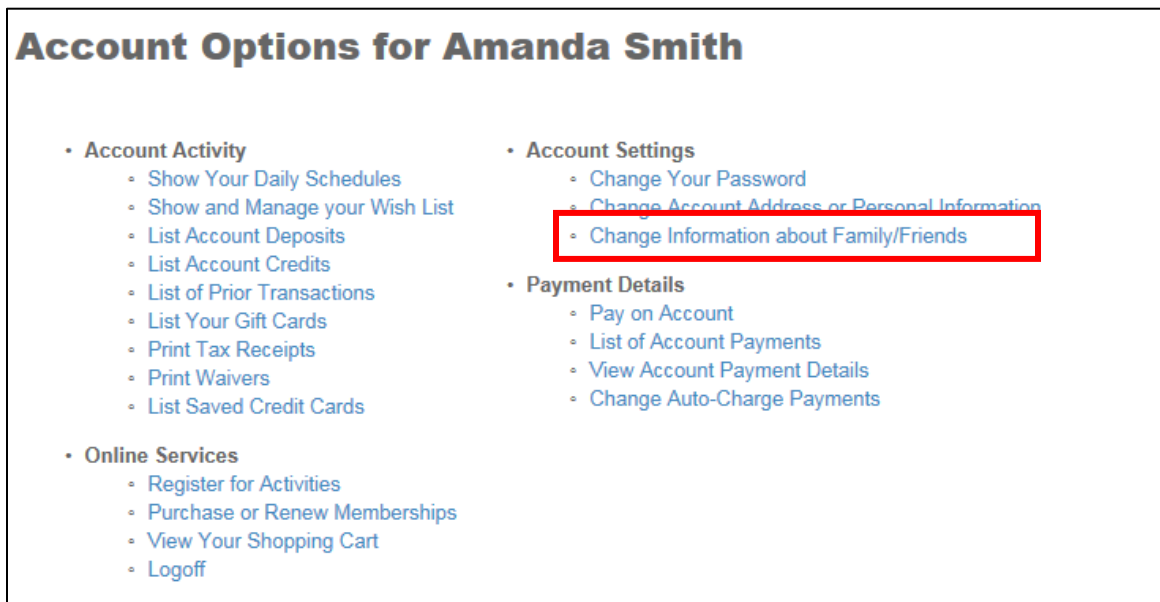


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9. Once approved, you will receive the following email. Click on link and login.



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





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## Enrollment

1. Type **"TPAC Tour"** into the search box and click **"Search"**; then click **"Add to Cart"**

The screenshot shows the 'Activity Search' page. The search box contains 'TPAC Tours' and the 'Search' button is highlighted. A red arrow points to the search box. Below the search box, the results table shows one entry: 'TPAC Tours' with code 15633, meeting on Tue, Dec 29, and location 'Techny Prairie - Prairie Room'. A red arrow points to the 'Add to Cart' button for this entry. The page also shows navigation links like 'Home', 'Activities', 'Memberships', and 'My Cart'.

2. Click **"Enroll Now"**

The screenshot shows the 'TPAC Tours' activity page. The title is 'TPAC Tours' and the subtitle is 'Winter 2021 | #15633'. The meeting dates are 'Dec 29, 2020 - Dec 31, 2020'. The location is 'Techny Prairie - Prairie Room'. The description is 'TPAC Tours'. There are '13 Sessions' listed. A red arrow points to the 'Enroll Now' button in the top right corner. A green box with the text 'Free Online enrollment is available now!' is also visible.



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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

The screenshot shows the 'Enroll in TPAC Tours' interface. On the left, under the heading 'Who are you enrolling?', there is a 'Participant' dropdown menu with 'Meri Shea' selected. A red arrow points to this dropdown. Below this is the 'Days and sessions you are enrolling' section, which includes a 'Select all sessions' link. A red arrow points to this link. Underneath, a session for 'TPAC Tour (9-10am)' is listed with a blue checkmark, a date range of 'Dec 29, 2020 - Dec 30, 2020', and a green 'All days selected' button. A 'Select dates' dropdown is also visible. On the right side of the page, a 'Fee Summary' table shows 'Subtotal' and 'Taxes' both at '\$0.00', and a 'Total' of '\$0.00'. A green 'Add to cart' button is located below the fee summary.

Fee Summary	
Subtotal	\$0.00
Taxes	\$0.00
<b>Total</b>	<b>\$0.00</b>



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- 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

**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

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

Home - Northbrook Park District x +

nbparks.org

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](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**





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4. 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



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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: Dec 18, 2020

Date To: [Empty]

Available Family Members: [Empty]

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

Selected Family Members: Meri Shea

Selected Schedule Details: FlexReg

[View Schedule](#)

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

**Week of December 27 - January 2, 2021**

Day	Time	Customer Description	Center	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>