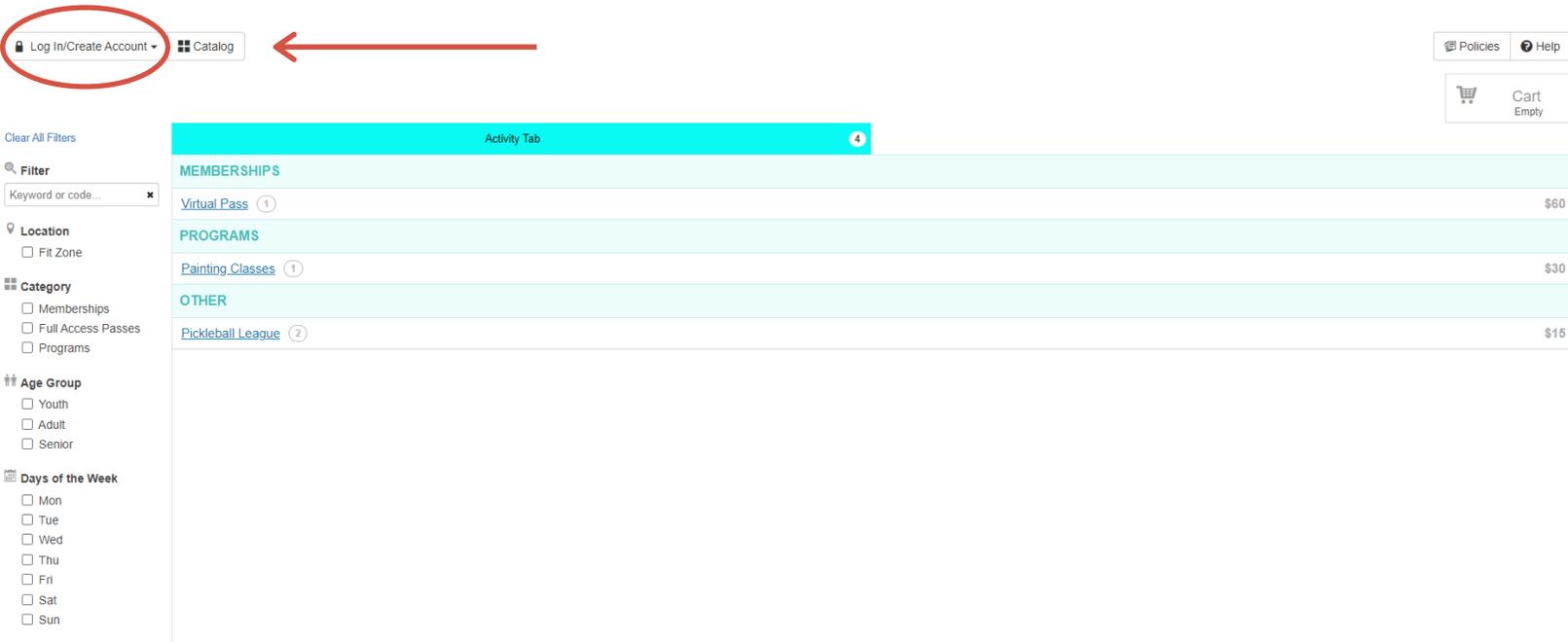


# How to register and pay for events online:

Step 1. Visit [www.lincolnparkdistrict.com](http://www.lincolnparkdistrict.com) to find the event/program you'd like to register for. Click on the registration link provided.

Step 2. You will see the page shown below. Click "Log In/Create Account" in the top left corner.



The screenshot shows the top navigation bar of the Lincoln Park District website. The "Log In/Create Account" link is circled in red, with a red arrow pointing to it from the right. The navigation bar also includes a "Catalog" link, "Policies", and "Help". Below the navigation bar is a shopping cart icon labeled "Cart Empty". The main content area is titled "Activity Tab" and displays a list of activities categorized into MEMBERSHIPS, PROGRAMS, and OTHER. The activities listed are Virtual Pass (\$60), Painting Classes (\$30), and Pickleball League (\$15). The left sidebar contains filter options for Location, Category, Age Group, and Days of the Week.

**Navigation Bar:**

- Log In/Create Account
- Catalog
- Policies
- Help

**Shopping Cart:**

- Cart Empty

**Activity Tab:**

Category	Activity	Price
MEMBERSHIPS	Virtual Pass (1)	\$60
PROGRAMS	Painting Classes (1)	\$30
OTHER	Pickleball League (2)	\$15

**Filters:**

- Clear All Filters**
- Filter**: Keyword or code...
- Location**:  Fit Zone
- Category**:  Memberships,  Full Access Passes,  Programs
- Age Group**:  Youth,  Adult,  Senior
- Days of the Week**:  Mon,  Tue,  Wed,  Thu,  Fri,  Sat,  Sun

Step 3. Click the "Create Your LPD Account" button.

The screenshot displays a user interface for logging in or creating an account. At the top left, there are links for "Log In/Create Account" and "Catalog". Below these are input fields for "Email/Username" (containing "Username") and "Password" (containing "Password"). A "Log In" button is positioned to the right of the password field. A prominent blue button labeled "Create Your LPD Account" is circled in red. A red arrow points from the right towards this button. In the background, a table lists activities with a cyan "Activity Tab" header and a small "4" in a circle. The table rows include "Powered REC1" with a price of "\$60", another "Powered REC1" with a price of "\$30", and a "Powered REC1" with a price of "\$15". On the right side, there are links for "Policies" and "Help", and a shopping cart icon labeled "Cart Empty". On the left side, there are filter sections for "Age Group" (with options for Youth, Adult, and Senior) and "Days of the Week" (with options for Mon, Tue, Wed, Thu, Fri, Sat, and Sun).

Step 4. A screen will pop up asking for your information. Make sure to fill in every required box.

Step 5. After filling out all of your information, click the button that says "Next Step: Other Account Members"

Log In/Create Account Catalog

Policies Help

Cart Empty

Clear All Filters

Filter

Keyword or code...

Location

Fit Zone

Category

- Memberships
- Full Access Passes
- Programs

Age Group

- Youth
- Adult
- Senior

Days of the Week

- Mon
- Tue
- Wed
- Thu
- Fri
- Sat
- Sun

MEMBERS  
Virtual Pass  
PROGRAM  
Painting Cla  
OTHER  
Pickleball L

### LPD Sign-Up

Step 1: Account Holder Step 2: Other Account Members

Account holder must be an Adult.

<b>BASICS</b>	<b>ADDRESS</b>
Account Type: <input type="radio"/> Individual <input type="radio"/> Organization	Address Line 1: <input type="text"/>
Name: First Name <input type="text"/> Middle Na <input type="text"/> Last Name <input type="text"/> N/A <input type="button"/>	Address Line 2: <input type="text"/>
Date of Birth: <input type="text"/>	Zip Code, City, State: <input type="text"/> <input type="text"/> AL <input type="button"/>
Gender: <input type="radio"/> Male <input type="radio"/> Female	
<b>CONTACT INFO</b>	<b>ACCOUNT SETTINGS</b>
Phone 1: <input type="text"/> <input type="text"/> <input type="button"/> <input type="button"/>	Primary Email: <input type="text"/>
Phone 2: <input type="text"/> <input type="text"/> <input type="button"/> <input type="button"/>	Password: <input type="text"/>
Phone 3: <input type="text"/> <input type="text"/> <input type="button"/> <input type="button"/>	Confirm Password: <input type="text"/>
Email Preferences: <input type="button"/>	<p>Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters</p>
Emergency Contacts: <input type="button"/>	

Zipcode search powered by GeoNames licensed under CC BY 4.0

Cancel Next Step: Other Account Members

	\$60
	\$30
	\$15

Step 6. If you'd like to add another member to your account, you may do so here. If not, click the "Save & Close" button.

Log In/Create Account Catalog

Policies Help

Cart Empty

Clear All Filters

Filter

Keyword or code...

Location

Fit Zone

Category

- Memberships
- Full Access Passes
- Programs

Age Group

- Youth
- Adult
- Senior

Days of the Week

- Mon
- Tue
- Wed
- Thu
- Fri
- Sat
- Sun

MEMBERS

[Virtual Pass](#)

PROGRAM

[Painting Cla](#)

OTHER

[Pickleball Le](#)

### LPD Sign-Up

Step 1: Account Holder

Step 2: Other Account Members

First, Last, DOB

Add Account Member

Cancel

Save & Close



Step 7. Make sure to choose the Program/Event you'd like to sign up for.

For example, if you want to sign up for a Pickleball League, click on the "Pickleball League" tab. Under that tab, you will find Morning Pickleball & Evening Pickleball. Choose whichever you'd like to register for by clicking on it.

Navigation: [Catalog](#) | [Account](#) | [Connect](#) | [Policies](#) | [Help](#) | [Log Out](#) | [Cart Empty](#)

Clear All Filters

**Filter**  
Keyword or code... x

**Location**  
 Fit Zone

**Category**  
 Memberships  
 Full Access Passes  
 Programs

**Eligibility**  
 Jaylee Swinford (Ac

**Age Group**  
 Youth  
 Adult  
 Senior

**Days of the Week**  
 Mon  
 Tue  
 Wed  
 Thu  
 Fri  
 Sat  
 Sun

**Activity Tab** 1

**MEMBERSHIPS**

- [Virtual Pass](#) 1 \$60

**PROGRAMS**

- [Painting Classes](#) 1 \$30

**OTHER**

- [Pickleball League](#) x
- [Morning Pickleball League](#) Location TBD All Ages TBD Open Time TBD \$15
- [Evening Pickleball League](#) Location TBD All Ages TBD Open Time TBD \$15

Step 8. After choosing the Program/Event you are interested in, click the "Add To Cart" button.

Clear All Filters

Filter

Keyword or code... x

Location

Fit Zone

Category

- Memberships
- Full Access Passes
- Programs

Eligibility

Jaylee Swinford (Ad...

Age Group

- Youth
- Adult
- Senior

Days of the Week

- Mon
- Tue
- Wed
- Thu
- Fri
- Sat
- Sun

Activity Tab 4

MEMBERSHIPS

Virtual Pass 1 \$60

PROGRAMS

Painting Classes 1 \$30

OTHER

Pickleball League x

Morning Pickleball League	Location TBD	All Ages	TBD	Open	Time TBD	\$15
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Sign up for our 6-week Morning Pickleball League. League will start at 9:00am every Monday from February 22nd - March 29th.

If you have already signed up for the Evening Pickleball League, please **DO NOT** sign up for the Morning League. You may choose **one** time slot to participate.

Price is \$15 per participant and spots are limited.

Activity	Pickleball League
Location	Location TBD
Date Range	Year-round
Days	TBD
Age/Gender	All Ages
Activity Code	Morning Pickleball League
Fee	\$15.00
Registration	Feb 8 8a-Feb 18 8a
Max Participants	12

ACCOUNT MEMBERS

- Jaylee Swinford (Adult) Eligible
- Add Account Member

**Add To Cart**

Step 9. Your cart will appear on the right side of your screen. Click on the "Checkout" button in the bottom right corner. Your total will appear here, too.

Clear All Filters

Filter

Keyword or code... x

Location

Fit Zone

Category

- Memberships
- Full Access Passes
- Programs

Eligibility

Jaylee Swinford (Ad...

Age Group

- Youth
- Adult
- Senior

Days of the Week

- Mon
- Tue
- Wed
- Thu
- Fri
- Sat
- Sun

Activity Tab 4

MEMBERSHIPS

Virtual Pass 1

PROGRAMS

Painting Classes 1

OTHER

Pickleball League

Morning Pickleball League Location TBD All Ages TBD Open

Sign up for our 6-week Morning Pickleball League. League will start at 9:00am every Monday from February 22nd - March 29th.

If you have already signed up for the Evening Pickleball League, please **DO NOT** sign up for the Morning League. You may choose **one** time slot to participate.

Price is \$15 per participant and spots are limited.

Activity Pickleball League  
Location Location TBD  
Date Range Year-round  
Days TBD  
Age/Gender All Ages  
Activity Code Morning Pickleball League  
Fee \$15.00  
Registration Feb 8 8a-Feb 18 8a  
Max Participants 12

#	Item	Total
1.	Jaylee Swinford for Pickleball League	\$15.00 x
TOTAL		\$15.00

Close Checkout



**Step 10.** After clicking the "**Checkout**" button, a prompt will appear, asking you a few questions. Type your responses in the area(s) provided, and then click "**Submit Responses**"

Catalog Account Connect Policies Help Log Out

Shopping Cart: \$15.00 (1 item)

### Prompts

Prompt	Response
<b>Prompts for Jaylee Swinford</b> 1. Please leave your phone number in the space provided.	217-732-8770

Submit Responses >

Browse Catalog

Step 11. Next, you will see your payment total. You may have an option to "Pay Later" (this means you choose NOT to pay online with a card, and you'd rather pay in-person at our facility) If you would like to pay with a card online, click the "Continue to Payment" button. You will then see a screen that asks for your card information.

The screenshot displays a payment interface. At the top, there are navigation links for 'Catalog', 'Account', and 'Connect'. On the right, there are links for 'Policies', 'Help', and 'Log Out'. The main section is titled 'Payment' and shows a table with one item: 'Jaylee Swinford for Pickleball League' priced at '\$15.00'. Below the table, the 'Total Charges' are listed as '\$15.00'. A 'Pay Later' option is visible, circled in red. A green 'Continue to Payment' button is also circled in red, with a red arrow pointing to it from the right. On the far right, a vertical sidebar shows the checkout steps: 'Browse Catalog', 'Prompts', 'Payment' (highlighted), 'Review & Confirm', and 'Receipt'. A 'Save Card' option is visible on the left side of the interface.

When you have finished checking out, whether you chose the "Pay Later" option, or if you paid online using your card, you will see a copy of your receipt on the screen. You will also receive an email with a copy of your receipt.

Thanks for participating in Programs/Events at Lincoln Park District! We appreciate your support.