

# HOW TO REGISTER

Unless indicated otherwise, youth services programming is available to register through our activenet online program. To do this please follow these steps:

## STEP 1

- Go to [apm.activecommunities.com/ellingtonrec](http://apm.activecommunities.com/ellingtonrec)
- Select sign in if you have already have an existing account
- Or select create an account to set one up

You will need an e-mail address, password, and dates of birth to set up your account.

## STEP 2

If you are signing up a child or family member for a program you need to add them to your existing account. Make sure that they have an email in there account for notifications and then proceed to sign them up. To do this you can either:

- Add them when you are creating your own account
- or
- Click on “My Account”
- Under Personal Information click on “Change Information about Family/Friends”
- Then click “Add new family member/friend” and proceed to fill out the information

## STEP 3

- Search the program name in the search bar
- Find the correct program and click “add to cart”
- Add all the programs you wish to register for and then proceed to check out.

\*\*There is a convenience fee applied to your credit card when registering Online

You can also register in our office during regular office hours. In-office registration allows you to pay cash, check, or charge with no convenience fee\* being applied to your credit card.

We reserve the right to limit class size and to cancel classes that do not meet minimum requirements.

If you have any questions or problems with registration please contact Mary Bartley, Recreation Assistant Director at [mbartley@ellington-ct.gov](mailto:mbartley@ellington-ct.gov).

