Online Registration for the Town of Palm Beach Recreation Department

Welcome to the new Online Registration site where you may now register for Recreation Center winter classes, 2013 Camp Palm Beach, Tennis Ladder, Junior Clinics, Tennis Events and Tennis Junior Jams Camps online. The following is a step by step guide to help you through this process as you will need to create a Family Profile before registering for a class or program.

Pre-Registered Users:

If you have already created a family profile, you just need to click on the "**Sign in**" button.

To Register for a class,

- Click on the category of classes/programs you wish to register for located at the top of the page
- Click the **Information icon** 🛈 or "**Register**" button of the class you wish to register for
- Click the "**Registe**r" button
- Select the name of the person you wish to register
- Click **"Next"**
- Click "**Add to Cart**". If you wish to sign up for more than one class, click "**Continue Shopping**"
- Once you have added all your classes/programs, follow on screen instructions for payment

New Users:

If this is your first time registering on this site, you will need to create an account.

- Click on the "**Create Account"** button
- Create a **Family Profile** which includes Head of Household, Family Information and Account Password
- Click "**Create Profile**" button when you are done. (If you receive a message in red stating "Matches a Profile on File", please call the Recreation Department at 561-838-5485 as we may have already entered your family profile based on your Participant Registration & Release Form submitted this fall.)

Clicking **"Create Profile"** will take you to your Family Profile Page. If you need to add family members to your account:

- Click "**Add Member".** A small box will appear with your basic information. You will just need to type in the name, birthdate, gender and grade (if applicable) of the family member you are registering

Once your family members are entered, you may begin registering for classes.

- Complete the steps listed under Pre-Registered Users above

If you run into any problems or need assistance, please contact the Palm Beach Recreation Department at 561-838-5485