

REGISTERING FOR PROGRAMS @HORSHAM LIBRARY & DEPT. OF RECREATION

Thank you for your registration(s)

Online Order Registration Information

1. Click the "Print Receipt" button for a copy of your receipt
2. You are enrolled into the activities listed on your invoice
3. You will be receiving a confirmation email soon
4. If you have not received your confirmation email, please check to make sure that you have the correct email listed.
5. Cancellation notices are sent via email. Be sure the Cancellation "Opt-in" box in your account is selected..
6. While logged into your account check your account's "Current Activities Listing" for confirmation

Print Receipt

Once you have gone through the entire selection and check-out process, you will see the above message on your screen. **If you don't see this, you haven't completed registration and you will not be allowed to attend the activity for which you wanted to register!**

1. Go to www.HorshamRec.com; see the 3 links you can click to get to the page where you input your and/or your child's registration info.

IF YOU HAVE TROUBLE REGISTERING ONLINE, PLEASE CALL US AT 215-443-2609, x0 DURING REGULAR LIBRARY HOURS. WE WILL HELP YOU TO THE BEST OF OUR ABILITIES!

IF YOU NEED TO CANCEL YOUR PARTICIPATION IN AN ACTIVITY, PLEASE CALL ELLYN @ x206 (FOR STORYTIME) OR KATHY @x210 (FOR ALL OTHER RECREATION ACTIVITIES).

2. Fill in the info on the form. Be sure to complete all necessary fields, including phone & email so we can contact you in the event of a cancellation. Complete medical info for anyone with allergies or other chronic conditions. Click **submit** to get through to next page. Click **submit & add member** to add another member of your household. ****FOR STORYTIME REGISTRATION, OPEN THE ACCOUNT IN YOUR NAME, THEN ADD THE CHILD AS A HOUSEHOLD MEMBER.****

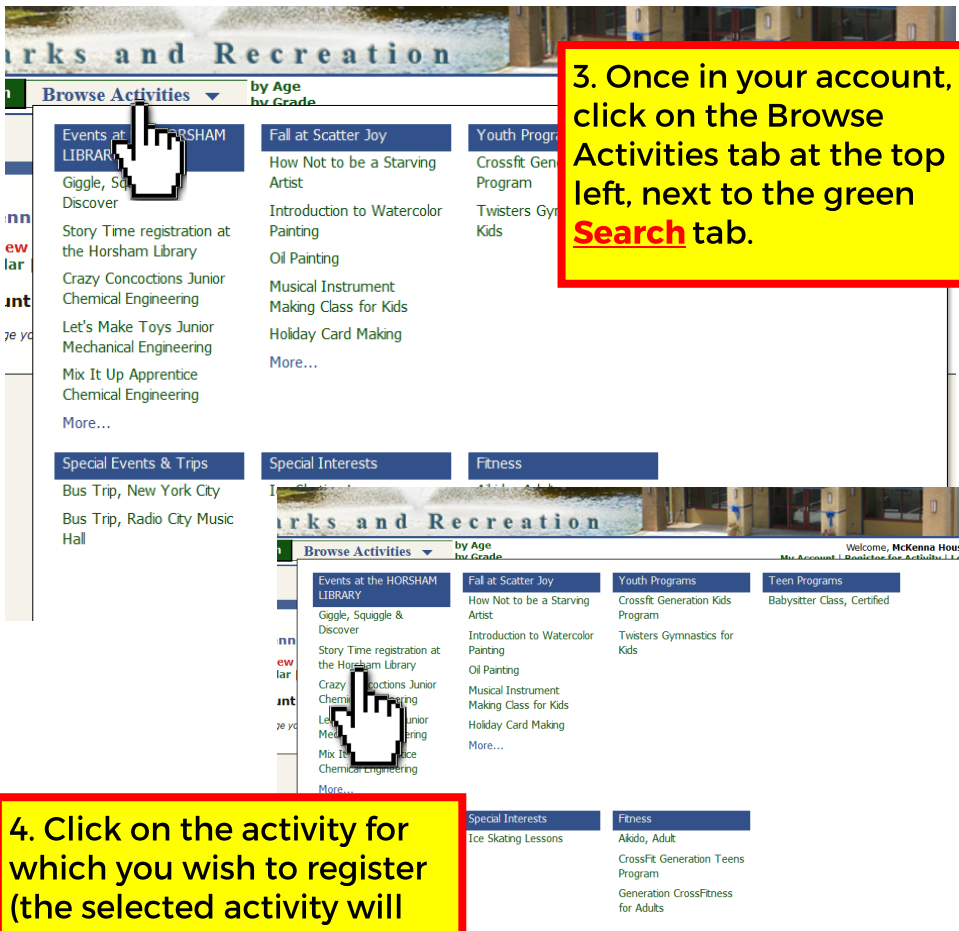
BE CAREFUL INPUTTING BIRTH DATES - ONCE THEY HAVE BEEN SAVED, THEY CANNOT BE CHANGED WITHOUT CONTACTING THE LIBRARY FOR HELP!



**HORSHAM
TOWNSHIP
LIBRARY**



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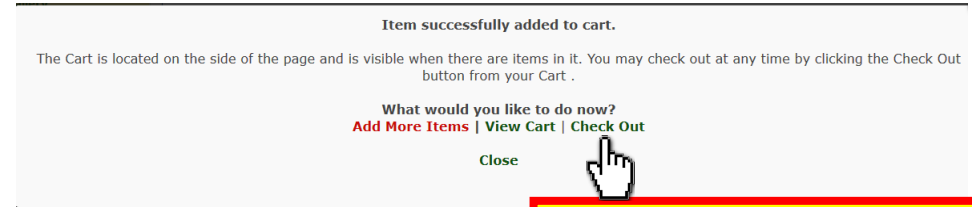
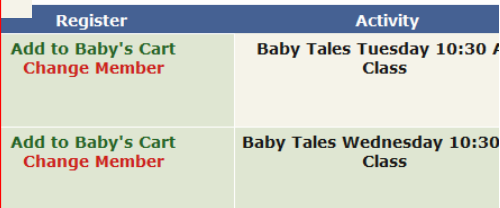
3. Once in your account, click on the **Browse Activities** tab at the top left, next to the green **Search** tab.

4. Click on the activity for which you wish to register (the selected activity will become shaded when you mouse over it).



5. If necessary, switch to the correct household member by clicking **Change Member**. You can also add another member from this page if you haven't done so already.

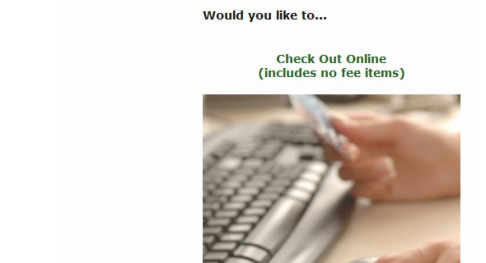
6. Click **Add to Cart** to add activity to you or your household member's account. If the screen says, **Add to Waiting List**, your household member will be **on the waiting list, and NOT be registered**. Someone will contact you if space becomes available.



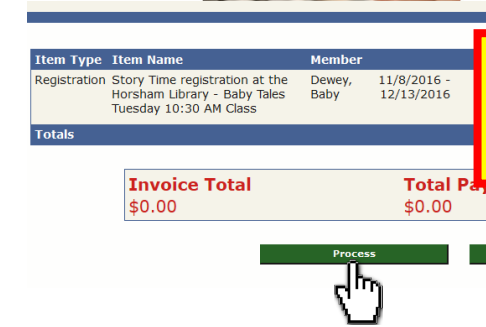
7. Once the activity is in your cart, you'll see this screen. Click on **Check Out** to get to your cart.



8. Make sure you have chosen the correct activity, then click the check box that states you have read & agreed to the **Disclaimer**.



9. Click on the left side photo to complete checkout for free activities and/or to process payment online (credit card required).



10. Then, click the green **Process** button to complete your registration.