

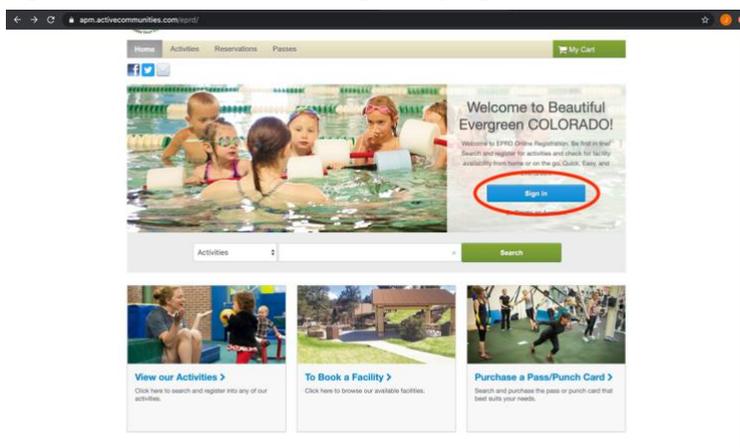


How to Pay and Reserve A Spot For A Fitness Class(es)

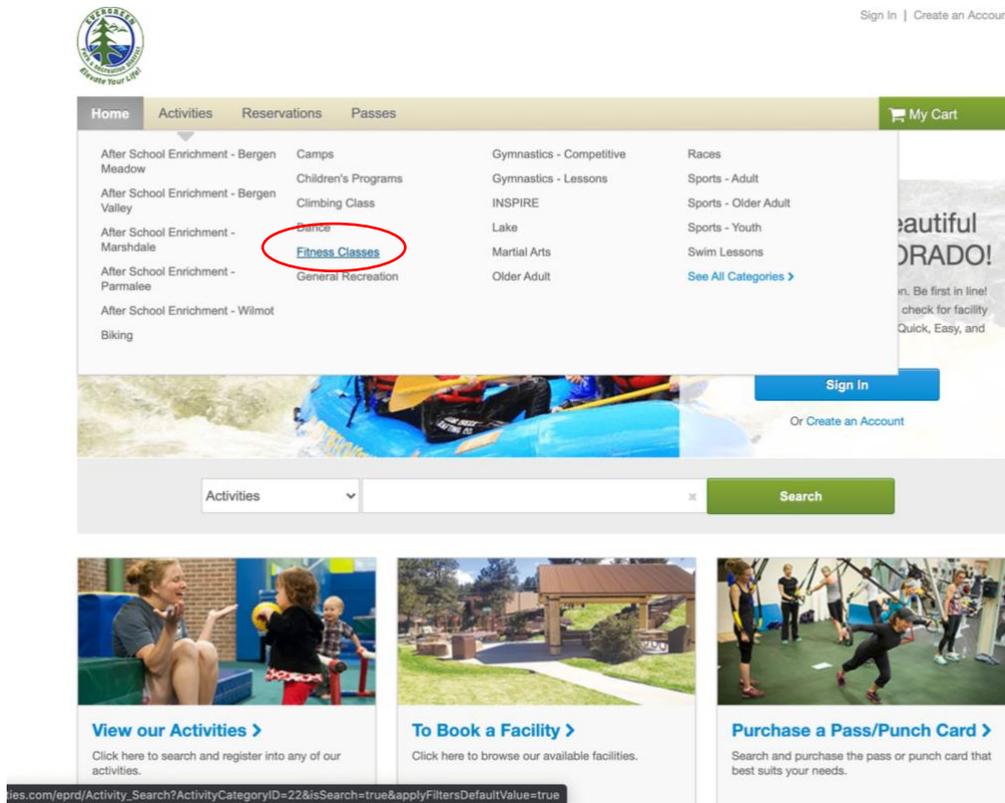
1. Open your preferred web browser (Internet Explorer, Mozilla Firefox, Google Chrome, etc.)
2. In the address bar, type in evergreenrecreation.com (or click the link in this line.) This will bring you to Evergreen Park and Recreation District (EPRD) homepage.
3. To access the EPRD customer portal, click the “Online Registration” button in the bottom right corner of the page. See below.



4. You will be brought to a new webpage. This is the EPRD customer portal. On the right-hand side of the screen you will see a blue button that says “Sign In”. Click this button and you will be brought to the customer sign in page.

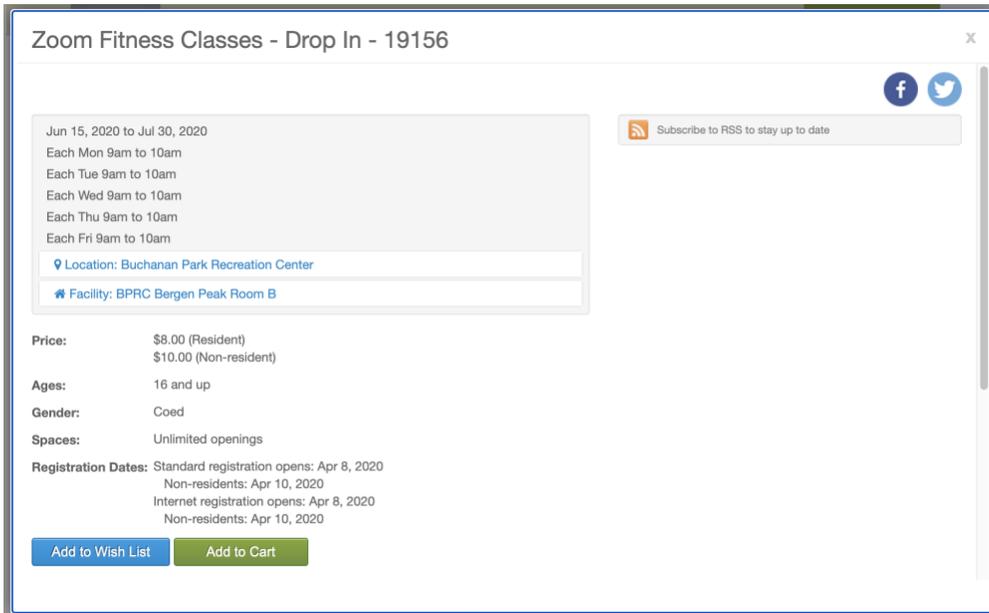


- A login page should appear asking for your personal login and password (shown below) to access your account. **If you do not know your login credentials and/or password skip to please click the below links in reference to which information you are looking to reset. For more detailed instructions check out our “How to Update a Customer Account” step by step written process or video tutorial.**
- If you have logged in successfully you will be brought back to the same page as shown in step 4. However, we are going to hover the cursor over the Activities tab at the top of the page and click on Fitness Classes. See Below.

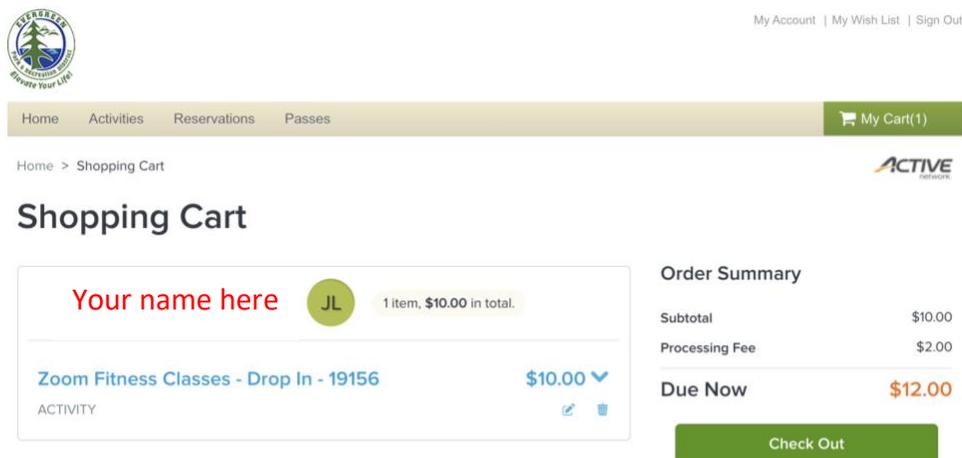


- You will be brought to an activity search page that will show you various options such as an Outdoor Fitness Class (in person at Buchanan Park Recreation Center) or a “Zoom” Fitness Class. You will also have the option to pay for a full week of either of these classes or just pay for a daily drop-in class.
When registering online be sure to make sure you are selecting the correct date range if purchasing a weekly rate for fitness classes

8. To purchase which ever fitness class item you choose you will need to click the green “Add to Cart” button on the right side of the line item.
 - a. If you want a more in depth look at the activity before adding it to your cart, click the link in blue writing that states “Check details for fees” above the green “add to cart” button. See below for an example.



- b. From this pop-up window, you can see the weekly schedule at a glance, as well as the pricing.
9. Once you have added the item to your cart you will be prompted to select a participant from a family drop down menu for the program, then clicking “Next” in the bottom right hand corner.
10. This will prompt you to your “Shopping Cart” and showing which items you have selected with a cost and total amount due. See below.



- a. If you want to see a more detailed description of the fee amount for a specific line item you can click the blue arrow pointing down next to amount. The small button below that to the left with a pencil will allow you to change the person registered and the trash can to the right will delete that item from your cart.

11. If you have all necessary items in your cart and are ready to check out, you will click the green “Check Out” button and be prompted to the payment screen. See below.

Check Out

Payment Information

Payment Method

ACT* EvergreenRec or Active Network will show up on your credit card statement for this payment.

We accept the following card types:



Name on card *

Card number *

Expiration date *

Month / Year

CVV/CVC *



Store this card for future use



[Saving Credit Card Security Guarantee](#)

Billing Address

Mailing Name **Your name**
Address **and address here**

[Create a new payer](#)

Order Summary

Subtotal \$10.00
Processing Fee \$2.00

Due Now \$12.00

[Pay](#)

12. At the payment screen, any saved credit/debit cards on file will appear above the empty boxes for a new card. If you do not have any cards saved you will need enter one in the field above.
13. After all required information above is entered you can click Pay on right side of the screen and shown your receipt. You will also have a receipt automatically sent to the email address on file.