

MyRec How To Daily Pool Registrations

GETTING STARTED

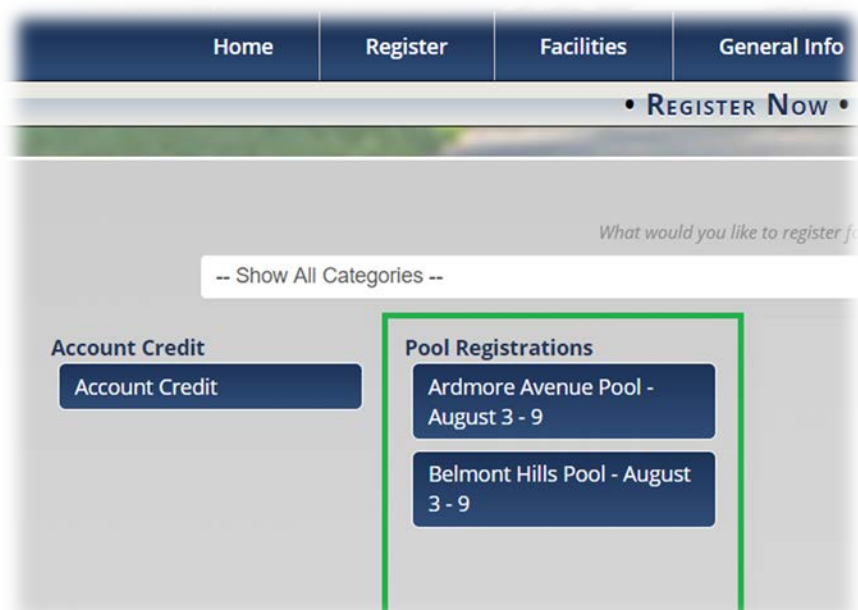
- Go to www.lowermeronrec.com
- Select Log-In and enter your username and password.
 - Username = Email Address (unless you used something else).
 - It is a good idea to try this before Monday.

PROGRAM REGISTRATION

- Once you are logged in, hover over *Register*. A drop down menu will appear.
- Select *Programs*.



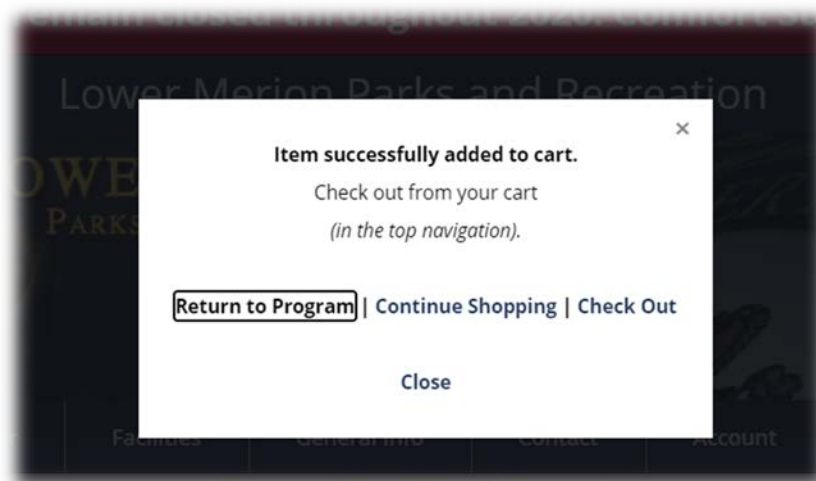
- Weekly Registration periods will be listed under *Pool Registration*. Select the pool you would like to register for by clicking on the blue box.



- Please read the pool information carefully.
- Scroll all the way down to Register for your time slot. The time slots are listed by date.

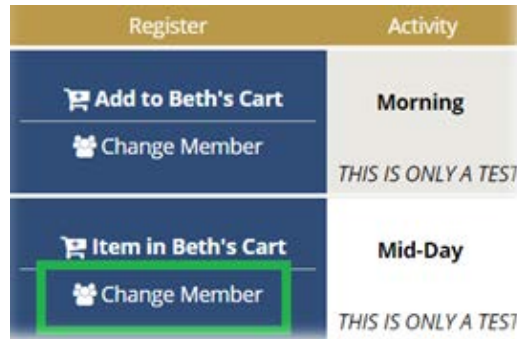
August 3						
Register	Activity	Ages	Grades	Days	Date/Time	Fees
Registration Unavailable View Registration Eligibility	Morning @ Ardmore <i>Pool will be cleared at 11:15am.</i> <i>• Registration is available for Residents from 07/30/2020 7:00 AM to 08/03/2020 11:30 AM.</i>	N/A	N/A	M	08/03/2020 9:00 AM - 11:30 AM Ardmore Ave Pool	\$0.50 Res 50 seat(s) available
Registration Unavailable View Registration Eligibility	Mid Day @ Ardmore <i>Pool will be cleared at 2:15pm.</i> <i>• Registration is available for Residents from 07/30/2020 7:00 AM to 08/03/2020 2:30 PM.</i>	N/A	N/A	M	08/03/2020 12:00 PM - 2:30 PM Ardmore Ave Pool	\$0.50 Res 50 seat(s) available
Registration Unavailable View Registration Eligibility	Afternoon @ Ardmore <i>Pool will be cleared at 5:15pm.</i> <i>• Registration is available for Residents from 07/30/2020 7:00 AM to 08/03/2020 5:30 PM.</i>	N/A	N/A	M	08/03/2020 3:00 PM - 5:30 PM Ardmore Ave Pool	\$0.50 Res 50 seat(s) available
Registration Unavailable View Registration Eligibility	Evening @ Ardmore <i>Pool will be cleared at 8:15pm.</i> <i>• Registration is available for Residents from 07/30/2020 7:00 AM to 08/03/2020 8:30 PM.</i>	N/A	N/A	M	08/03/2020 6:00 PM - 8:30 PM Ardmore Ave Pool	\$0.50 Res 50 seat(s) available
August 4						
Register	Activity	Ages	Grades	Days	Date/Time	Fees
Registration Unavailable View Registration Eligibility	Morning @ Ardmore <i>Pool will be cleared at 11:15am.</i>	N/A	N/A	Tu	08/04/2020 9:00 AM - 11:30 AM Ardmore Ave Pool	\$0.50 Res 50 seat(s) available

- Search for the Date/Time that you wish to register for. The message *Add to Name's Cart* will appear in each option. The name that appears is usually the account holder's name, in this sample, the name is Beth. If this is not the person you wish to register, Click *Change Member* and select the appropriate member of your household.
- When ready with the correct member, click *Add to Name's Cart*. In this example it is *Add to Beth's Cart*.
- When the item is added to the cart, the following message will appear.



- If you only had to add that one person to register for one date, click *Check Out* and skip ahead to the Check Out Instructions below.

- To register another family member, click *Return to Program*. This will navigate you back to the page you were on (Same Pool). To register for a different date, click on *Continue Shopping* and start the Program Registration again.
- To add another household member, scroll down to the date/time you were registering for and click *Change Member*. A dialogue box will pop up listing all your household members. Select the next member you would like to register.



- Once the person is selected, you will automatically be sent back to the page you were just on, but now the message *Add to Name's Cart* will be the name of the person you selected. In this example, it is now *Add to Gina's Cart*.



- Click *Add to Name's Cart* and the item will be added to the cart where you will be prompted to *Return to Program, Keep Shopping or Checkout*.
- To register another family member, click *Return to Program*. This will navigate you back to the page you were on (Same Date). Repeat above steps to add more household members.
- If you would like to add a different date, click *Keep Shopping*, which you take you back to the program page with all program options. Click the desired date, under Daily Pool Registrations and repeat above steps.

CHECK OUT

- If you are ready to checkout you can select the Checkout option once the item(s) have been added to the cart.
- If you were navigating the pages and decide you want to check out, click on your shopping cart.
- Both will take you to this page.

Shopping Cart

You have at least one High Demand item in your shopping cart.
This item will automatically expire in 15 minutes from the time it was added to your cart, so please check out as soon as possible.

Standard Cart Items

Code	Activity	Registrant	Dates/Times
Remove	Pool Registration Practice - Mid-Day <i>Ages: N/A Grades: N/A</i>	Hartz, Shane Age: 11 Grade: 6	6/28/2020 12:00 PM - 2:30 PM
This activity requires 2020 Belmont Hills Membership - Click Here to Purchase.			
Remove	Pool Registration Practice - Mid-Day <i>Ages: N/A Grades: N/A</i>	Tophoney, Gina Age: 43 Grade: N/A	6/28/2020 12:00 PM - 2:30 PM
This activity requires 2020 Belmont Hills Membership - Click Here to Purchase.			
Remove	Pool Registration Practice - Mid-Day <i>Ages: N/A Grades: N/A</i>	Wright, Beth Age: 38 Grade: N/A	6/28/2020 12:00 PM - 2:30 PM
This activity requires 2020 Belmont Hills Membership - Click Here to Purchase.			

This cart, if not completed, will remain available for approximately 24 hours only. High demand items remain for only 15 minutes.

- Some important notes:
 - You must have a membership to the desired pool you wish to register for. In this example a membership has not been purchased for any of the members, therefore you would need to click on the option to Purchase the membership (*Click Here to Purchase.*)
 - All items have been marked as high demand programs which means it will only remain in your cart for 15 minutes before timing out.
- If you are ready to check out, the disclaimer will be at the bottom of the items listed in your cart. Please double check the information is correct before proceeding.
- Please read the disclaimer and click the box to acknowledge it has been read.

PLEASE READ CAREFULLY

Program/Activity Disclaimer





I, hereby release, to the extent the law allows, the Township of Lower Merion, its officers, agents, employees, sponsors, organizers,

I acknowledge that by submitting this form, I am sending my legal signature to agree to this Disclaimer statement. Completion of registration is equivalent to signing all disclaimers.

This cart, if not completed, will remain available for approximately 24 hours only. High demand items remain for only 15 minutes.

- Click *Check Out*.
- You will then be prompted to the payment options page that will look like the following

Payment Method

<p> Pay with Credit/Credit Card Fees Apply Min \$2.45 up to \$100 or 2.45% of the total purchase or Pay with Bank Info for a flat \$1.50</p>	<p> Print Your Registration Form Mail in or Drop off the form with your Check or Cash Payment. (Credit Card Fees still apply in the Office)</p>
	
<input type="button" value="Check Out Online"/>	<input type="button" value="Print a Registration Form"/>

Note: When entering Credit Card/Bank Information, please confirm account numbers before processing. There is a \$50 Dishonored Debit Fee (Check or Electronic) for all returned payments.

When available, choose Pay Online to be placed on a wait list or in an activity immediately. Choosing Print Registration Form will not place you

MAKING PAYMENT

- To process immediately and secure your registration, it would be best to make payment immediately. You can choose to print a registration but this option DOES NOT COMPLETE YOUR REGISTRATION. You will have to submit payment to the Parks and Recreation Office. Registrations will be processed as they are received.
- To pay with Account Credit, Credit Card or a Checking Account (ACH), Click *Check Out Online*.
- At the very top of the page it will prompt you to review your invoice and notify you of any credit that may be on your account.

Review Invoice

Account Credit Available

Available: **\$10.00**

Apply Credit

- If you would like to use your credit to make payment, click *Apply Credit*. It will then prompt you to enter the amount of the credit you would like to use for this registration. Edit the amount to your liking and *click Apply Credit*.
- If you do not have a balance due, you need to click *Process* to finalize.
- If you have enough credit to cover the amount owed, you can finish by processing the invoice. Click *Process* to finalize.
- If the credit does not cover the total amount due, you will be prompted to make payment for the remaining balance.

Invoice Total \$5.00	Total Due \$3.00
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Pay By: Credit Card Online Check

- Click *Continue to Credit Card Form* to complete.
- Carefully enter the information and click *Submit Secure Payment* to finalize.