

How to Register for SCPRA Programs, Memberships and Reserve Facilities

From www.shippensburgparkandrec.org at the bottom of the home page select:

REGISTER FOR A PROGRAM/EVENT or **POOL MEMBERSHIPS** or **LEAGUE INFORMATION** or **RESERVE A FACILITY**

Choose either: **Create Account** or **Login**

Create account: fill in form and submit for approval

Login: enter your member ID and password

Once your membership is established, you can register for programs, purchase memberships for the pool, reserve facilities and review schedules for SCPRA leagues.

FOR PROGRAMS:

Select the **PROGRAMS** option at the top of the page (some programs are filtered by age, etc.)

From the list of programs you can select a program and register with the green **REGISTER** button

Confirm it is the correct program and if there are multiple household members, **select the correct member** and fee and **save**.

You'll see your shopping cart next and you can check out then or add other family members or more programs to your cart. *

FOR POOL MEMBERSHIPS:

Select the **MEMBERSHIPS** option at the top of the page

Please note - For family memberships:

*Make sure that all members of your household (must reside with you) that you would like enrolled on your family membership are listed as household members under your profile. If they are not listed, click the "**Add Household Member**" link.*

From the list of memberships, select the appropriate membership and join with the green **ENROLL** button.

Confirm it is the correct membership, check the box next to each family member that is to be included on the membership and **save**.

You'll see your shopping cart next and you can check out then or add other membership types using the [Enroll another HOUSEHOLD MEMBER in this membership](#) link and selecting the correct Membership Name (Type) and putting the names of the grandparent(s) and/or nanny in the Note section.

For example: you can add Family Grandparent(s) Add-on or Family Nanny Add-on memberships. *

If you decide to add additional members to your initial family membership, you will need to edit the item in your cart. Be sure to select the correct level of membership, select the additional member(s) and save your changes. Then proceed to checkout.*

FOR FACILITIES:

Select the **FACILITIES** option at the top of the page

From the dropdown menu, you can see all available facilities or select a specific facility

Select the green **RESERVE** button and a calendar view will open for that facility, open dates will have a green **Reserve** banner visible, when you open that, you will be asked some basic details and then you can choose to reserve for the whole day or specific hours (hourly reservations are not available for all facilities or in all seasons), then **save**.

You'll see your shopping cart next and you can check out or add other items. *

*** Please Note: you MUST go to *Check Out* and make *Payment* to complete the registration process. Spots in Programs and reservations are not guaranteed until the Check Out process is complete.**