



Bernards Township Parks and Recreation Introduces...



Online Registration!

www.bernards.org


Check your e-mail! On **Monday, December 5**, active households who have recently participated in Bernards Township Recreation programming or held a 2011 Pool or Golf membership, were emailed their User Name and Password to access our NEW online registration system. *Note: Be sure to check your spam and junk e-mail folders as the e-mail is sent from donotreply@bernards.org.*

An active household who has not participated in recent programming and/or memberships and would like to register online, may request their User Name and Password by calling 908-204-3003. If your household is new or inactive you will need to complete a Household Information Form in order to register online.

IMPORTANT: Registration for winter programs and memberships does not begin until **Tuesday, January 3, 2012 at 8:30AM.** Winter 2012 programming and membership passes will be listed for online viewing at least one week prior to 1/03/12.

In the meantime, to get started:





1. Visit www.bernards.org and select  on the right of the screen. Enter the username and password sent to your e-mail account.
2. Once you are logged in, select "Update Account" listed in the *Quick Links* menu box. You may visit "Update Account" at any time to update/change the following information:
 - Username and Password
 - Phone numbers, email address, and emergency contact information.


*NOTE: If you need to update your address or add date of birth for family members, you must complete a Household Information Form and provide the proof required for the information you are requesting be updated (drivers license/birth certificates). **Date of Birth information is required for each individual who wants to enroll in a program or membership pass!** You will be able to determine if this information is missing by selecting the "My Account" header and then selecting "Family Member Data" from the drop down menu. View the "Update Account" link under "Quick Links" on the home page for more detailed information.*

Begin Registering!

To begin registering for winter programs beginning on 1/03/12, follow these steps:

1. After logging in, select the "Search" header then the "Activity Search" option from the drop down menu.
2. Once you are at the *Activity Search* page you will see different means of searching for activities. Scroll down to view the basic information regarding each individual program. You can select the information details icon  at any time for additional information.
3. To enroll in a section, select the shopping cart icon  on left side of the screen.

To begin membership pass renewal for Pool and Golf beginning on 1/03/12, follow these steps:

1. After logging in, select the "Pass Renewal" header.
2. Scroll down to view the basic information regarding each membership pass. You can select the information details icon  at any time for additional information.
3. Check the *Renew* box next to Primary membership holder (This will automatically select all others in household) and then select the *Renew* button at the bottom the screen.
4. Review your selections at the next screen, select *Proceed to Checkout* button to be taken to the payment screen.