



Online Registration Tutorial

Browsing as a Guest

The Prairie Township Online Registration Page allows you to view activity information and passes without logging into the system. Feel free to look around at our great offerings! The system will ask for you to log in once an activity or pass is selected for purchase. See below for instruction.

Step 1-Logging In

You will need a Username & Password to register for activities. Proof of residency is required at the Community Center in order to purchase a pass initially. If you work for a JED/JEDDZ business, you are eligible for the resident rate. Proof of employment is required in person in order to receive this rate.

CREATING A NEW ACCOUNT

If you have not purchased an activity or pass with Prairie Township you will need to create a new account. Click on the **“Need an Account”** link. You will be asked to create a Username and Password. Please note your Username and Password. You will need this to log into the system once you receive an e-mail verification that your account has been approved. This process takes one business day.

Enter your Household Information in the selected fields.

Please enter all adults and children in your household so they can sign up for activities in the future.

PREVIOUS CUSTOMERS

If you have previously registered for an activity or purchased a pass with Prairie Township then you already have an account on file with us. Click **“Forgot Username”** or **“Forgot Password”** to have your Username and Password automatically e-mailed to you. **Please check your e-mail spam folder for your Username and Password e-mail or try another e-mail address if you do not receive an e-mail.**

Step 2-Registration

Select your activity by clicking the **“Plus Sign”** on the left of an activity or pass.

The activity or pass will display at the bottom.

Select **“Add to Cart”** at the bottom of the page.

Did You Know?

You may select multiple enrollments on the same page.

Multiple enrollments will be listed above the **“Add to Cart”** button at the bottom of the page.

Select a family member to enroll by clicking on the box next to each family member.

Multiple family members can be selected at this time for multiple activities.

Click **“Proceed to Checkout.”**

If you wish to register for more programs click **“Continue Shopping.”**

Step 3-Checking Out

Select the credit card type that you wish to pay with on the check out screen. Click Continue.

A separate screen will then ask you for to enter your credit card information.

We accept Visa, Mastercard and Discover.