

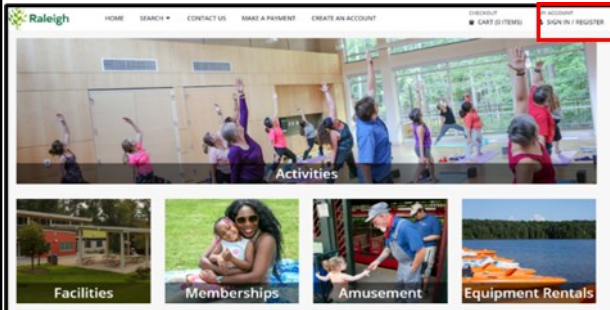
# How to Register in RecLink

## On a Computer



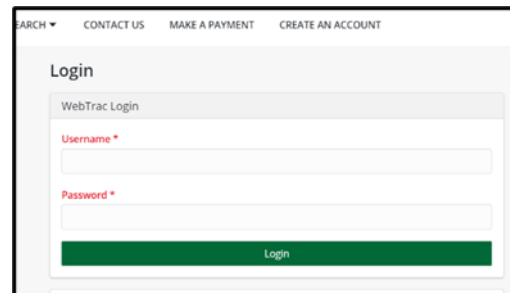
### Step 1

Go to the RecLink website. Click **SIGN IN/ REGISTER** on the top right of the page.



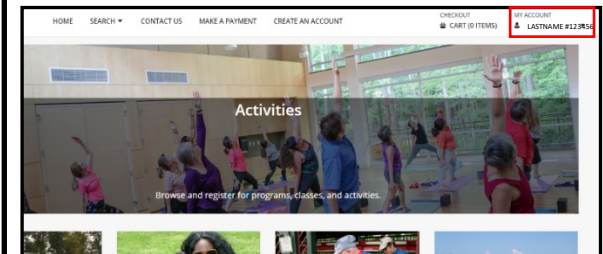
### Step 2

Login to your account with your username and password.



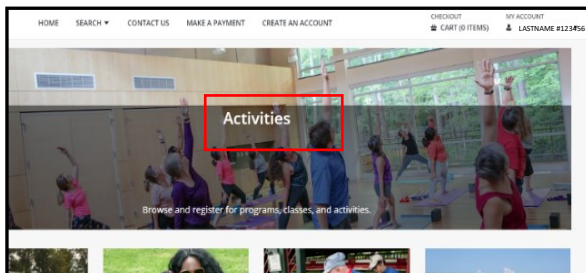
### Step 3

You should see your last name on the top right.



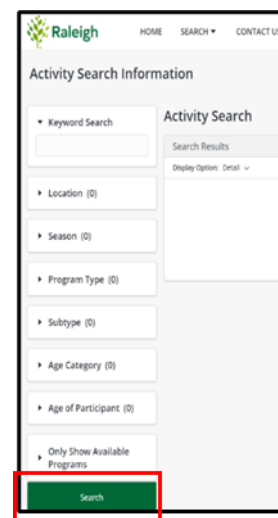
### Step 4

Click on **Activities**.



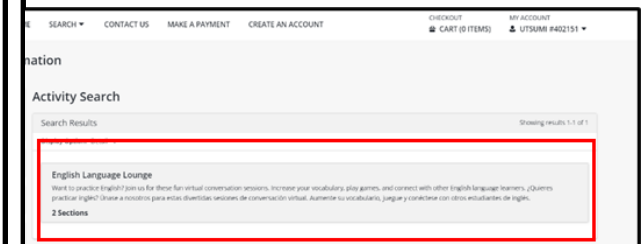
### Step 5

Use Keyword Search and other filters to find the program(s) you want. Click the **Search** button.



### Step 6

Click on the program(s) you want to enroll in.



# How to Register in RecLink

## On a Computer



### Step 7

Check the Sections you want to register

English Language Lounge

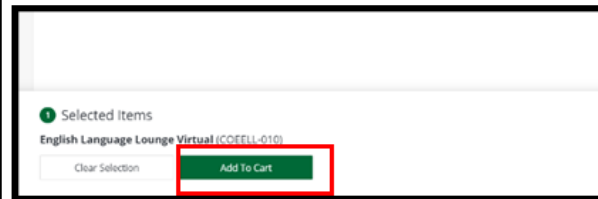
Want to practice English? Join us for these fun virtual conversation sessions. Increase your vocabulary, play games, or practicar inglés? Únase a nosotros para estas divertidas sesiones de conversación virtual. Aumente su vocabulario. ¡Juega!

**2 Sections**

Availability	Activity #	Description	Dates	Times
<input checked="" type="checkbox"/> Available	COEELL-010	English Language Lounge Virtual	04/15/2021 - 04/15/2021	7:00 am - 8:15 pm
<input checked="" type="checkbox"/> Available	COEELL-011	English Language Lounge Virtual	04/20/2021 - 04/20/2021	7:00 am - 8:15 pm

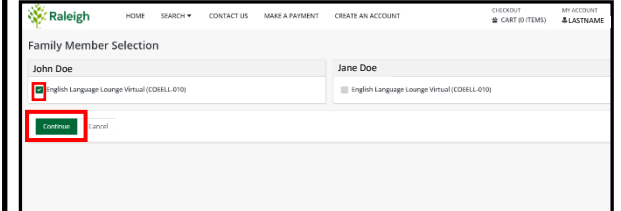
### Step 8

Click **Add to Cart**.



### Step 9

Check the name(s) of the people who will take the course. Click **Continue**.



### Step 10

Answer **YES** or **NO** if you need an ADA Accommodation or Program modification for a disability and/or medical condition.

Raleigh

English Language Lounge Virtual (COEELL-010) for Lisa-Ann Utsumi (Purchase)

English Language Lounge Virtual (COEELL-010) for Lisa-Ann Utsumi (Purchase)

Questions

Would you like to request an ADA Accommodation or Program Modification for a disability and/or medical condition? If you are requesting an accommodation, please provide details in the comments field.

No

Please note any allergy, disability, health/medical condition or other information you would like to share with us.

### Step 11

Read through the Alerts and Waiver.

Waivers

Current Date: 03/16/2021  
Customer Enrolled: Lisa-Ann Utsumi  
Activity Description: English Language Lounge Virtual (COEELL-010)

**CANCELLATION AND REFUND POLICY**

**Activity Cancellation**  
When an activity is cancelled by Raleigh Parks, fees are 100% refundable.  
Any participant wishing to withdraw from an activity or league must do so at least 14 days prior to the scheduled start of the activity or league. Refunds must be requested online through RecLink, by email to [web@raleighnc.gov](mailto:web@raleighnc.gov), or provided in writing to the Recreation Business Office.  
Withdrawal and cancellation requests after the 14-day notice period will be granted, but no refund will be given, with the exception of approved medical or hardship cases. Medical and hardship cases are considered on a case-by-case basis and may require additional documentation.  
Non-attendance or non-participation in an activity does not result in a refund.

**Refund Cancellation**  
When an event is cancelled by Raleigh Parks, fees are 100% refundable.  
Any participant wishing to cancel a rental must do so at least 14 days prior to the scheduled start of the rental. If the rental cancellation request is received within this time period, a full refund minus a 10% administrative fee will be granted.  
Outdoor facility usage cancelled by Raleigh Parks due to inclement weather may be rescheduled, pending space availability.

**Membership Cancellation**  
Cancellations will not be granted except for medical or hardship cases.  
Medical and hardship cases are considered on a case-by-case basis and may require additional documentation.

**Tickets, Merchandise, and Gate Entry**  
All sales are final.  
Tickets do not expire and can be used at any PRCLL event location.

**Refunds/Credits**  
Please allow up to 2 weeks for your refund to be processed.  
Payments made by credit card will be refunded to the original method of payment.  
Payments made by cash or check will be refunded as a check.  
If you wish to have your credit on your account, the credit will be valid for one (1) year. By leaving the credit on the account, the participant also agrees that credits remain inactive after one (1) year will be donated to the Raleigh Scholarship Fund, without further notification.

### Step 12

Check the box and click **Continue**.

**Release, Indemnity and Agreement Not to Sue**

The adult participant acknowledges that participating in the recreational program selected involves risk of injury or illness. These risks include, but are not limited to, becoming injured, becoming ill, becoming disabled, becoming pregnant, or having complications or injuries, common with and aspects of other participants, spectators, staff members, volunteers, coaches, officials, and officials, and any and all risks described in the preceding sections. The adult participant chooses for himself or herself or their child to participate in the selected program despite the risks. The adult participant acknowledges on risk of injury, illness, death, and property damage, and affirms that they have assumed all responsibility of injury, illness, or death in any way connected with participation in the program. The adult participant agrees for themselves and for their child to participate in the program and to follow the reasonable instructions of the coaches, staff members, and supervisors of the program.

The adult participant agrees to participate in this program, they agree that they are a parent, legal guardian, or an otherwise responsible for the child whose application they are submitting and that they release, defend, and discharge any legal rights that they may assert on behalf of the child participating in the program. The adult participant also agrees to sue the City of Raleigh, its employees, or its agents and agree to indemnify the City of Raleigh for all costs, damages, losses, or expenses, including attorney's fees, if a suit is filed concerning an injury, illness, or death to them or their child resulting from their participation in the program.

The adult participant acknowledges that they have read, understood, and agree to the supplemental City of Raleigh policies listed on this form.

By checking the box below, I acknowledge that: (1) I am an adult participant in the above-described program; or (2) I am a parent or legal guardian of a participant in the above-described program; and (3) I have read, understood, and agree to the supplemental City of Raleigh policies listed above.

Yes, I am an adult participant in the above-described program; or (2) I am a parent or legal guardian of a participant in the above-described program; and (3) I have read, understood, and agree to the supplemental City of Raleigh policies listed above.

No

# How to Register in RecLink

## On a Computer



### Step 13

Review your cart and **Proceed to Checkout**.

Shopping Cart

Item	Description	Name	Total Fees
Item	English Language Lounge Virtual COEELL-010 (enrolled)	Joh	\$ 0.00
	Grand Total Fees Due		\$ 0.00
	Total Old Balances Not in Shopping Cart		\$ 0.00

**Proceed To Checkout** | Continue Shopping | Pay Old Balances | Make A Donation | Empty Cart

### Step 14

Confirm your billing information (name, phone, email).

Checkout

Summary of Charges

New Charges in Shopping Cart:	\$ 0.00
Old Balances in Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 0.00
Amount to be Paid Today:	\$ 0.00

Billing Information

First Name: \*  
John

Last Name: \*  
Doe

Home Phone w/area code: \*  
123-123-1234

Email: \*  
email@address.co

Be Enter Email:  
email@address.co

### Step 15

Enter your payment information.

Payment Information

Name on Card \*  
[Input Field]

Credit Card Number \*  
[Input Field]

Expiration Month \*  
01

Expiration Year \*  
2021

CVV \*  
[Input Field]

Billing Street Address \*  
[Input Field]

Billing Zip Code \*  
[Input Field]

### Step 16

Click **Continue** to finish checking out.

Click 'Continue' to initiate the payment authorization

**Continue** | Add a Donation | Back To Cart

### Step 17

Send a copy of your receipt to another email address if you want.

Checkout Confirmation

Your Online transaction is complete. Please select an option below to continue.

View Confirmation Receipt (in .PDF format)  
All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.  
Click here to download free Adobe Reader software from Adobe.com.

A copy of your receipt has been sent to " \*email@address.com" if you would like to send a copy to another email address, use the field below.

Email Address \*  
[Input Field]

**Send Copy**

Logout | **Continue Shopping**

### Step 18

You should receive an email from Raleigh Parks with your receipt.

Raleigh Parks  
222 W Hargett St  
Suite 605  
Raleigh NC 27601  
Phone: (919)996-3285

**ACTIVITY SALES RECEIPT**  
Receipt # 33813  
Payment Date: 03/16/21  
Household: 402151

John Doe  
Address  
City, NC 12345

Activity Enrollment Details: COEELL-010 (English Language Lounge Virtual)

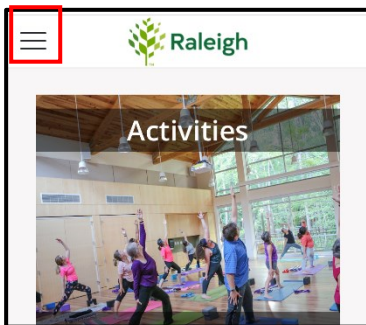
# How to Register in RecLink

On a Smart Phone



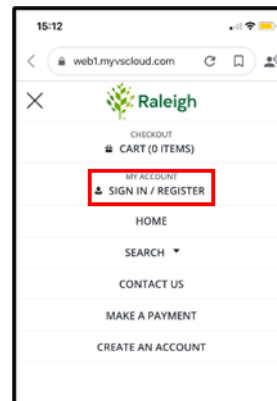
## Step 1

Go to the [RecLink](#) website. Click on the three lines at the top left of the screen



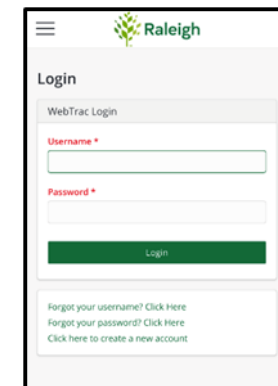
## Step 2

Click on **SIGN IN/REGISTER** on the menu.



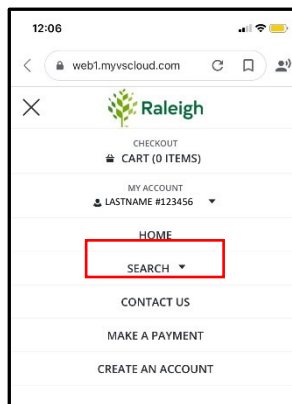
## Step 3

Login to your account.



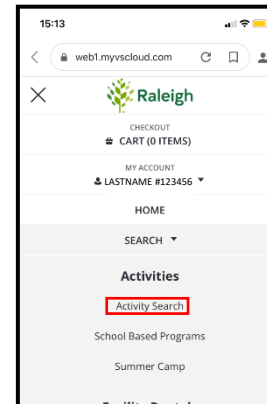
## Step 4

Click **Search**.



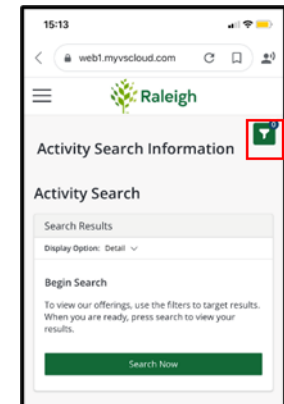
## Step 5

Click **Activity Search**.



## Step 6

Click on the **Filter Icon**.



# How to Register in RecLink

On a Smart Phone



## Step 7

Use Keyword Search and other categories to find the program(s) you want. Click **Search**.

## Step 8

Click on the box to show all the courses offered.

## Step 9

Click **Add to Selection List**.

## Step 10

Click **Add to Cart** for all the items you have selected.

## Step 11

Check the names of the person(s) who will take the course. Click **Continue**.

## Step 12

Answer **YES** or **NO** to request an Accommodation or Program modification for a disability and/or medical condition.

# How to Register in RecLink

On a Smart Phone



## Step 13

Read the Alerts and Waivers.

The screenshot shows the Raleigh app interface. At the top, there's a menu icon and the Raleigh logo. Below that, there's a section titled "Alerts" with a sub-header "This program is held virtually. After you register, you will receive an email with information about how to join. Este programa se lleva a cabo virtualmente. Después de registrarse, recibirá un correo electrónico con información sobre cómo unirse." Below the alerts, there's a "Waivers" section. It includes the "Current Date: 03/16/2021", "Customer Enrolled: Lisa-Ann Utsumi", and "Activity Description: English Language Lounge Virtual (COEELL-009)". There is also a "CANCELLATION AND REFUND POLICY" section with details about activity cancellation and refunds.

## Step 14

Check the box and click **Continue**.

The screenshot shows a confirmation screen in the Raleigh app. It contains a paragraph of text: "The adult participant acknowledges that they have read, understand, and agree to the supplemental City of Raleigh policies listed on this form." Below this, there's another paragraph: "By checking the box below, I acknowledge that: (i) I am an adult participant in the above-described program; or (ii) I am a parent or legal guardian of a participant in the above-described program; and (iii) I have read, understand, and agree to the supplemental City of Raleigh policies listed above." A small green checkmark icon is visible next to the second paragraph. At the bottom of the screen, there is a green "Continue" button.

## Step 15

Review your Shopping Cart.

The screenshot shows the Raleigh app's Shopping Cart screen. At the top, there's a menu icon and the Raleigh logo. Below that, there's a section titled "New Charges in Shopping Cart". The main content is a "Shopping Cart" table with columns for "Description" and "Total Fees". The table shows one item: "English Language Lounge Virtual (COEELL-009) (Enrolled)" with a total fee of \$ 0.00. Below the table, there's a "Grand Total Fees Due" section showing a total of \$ 0.00.

## Step 16

Click **Proceed to Checkout**.

The screenshot shows the Raleigh app's Checkout summary screen. It features a table with columns for "Description" and "Total Old Balances Not in Shopping Cart". The table shows one item: "English Language Lounge Virtual (COEELL-009) (Enrolled)" with a total fee of \$ 0.00. Below the table, there is a green "Proceed to Checkout" button, a blue "Continue Shopping" button, and buttons for "Pay Old Balances", "Make A Donation", and "Empty Cart".

## Step 17

Confirm your billing information (name, phone, email).

The screenshot shows the Raleigh app's Billing Information form. It includes a "Checkout" section with a "Summary of Charges" table showing "New Charges in Shopping Cart" for \$ 0.00, "Old balances in Shopping Cart" for \$ 0.00, "Total Balance for Household" for \$ 0.00, and "Amount To Be Paid Today" for \$ 0.00. Below this, there's a "Billing Information" section with fields for "First Name" (John), "Last Name" (Doe), "Home Phone w/area code" (123-123-1234), "Email" (email@address.com), and "Re-Enter Email" (email@address.com).

## Step 18

Enter your payment information (name on card, credit card number, expiration month, expiration year, billing street address, billing zip code)

The screenshot shows the Raleigh app's Payment Information form. It includes a "Payment Information" section with fields for "Name on Card", "Credit Card Number", "Expiration Month" (01), "Expiration Year", "CVV", "Billing Street Address", and "Billing Zip Code".

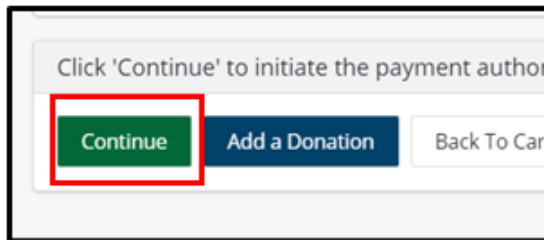
# How to Register in RecLink

On a Smart Phone



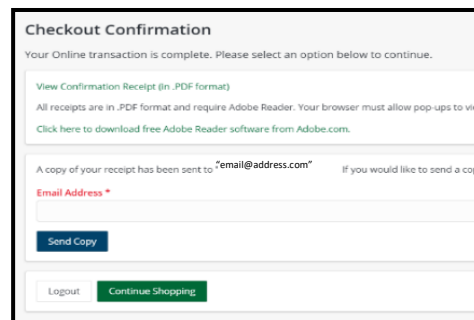
## Step 19

Click **Continue** to finish checking out.



## Step 20

Send a copy of your receipt to another email address if you want.



## Step 21

You should receive an email from Raleigh Parks with your receipt.

