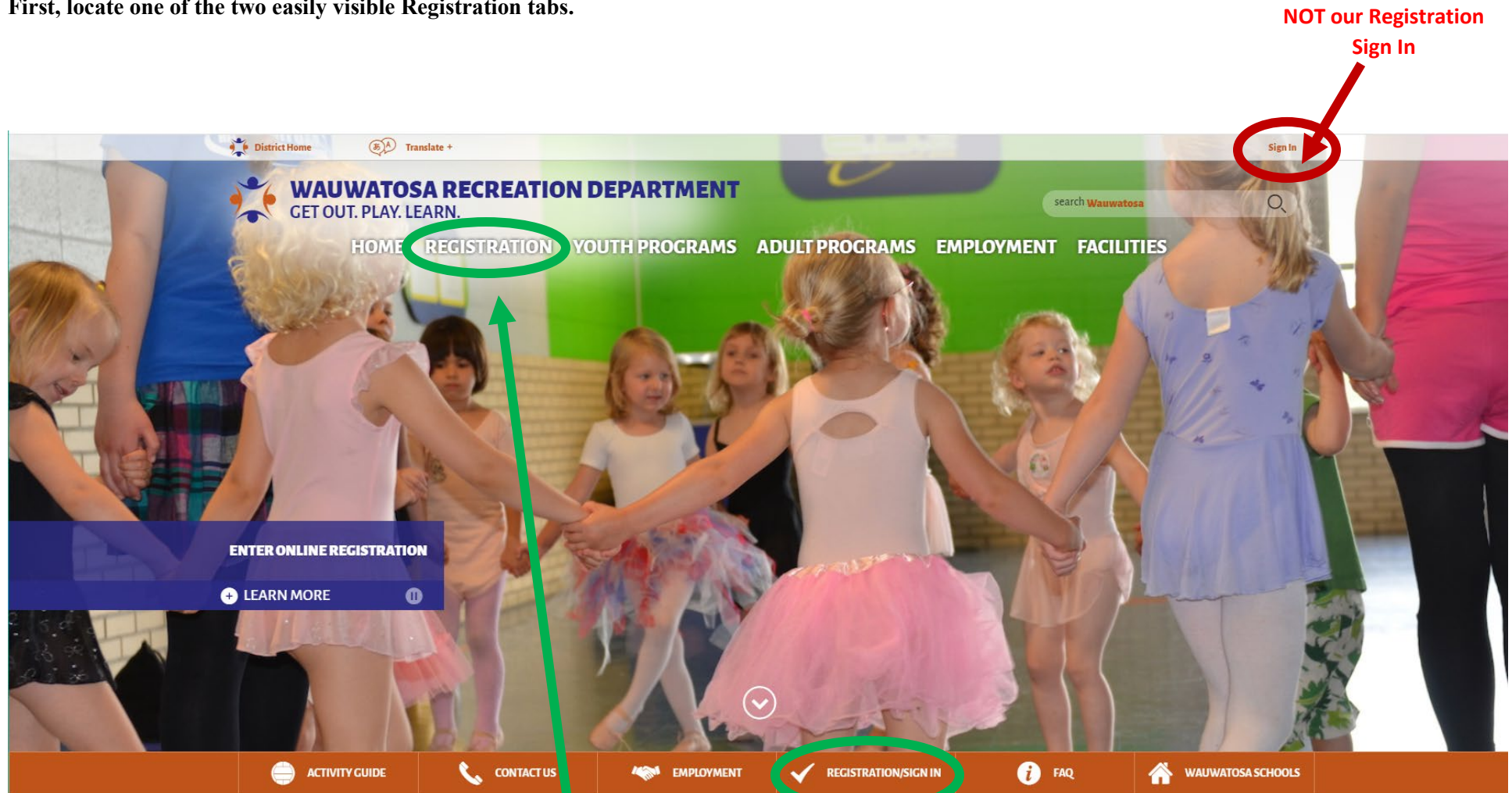


## HOW TO REGISTER ONLINE

**NOTE:** It is highly recommended that you register on a desktop computer or a laptop computer. If using a mobile device, do not let your phone screen go to black as this will sever the connection with the registration system and payment system and you will lose the classes that you are trying to register for. It will look like you have the classes in your cart still, and payment might or might not go through, but you will not be registered for those classes.

First, locate one of the two easily visible Registration tabs.



DO USE to sign in to our registration system.

Log in with your Username and Password.

# WAUWATOSA RECREATION DEPARTMENT

GET OUT. PLAY. LEARN.

## HOME SEARCH CONTACT US EVENT CALENDAR

**Member Login**

Username:


Password:


Need an account? [Click Here](#)

Forgot your password? [Click Here](#)



**Quick Links**

 [Browse Activities](#)

 [Contact our Office](#)

Activity Types
Adult Activities
Aquatics
Arts & Crafts
Childcare
Child Enrichment
Dance & Baton
Drama
Exercise & Fitness
Gymnastics & Tumbling
Preschool
Sport Camp
Sports
Tennis
Yoga

**Guest Information**

Welcome to online registration! At this time you may browse the site as a guest. Once you have logged in as a member you will be able to register for activities.

All receipts are in PDF format and you must have Adobe Acrobat to view them.

[Download free Acrobat Reader software from Adobe.com.](#)

If you have never registered with us before, create an account for your family by:

- Click on the "create an account" link
- Complete the household information form and click "Finish"
- Complete the family member information form and click "Done" to submit your request for an account
- Once you have created your account you may start shopping

Once you log in, you will have a number of options to search for activities. Just remember the more criteria you select the more narrowed down the search results will become.

TO ADD AN ACTIVITY TO THE CART

CLICK THE PLUS (+)

THEN "ADD TO CART" Located at the bottom of the screen

**Activity Search Criteria**

Please select Season you are looking to search: \*\*DO NOT SELECT "ALL SEASONS" WILL NOT WORK\*\*

Activity Type

Age of Participant

Grade of Participant

Keyword Search

Activity Number (enter the first six digits of the program# i.e. 211042 and not the -01)

Locate the class you are interested in and select the **green '+'** sign. If you want more information about the class, select the Info button. If a class says it is **Full**, you can call our office at 414-773-2900 or email us at [tosarec@wauwatosa.k12.wi.us](mailto:tosarec@wauwatosa.k12.wi.us) to be put on the waitlist.

**Search Results**

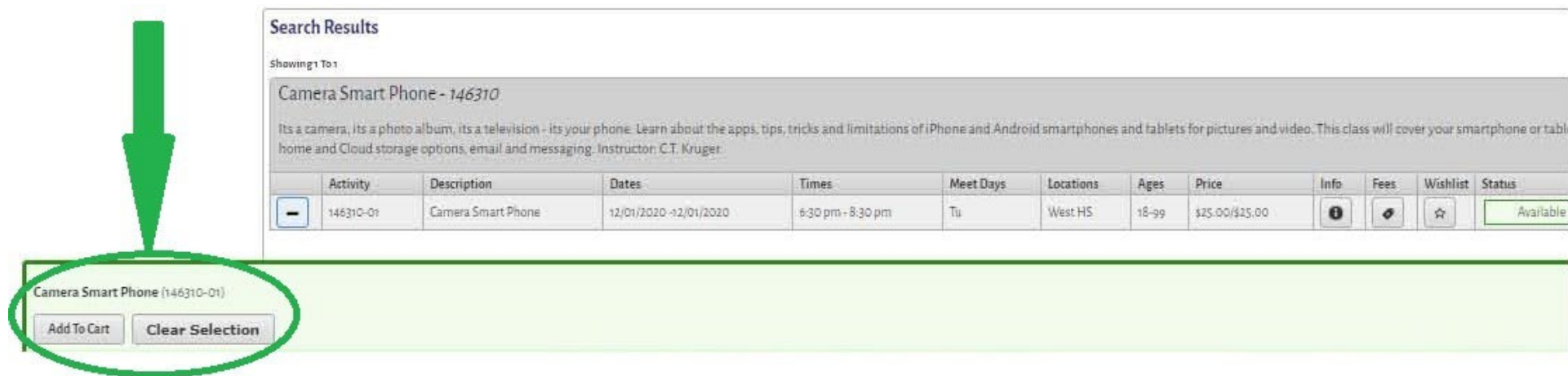
Showing 1 To 1 Total Results (1)

**Camera Smart Phone - 146310**

Its a camera, its a photo album, its a television - its your phone. Learn about the apps, tips, tricks and limitations of iPhone and Android smartphones and tablets for pictures and video. This class will cover your smartphone or tablets camera, home and Cloud storage options, email and messaging. Instructor: C.T. Krueger.

Activity	Description	Dates	Times	Meet Days	Locations	Ages	Price	Info	Fees	Wishlist	Status
<b>+</b> 146310-01	Camera Smart Phone	12/01/2020-12/01/2020	8:30 pm - 8:30 pm	Tu	West HS	18-99	\$25.00/\$25.00				Available

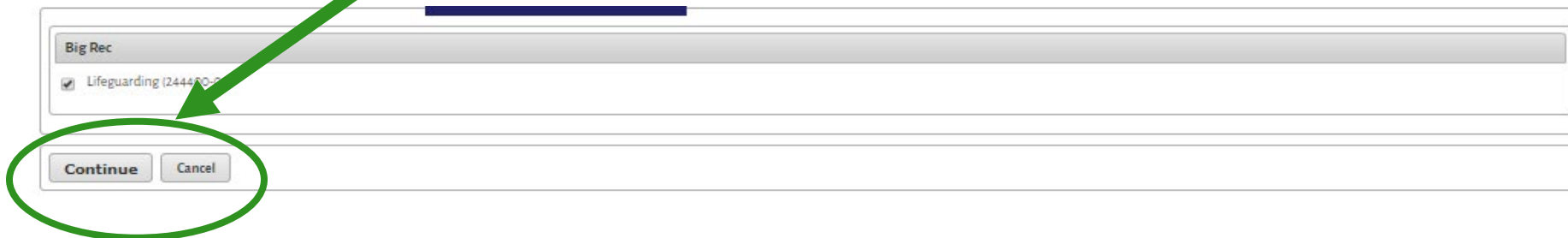
Once you select the '+' sign, you should see at the bottom of your screen an 'Add To Cart' option or 'Clear Selection' option.



The screenshot shows a search results page for 'Camera Smart Phone - 146310'. A table lists the activity details. Below the table, a green bar contains the activity name and two buttons: 'Add To Cart' and 'Clear Selection'. A green arrow points to a '+' sign in the top left corner of the page, and a green circle highlights the buttons at the bottom.

	Activity	Description	Dates	Times	Meet Days	Locations	Ages	Price	Info	Fees	Wishlist	Status
-	146310-01	Camera Smart Phone	12/01/2020 -12/01/2020	6:30 pm - 8:30 pm	Tu	West HS	18-99	\$25.00/\$25.00	i	🗑️	☆	Available

If someone in your household meets the age or grade requirement for the class, their name will show up as an option. Select the person for the activity and select the continue button.



The screenshot shows a selection dialog box with a list of options. The first option is 'Big Rec' and the second is 'Lifeguarding (244400-01)'. Below the list are two buttons: 'Continue' and 'Cancel'. A green arrow points to the 'Lifeguarding' option, and a green circle highlights the 'Continue' and 'Cancel' buttons.

Fill out the information in the boxes that are mandatory.

Lifeguarding (244400-01) for Big Rec (Purchase)

Questions

Does the Enrollee Have any Special Considerations? \*

What are the Special Considerations? (If none, use N/A) \*

Roster Note

Ticklers

Participants who successfully pass the class, apply with Tosa Rec and are hired, will be reimbursed the cost of the class after working one summer season.  
Participants who successfully pass the class, apply with Tosa Rec and are hired, will be reimbursed the cost of the class after working one summer season.

Waivers

I, the undersigned or parent/guardian of the individual(s) named below, do hereby agree to indemnify and hold harmless the Wauwatosa School District and its employees, officers and agents from and against any and all liability resulting from participation in the activities listed below. I understand that the program(s) in which I am enrolling, like all activity programs, has some inherent risk, for which I agree to assume the liability. Furthermore, the individuals named herein are in good physical health appropriate for the activities in which they will be participating. I understand that the Wauwatosa School District does not provide accident insurance. Photos of program participants are often taken for use in future department publications. If you do not wish to have your photo or your child's photo used for this purpose, please notify the course instructor, activity leader, or photographer.

I agree with the above \*

### Select Proceed to Check Out or Continue Shopping

✓ New Charges In Shopping Cart

#### Shopping Cart

Showing 1 To 1 Total Results (1)

	Description	Name	Total Fees		
✕	Lifeguarding (244400-01) (Enrolled)	Big	\$175.00		
<b>Grand Total Fees Due</b>			<b>\$175.00</b>		
<b>Total Old Balances Not in Shopping Cart</b>			<b>\$0.00</b>		

**Apply Coupon/Gift Certificate/Punch Payment/Reward**

Type Coupon Code  Apply

Proceed To Checkout Continue Shopping Pay Old Balances Empty Cart



If you selected Proceed to Check Out, fill out all the required information. You will then be able to select Continue and this will take you the payment screen where you will be able to pay with either a VISA or MasterCard. Please note we do not save/store payment information.

Summary of Charges	
New Charges In Shopping Cart:	\$ 175.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 175.00
Amount To Be Paid Today:	\$ 175.00

The Following Information is Required to Complete Your Transaction

Using This Payment Method: \*

Apply Coupon/Gift Certificate/Punch Payment/Reward/Scholarship

Type  Code

Billing Information

First Name: \*

Last Name: \*

Home Phone w/area code: \*

Email: \*

Re-Enter Email:

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

Please note that there is a timer for making your payment. Once you submit your payment and move on to the next screen, do not hit 'back' or refresh your screen. If you receive a receipt, you are officially registered for classes. In some instances, such as on High Demand registration days, we might turn off the receipt function to speed up the registration process. However, you can still check to make sure that you have a receipt by going to the My Account tab and looking at your Receipts.

Time Remaining: 9:00

### Payment Summary



Please review the following details for this transaction.

Amount	\$ 175.00
--------	-----------


### Billing Information

Enter your payment details below.

### Cards Accepted

### Credit Card


 Secure

Full Name as it appears on your Card

\*Name

Card Number

\*Card Number

Select Select Card CVV/CVC 

\*Exp Month \*Exp Year \*Card CVV/CVC

### Billing Address

Address

\*Address

Address (Line 2)

Address (Line 2)

Wauwatosa Wisconsin

\*City \*State/Province

Province (Outside US/Canada)

*Be Aware of the Timer*



Checking for your receipt: Go to My Account and Select Reprint a Receipt.

The screenshot shows a dark blue navigation bar with the following items: HOME, SEARCH, MY ACCOUNT (circled in green), and CONTACT US. Below this bar, the 'MY ACCOUNT' section is expanded into four columns: UPDATE, REPRINT, HISTORY & BALANCES, and REPORTS. The 'REPRINT' column contains 'Reprint A Receipt' (circled in green). The 'REPORTS' column contains 'Household Roster', 'Household Calendar', and 'Childcare Statement' (circled in purple). A purple arrow points from the 'Childcare Statement' link to a callout box. Below the navigation bar, there are three sections: 'Quick Links' with 'Browse Activities', 'Update Account', and 'Contact our Office'; 'Activity Types' with 'Adult Activities', 'Aquatics', and 'Arts & Crafts'; and 'Member Information' with a note about logging in and viewing receipts in PDF format.

Did you know you can print a childcare statement with our Tax ID number and amount spent?!