

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.

The image shows a screenshot of the Wauwatosa Recreation Department website. The main navigation menu includes links for HOME, REGISTRATION, YOUTH PROGRAMS, ADULT PROGRAMS, EMPLOYMENT, and FACILITIES. The REGISTRATION link is circled in green. A red arrow points to a 'Sign In' link in the top right corner, which is circled in red. A red text label 'NOT our Registration Sign In' is positioned above the red arrow. A green arrow points from the 'REGISTRATION' link in the navigation menu to a 'REGISTRATION/SIGN IN' link in the footer, which is also circled in green. A green text label 'DO USE to sign in to our registration system.' is positioned below the green arrow. The website header includes 'District Home' and 'Translate +' options. The main content area features a large image of children in dance attire and a search bar. A blue banner at the bottom of the main content area contains the text 'ENTER ONLINE REGISTRATION' and a 'LEARN MORE' button.

NOT our Registration Sign In

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

Activity Type	Age of Participant	Grade of Participant
<div style="border: 1px solid gray; padding: 2px;"> <p>All Types</p> <p>Adult Enrichment</p> <p>Aquatic Club</p> <p>Art Instruction</p> <p>Babysitting Instruction</p> <p>Basketball</p> <p>Baton</p> </div>	<div style="border: 1px solid gray; padding: 2px;"> <p>All Ages</p> <p>3 Months</p> <p>6 Months</p> <p>9 Months</p> <p>1</p> <p>2</p> <p>3</p> </div>	<div style="border: 1px solid gray; padding: 2px;"> <p>All Grades</p> <p>Pre-K (0-3)</p> <p>Pre-K (3-5)</p> <p>Kinder</p> <p>1st</p> <p>2nd</p> <p>3rd</p> </div>
Keyword Search	Activity Number	
<input type="text"/>	<input type="text"/>	

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 to be put on the waitlist.

TO ADD AN ACTIVITY TO THE CART

CLICK THE PLUS (+)

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

Activity Search Criteria

Activity Type	Age of Participant	Grade of Participant
<div style="border: 1px solid gray; padding: 2px;"> <p>All Types</p> <p>Adult Enrichment</p> <p>Aquatic Club</p> <p>Art Instruction</p> <p>Babysitting Instruction</p> <p>Basketball</p> <p>Baton</p> </div>	<div style="border: 1px solid gray; padding: 2px;"> <p>All Ages</p> <p>3 Months</p> <p>6 Months</p> <p>9 Months</p> <p>1</p> <p>2</p> <p>3</p> </div>	<div style="border: 1px solid gray; padding: 2px;"> <p>All Grades</p> <p>Pre-K (0-3)</p> <p>Pre-K (3-5)</p> <p>Kinder</p> <p>1st</p> <p>2nd</p> <p>3rd</p> </div>
Keyword Search	Activity Number	
<input type="text" value="camera"/>	<input type="text"/>	

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. Kruger.

Activity	Description	Dates	Times	Meet Days	Locations	Ages	Price	Info	Fees	Wishlist	Status
+ 46310-01	Camera Smart Phone	12/01/2020 -12/01/2020	6:30 pm - 8:30 pm	Tu	West HS	18-99	\$25.00/\$25.00				Available

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

Search Results

Showing 1 To 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 tabl home and Cloud storage options, email and messaging. Instructor: C.T. Kruger.

	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

Camera Smart Phone (146310-01)

Add To Cart Clear Selection

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.

Big Rec

Lifeguarding (244400-01)

Continue Cancel

Fill out the information in the boxes that are mandatory.

Lifeguarding (z44400-01) 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		
<input type="checkbox"/> Lifeguarding (244400-01) (Enrolled)	Big	\$175.00	<input type="button" value="edit"/>	<input type="button" value="delete"/>
Grand Total Fees Due		\$175.00		
Total Old Balances Not in Shopping Cart		\$0.00		

Apply Coupon/Gift Certificate/Punch Payment/Reward

Type Code

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 are four main categories: UPDATE, REPRINT (with 'Reprint A Receipt' circled in green), HISTORY & BALANCES, and REPORTS. The REPORTS category includes Household Roster, Household Calendar, and Childcare Statement (circled in purple).

UPDATE	REPRINT	HISTORY & BALANCES	REPORTS
Household & Member	Reprint A Receipt	My History	Household Roster
Account Settings		Pay Old Balances	Household Calendar
Documents			Childcare Statement

The footer area contains three sections: 'Quick Links' with links for Browse Activities, Update Account, and Contact our Office; 'Activity Types' listing Adult Activities, Aquatics, and Arts & Crafts; and 'Member Information' with a note about account registration and PDF receipts.

Quick Links
Browse Activities
Update Account
Contact our Office

Activity Types
Adult Activities
Aquatics
Arts & Crafts

Member Information
In order to register please login with an account. All receipts are in PDF format and you must have Adobe Acrobat to view them

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