

Navigating Online Program Registration

Bismarck Parks and Recreation District uses a registration software called ActiveNet for Activity Center– and all program – registration. Please know BPRD does not own or control the software, and therefore, cannot change the software. Please know these registration suggestions are made to you as of March 23, 2020. ActiveNet does make occasional software adjustments, and we will update these registration suggestions to you if software changes impact the registration process.

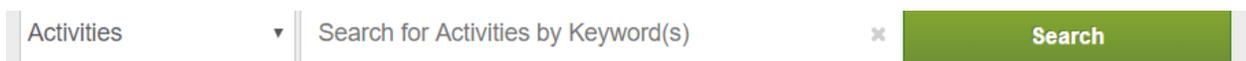
Registration for all summer programs begins on Thursday, April 2, 2020 at 8:00 am. Beginning Wednesday, March 25, 2020 at 8:00 am, all spring/summer program codes can be added to your “Wish List”. Adding program activities to your Wish List beforehand will help with a smooth check-out process when registration opens on Thursday, April 2 at 8:00 am. PLEASE NOTE: Activities held in the “Wish List” does not mean those activities are saved or secured. See instructions below.

What can be done **before** registration begins?

- Take time to review the program details. To find this information, Click the **Program** tab at the top of the home page and select, for example, Activity Center. <https://www.bisparks.org/programs/youth-programs/activity-centers/>
- **Login to your account** if you already have one *or* **create an account** and add your family members. From the home page click on the red tab on the right - “Online Registration, click here to register for activities.”



- **Remember your login name and password. Practice logging in to your account.** (Hint: login name is usually your email address.) Forgot your login name or password? Please call the Administration office for assistance, 222-6455. Please *do not* create a new account.
- Enter your program code into the search bar or type the activity name, for example, Activity Center and click “Search.”



- The search will pull up the initial program information.

- Click the blue “More” box with the down arrow on the right. This will show the specific activity codes.



Navigating Online Program Registration

- **Beginning Wednesday, March 25 at 8:00 am summer program codes can be added to your Wish List.**

[+ Wish List](#)

- Once you've selected "Wish List" for your chosen code, select the "My Wish List" tab at the very top right hand corner of your screen. Your chosen code will be saved there.

[My Account](#) | [My Wish List](#) | [Sign Out](#)

From this screen you may continue shopping and add more activities. On April 2, 2020 at 8:00 am, the system will allow for the check-out process from "My Wish List".

Important: You must check-out and complete the payment process to register for any summer program including Activity Center.

Registration: April 2, 2020 beginning at 8:00 a.m.

- Already added program codes to "My Wish List"? Login to your ActiveNet account and follow the check-out process from "My Wish List".

[My Account](#) | [My Wish List](#) | [Sign Out](#)

- To register from a specific program page, for example, **Activity Center** page (<https://www.bisparks.org/programs/youth-programs/activity-centers/>): "Click here to register button".
- To register from the **home page**, click on the red tab on the right - "Online Registration, click here to register for activities."
- Login to your account.

[Click here to register](#)

Online Registration
Click here to register for activities.



- Enter your program code into the search bar or type the words Activity Center, soccer, baseball, etc. and click "Search."

Activities

Search for Activities by Keyword(s)

x

[Search](#)

- The search will pull the initial program information.
- Click the blue "More" box with the down arrow on the right. This will pull the specific program codes.

[More \(6\) ▾](#)

- If there is availability in that class, you will be able to select "Add to cart"

[Add to Cart](#)

Navigating Online Program Registration

- If the class is full, the screen will indicate there is a waiting list. Select “Wish List”.



From the wish list, you may add to the waiting list for that code by completing the check-out process. There is no charge to enroll on the waiting list.

Please know you may register for a different code that has openings and still be on the waiting list for your first choice. If an opening becomes available, you will receive a phone call from the BPRD Administrative office, and you will have the option to transfer the registration.

- Proceed to “Shopping Cart” and complete the payment process. Regarding Activity Center, remember this is a 2-step registration. Upon completing the payment process, please follow the instructions on the Activity Center page of the website to complete your registration. <https://www.bisparks.org/programs/youth-programs/activity-centers/>