

# Easy Ways to Register

## Priority

Come and draw a number on Tuesday, September 5th (8:00 a.m.-6:30 p.m.) to get priority registration on the night of Wednesday, September 6th.

**or**

## Mail

Greendale Park and Recreation Department, 5647 Broad Street, Greendale, WI 53129. Processed beginning Thursday, September 7, 2017 (resident).

## In Person

You may drop off your forms and payment beginning Friday, September 8th during office hours.

## Phone (414) 423-2790

Registration by phone starts Friday, September 8th for residents and on Monday the 11th for non-residents.

## ONLINE

Class registrations begin Saturday, September 9th. [gpr.greendale.k12.wi.us](http://gpr.greendale.k12.wi.us). Remember to set-up your household account 3 business days prior.



- ✓ Draw a number out of our box (numbers 1-500) at the Park and Recreation Office on Tuesday, September 5th between 8:00 a.m. and 6:30 p.m. for registration on Wednesday, September 6th.
- ✓ Bring your drawn number to registration on Wednesday, September 6th beginning at the time indicated on the sheet you are given when you draw your number. It will be sometime between 6:15 p.m. and 7:30 p.m.
- ✓ Registration will be held in the Community Learning Center (5647 Broad Street, lower level).
- ✓ If you cannot make it Tuesday, September 5th to draw your number, you may still register on Wednesday, September 6th. You must come at 7:30 p.m. and obtain a number from the registration clerk in the Community Learning Center.
- ✓ Registration closes by 7:50 p.m. on Wednesday, September 6th. All number sheets issued are void after 7:50 p.m.
- ✓ Persons may register for their immediate family members only who reside at the same address. Neighbors may not register for neighbors.

**Please Note:  
Office is closed all day on  
Thursday, September 7th to  
process registrations.**

## General Information

Registrations are required prior to class attendance. Registrations may be accepted after classes begin if space is available; however, class fees are not prorated. **No confirmations returned without submitting a self-addressed, stamped envelope.**

Forms of payment include cash, checks, money orders, MasterCard, VISA, or Discover Card for class registrations. All payments must be received at the time of the class registration. Returned checks are subject to a \$36.00 service charge.

**Open Enrollment Families** attending Greendale School District Schools (public schools) for the 2017-2018 school year may first register on Wednesday, September 6th at 7:30 p.m. (after our residents have completed their registration) or starting on Friday, September 8th, or phone (begins September 11th). No need to draw a number for Wednesday, September 6th. Follow resident fee schedule.

**The fee for non-residents in all recreation programs will be the fee listed with each program. Non-residents** may register for classes beginning Monday, September 11th either in-person, phone-in, online or mail.

**Class transfers** may be made subject to class availability and AT LEAST 3 BUSINESS DAYS, (or 6 BUSINESS DAYS for arts and crafts, cooking/food classes, or deadlines noted on getaways/outings, and Mad Science classes) prior to the starting date of the class. A \$5.00 processing fee will apply.

Anyone registering less than 3 business days prior to the starting date of any class may be assessed a \$7.50 **late registration fee**, per class. Registrations may be submitted by telephone or mail within the aforementioned time frame.

### CANCELLATION POLICY

1. User fees cover the costs to offer these programs. When you sign-up for a class, we depend on your enrollment for a successful class. Please plan your schedule carefully.
2. If you must cancel from a class, call (414) 423-2790 at least 3 business days (6 business days for arts and crafts, Mad Science, deadlines noted on getaways/outings, and cooking/food classes) before the class is scheduled to start; otherwise no refunds or credits granted. Choose from two options:  
A) transfer to another class within this semester of classes, or B) receive a refund. Either way, your white receipt must be submitted to the Park and Recreation Office. A \$5.00 processing fee will apply.
3. Please allow 10 to 14 business days for refunds.

Please set up your household account, if you intend to use our **online registration process**, at least 7 business days before you plan to register. Please go to the website below and click on "Create Account." Then fill out the information and we will then assign your household an ID number and a pin number and you will be ready to register for classes online! Note: If, when trying to set up a household account, you get an error message about a duplicate household, please call or stop by the office to verify your information and get your online household information for future use.



<https://webtrac.greendale.k12.wi.us/wbwsc/webtrac.wsc/wbsplash>

Most of the activities will be available for online registration for Fall 2017 beginning September 9th.

