

Registering for an Altoona Parks & Recreation Winter Event

Step 1: Go to www.ci.altoona.wi.us

Step 2: Click on the green bubble labeled "Parks & Rec Browse/Register for programs/reserve a park pavilion"



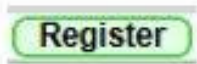
Step 3: If new guest, Create an account...if returning guest, Login to account

Step 4: Hover over registration drop down and click on "Activity Registration"

Step 5: Click the "Family" link under the search activity box on the left side of the screen or type in the event name in search activities box



Step 6: Click the green "register" button next to desired event



Step 7: Under registrant information have the first person to be registered name in the "name of registrant" drop down box. Answer any questions listed to proceed then hit "add to cart"

Registration Information

Step 8: If you have more individuals to register click "continue shopping" button

Step 9: Repeat step 6-8 for each individual attending the event. When registering others for the same event you will need to use the drop down box to switch the name of the registrant (step 7).

Step 10: Once all individuals have been added proceed to checkout