

How to Register, Check & Pay Balances

How to Register

- Go to <https://register.bendparksandrec.org/> or select the brown “REGISTER” button at the top of your screen on the main BPRD website.



- Log in to the registration site.
- Find the activity and select the “+” (plus sign) icon.

Add to Cart	Activity	Ages	Description
	203404-99	6.5-8	Fall Soccer Gr 2 GIRLS

- A confirmation bar will pop-up at the bottom of your screen. Select the “Add to Cart” button to proceed.



- Designate the member in your household that will attend the activity and hit “continue.”

- Answer the required questions in the Questions field.

Questions

Jersey Sizes Youth Small to Adult XL. Please select a jersey size: *

Please select the school the participant will be attending when the program occurs. NOTE: You may be registering in a different school year. *

If you marked OTHER write in school attending

- ✓ --- Not Selected ---
- Youth Small
- Youth Medium
- Youth Large
- Adult Small
- Adult Medium
- Adult Large
- Adult XL

- Read the Refund Policy and Participant Release, and check the box to indicate that you have read and accept the terms of those policies. Select “Continue.”

- In the shopping cart, confirm the class and fees and apply any available coupons, gift certificates or rewards. Select “Proceed to Checkout.”



- At this time, you are not required to pay for Summer activities. Summer program fees are due 18 days prior to the program start date. If not paid within 18 days, your class will be canceled and you will forfeit that activity registration.

- In the checkout screen, you may select “Continue” to reserve your activity registration and defer your payment until 18 days prior to the program start date, or you may indicate the amount you would wish to pay today.



Amount You Wish To Pay Today: *

- You will be emailed a confirmation receipt. You can continue shopping or log out.

Check An Account Balance

- Ensure you are logged into the registration site.
- Select the “my account” drop-down menu at the top of the screen. Select “Credit Balances”
- The Check Account Balance screen will display any credits or gift card balances available.
- From there, you may also select the “Pay Balances” button to initiate a transaction.

my account ▾

History & Balances

My History

Pay Balances

Credit Balances 

Search Criteria

Balance Type All Types
Debit Balances
Credit Balances
Scholarship Balances
Reward Point Balance
Gift Card Balances

Search

Your Balances

Showing 1 To 1 Total Results (1)

Balance Type	Description	Name	Balance
Gift Card	GiftCertGIFTCARD (179)	N/A	\$ 75.00

Pay Balances

Pay a Balance?

- Ensure you are logged into the registration site.
- Select the “my account” drop-down menu at the top of the screen. Select “Pay Balances”
- On the “Your Balances” screen, you will find a list of any activities that you may be enrolled for. The list will indicate any fees paid or balances to date.
- To pay a balance on any listed activity, select the check box to the left of the activity and hit the “Add to Cart” button above.

my account ▾

History & Balances

My History

Pay Balances 

Search **Add To Cart** **Select All** **Deselect All**

Your Balances

Showing 1 To 3

	Description	Name
<input type="checkbox"/>	All Skills Pottery (211100-01)	Colleen
<input type="checkbox"/>	Cougar Camp 1 (207401-01)	Colleen
<input checked="" type="checkbox"/>	Fused Glass Vase (211165-01)	Colleen

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Proceed To Checkout 

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Continue