

# MRPA Online Registration / Payment

## First-Time Users

- Click on **FIRST TIME USER SET-UP** on the Left Navigation Bar to Create a User Account
- Complete Form
- If You Plan to Register More Than One Person from Your Agency for a Program and Want to Complete All Registrations in One Transaction:
  - Use the **FAMILY MEMBERS** Feature
  - Click on **ADD A MEMBER**

## To Register or Pay for a Program

- If You Know the Program for Which You Want to Register, Select **LOGIN**
- If You Want to See All Offerings, Select **BROWSE ACTIVITIES**
- Under **ACTIVITY TYPE**, select your area of interest: **EDUCATION, MEMBERSHIP, RECREATION SPORTS,** or **SOFTBALL.** and then click **SEARCH**
- Program Offerings Appear
- Select Program
- Click on **REGISTER**
- Check to See That Your Name is Entered in the **REGISTRANT INFORMATION** Menu
- If You Entered **FAMILY MEMBERS** Earlier, Select the Registrant's Name from the **REGISTRANT INFORMATION** Pull-Down Menu
  - You Can Register More Than One Person . . .
    - After You **ADD TO CART**, You Can Then **CONTINUE SHOPPING** to Add the Next Registrant
- Click to Accept the Waiver Terms
- Select **ADD TO CART**
- Continue with **UPDATE CART, CONTINUE SHOPPING,** or **CHECK OUT**
- Enter Credit Card Information and Click on **CONTINUE**
- Registrants Will Receive an Email Confirmation