



Online Registration Instructions

Welcome. Before registering for a Grove City Parks and Recreation Department activity online, you must secure an online account I.D. and password.

1. New to online registration?

A) Stop in the Parks and Recreation office or call 614-277-3050 to immediately receive an I.D. and password. After you receive your I.D. and password, proceed to Online Activity Registration (proceed to step 3).

– OR –

B) Use the online registration to receive an online account I.D.

Visit: Parks.GroveCityOhio.gov

Select: Online Registration (first option on right side of page)

Select: “If you or a family member have never registered for a Grove City Parks and Recreation Activity and never purchased a season pass to the Big Splash.”

Enter: The required information about you and/or your household and press “Submit”

Press: “OK” to add additional family members and your birth date. Once the primary contact’s birthdate is submitted you can add more family members and/or finish.

A CONFIRMATION EMAIL WITH ONLINE ACCOUNT I.D. WILL BE SENT WITHIN TWO BUSINESS DAYS AFTER the Parks and Recreation Department has verified all information about you and/or your household. You cannot register for an I.D. and sign up for an activity UNTIL you receive your I.D. Please plan accordingly.

2. Forgot your password?

Visit: Parks.GroveCityOhio.gov

Select: “Online Registration” (first option on right side of page)

Select: “If you or a family member have registered for an online account but forgot your password.”

Enter: Your email address

Enter: Answer to security question

Forgot your sign-in email address?

Contact the Parks and Recreation office at 614-277-3050 or email Parks@GroveCityOhio.gov

3. Online activity registration

Visit: Parks.GroveCityOhio.gov

Select: Online Registration (first option on right side of page)

Enter: Email address and Password

Note: Your initial password is the assigned I.D., please change password after your first sign-in.

Search: Activity for registration (proceed to step 3)

4. Want to search activities?

You may search for activities by activity number, age, type, instructor, keyword, availability, etc. A complete list of activities may be found in *The Source*, Grove City's triannual activity guide. This book is available at the Grove City Parks and Recreation Department on Kingston Avenue, City Hall, the Evans Center, the Grove City Library, the Grove City Area of Chamber of Commerce, the Grove City Welcome Center and Museum, Jackson Township Administration Building and online at parks.grovecityohio.gov/source-online-registration/

The screenshot shows the top navigation bar with links for Home, Search, My Account, Contact Us, and FAQs. A user greeting 'Welcome, Household' is followed by links for Logout, Wishlist (0), and Shopping Cart (0). The main search area contains several filters: 'Activity Number Search' with a text input containing '0'; 'Age' with a dropdown menu showing 'All Ages', '3 months', and '6 months'; 'Type' with a dropdown menu showing 'All Types', 'Arts & Crafts', and 'Dance'; 'Instructor' with a dropdown menu showing 'All Instructors', 'Kelly Tami', and 'Wissman Nicole'; 'Keyword Search' with a text input; 'Keyword search Options' with a dropdown menu showing 'Match At Least One Word'; 'Availability Option' with a dropdown menu showing 'All Classes'; and 'Display Option' with a dropdown menu showing 'Detail'. At the bottom of the search area are 'Search' and 'Reset' buttons. Below the search area is the heading 'Activity Search Results'.

5. Sign up and pay for activities

- Search: Activity for registration
- Select: The activity from the list of classes
- Click: “Enroll Now”
- Select: Family member you want to enroll
- Check: Box for each activity / family member
- Select: “Add to Cart.”
- Read: And “Agree” to the terms and conditions to continue.

From there, you’ll get the message, “You have been enrolled in the Activity you requested. What would you like to do next?”

- Choose: “Proceed to Checkout” or “Continue Shopping”
- Select: After you have selected all the courses in which you’d like to enroll, select “Proceed to Checkout” where you will be assessed a summary of charges.
- Select: Type of credit card with which you’d like to pay from the drop-down menu and click “Continue.”
- Confirm: Or edit the cardholder billing information as needed and click “Continue.”
- Complete: Billing information form with the card number, expiration date and email address and click “Submit Payment.”

While your card is processing, DO NOT refresh or close the screen. Once the card has been processed, a confirmation page will appear. You have the option to print a receipt from this page. A copy will also be sent to the email associated with the I.D.

After you register

- A) Changes and cancellations to an activity must be done in person at the Parks and Recreation Department, in the Kingston Center or by phone at 614-277-3050 during office hours, weekdays, 8 a.m. to 5 p.m.
- B) You may always view a list of the classes in which your household has enrolled by clicking “My Account” on the main WebTrac screen and then “My History.” There is also an option to reprint a receipt.

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