



Registration Form

LOTTERY DEADLINE: Noon, August 14, 2008

For Lottery information, please see page 75.

Office Use Only

Is this your household's first time registering for a program at the Park District? Yes No Not Sure

Household Last Name: _____ First Name: _____

Street Address: _____ Apt _____ City: _____ Zip: _____

Home Ph: () _____ Work Ph: () _____ Cell Ph: () _____

E-mail Address: _____

Emergency Contact Name & Relationship: _____ Emergency Contact Ph: () _____

Participant Name	Gender	Date of Birth	School Grade	Activity Code #	Program Name	Fee
				First Choice ----- Alternate		
				First Choice ----- Alternate		
				First Choice ----- Alternate		
				First Choice ----- Alternate		
				First Choice ----- Alternate		
				First Choice ----- Alternate		
				First Choice ----- Alternate		

Payment Method: VISA MasterCard Check Cash

Account Number _____

Cardholder Name _____

Expiration Date ____/____ Amount of Charge \$ _____

Authorized Signature _____

Check # _____ Check amount: \$ _____ Cash: \$ _____

For insurance purposes, Park District programs and activities require a signed waiver. We will accept photocopies of this sheet!

RELEASE AND HOLD HARMLESS AGREEMENT

Please read this form carefully and be aware that in signing up and participating in this program(s), you will be waiving and releasing all claims for injuries you might sustain arising out of this program (including transportation services, when provided). As a participant in the program(s), I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of injuries, damages or loss which I may sustain as a result of participating in any and all activities with or associated with such program(s). I agree to waive and relinquish all claims I may have as a result of participating in the program(s) against the Park District of Oak Park and its officers, agents, servants, and employees. I do hereby release and discharge the Park District of Oak Park and its officers, agents, servants, and employees from any and all claims from injuries, damage or loss which I may have or which may accrue to me on account of my participation in the program(s). I further agree to indemnify and hold harmless and defend the Park District of Oak Park and its officers, agents, servants, and employees from any and all claims resulting from injuries, damages and losses sustained by me and arising out of, connected with, or in any way associated with the activities of the program(s). I have read and fully understand the above Program Details and Waiver Release of all Claims. Waivers MUST be signed by participant(s)' legal guardian. Facsimile signatures will be considered as original by the District.

Signature(s): _____ Date: _____

Yes, I would like to donate to the Park District of Oak Park Scholarship Fund.
 \$1 \$5 Other (write in amount) _____

Check or Money Order payable to: Park District of Oak Park
 Mail to: Park District of Oak Park, **DO NOT MAIL CASH!**
 218 Madison Street, Oak Park, IL 60302
 Fax to: (708) 383-5702 (Must include credit card information.)

Total

In accordance with the Americans with Disabilities Act, describe any accommodation needed for your enjoyment of the programs above:

Name of Participant: _____

Registering Online with Weby

In late July 2007, the Park District introduced a new online registration system called "Weby" (pronounced web-e). The benefits of Weby include the ability to search for programs online, access past receipts, register for programs any time and more. Plus, registration is processed automatically, resulting in a faster, more efficient process for our patrons. To use Weby, patrons must have a "Household ID" number (otherwise known as a Username.)

When registering online please keep in mind that registration for most classes closes two days before the first class, so that we can properly prepare and staff the programs.

How do you find out your Household ID (Username)?

Anyone who registered for a program in 2007 has been assigned a Household ID (Username) and password automatically by the computer system. The Household ID (Username) is also printed on any receipts issued this past summer and fall. To retrieve this number online, go to www.oakparkparks.com and select "Registration" and then select "Get a Household ID." Complete and submit a Household ID request form and within 48 business hours you will receive an email with your Household ID (Username) and password.

Anyone who did not register for a program in 2007 will need to set up a Household ID (Username.) Go to www.oakparkparks.com and select "Registration" and then select "Get a Household ID." Complete and submit a Household ID request form and within 48 business hours you will receive an email with your Household ID (Username) and password.

What do I do once I have my Household ID (Username)?

Go to www.oakparkparks.com and click on "Registration." Then select "Online Registration with Weby." Type in your Household ID (Username) and password and you are in Weby and ready to register. IMPORTANT: For security purposes, it is highly recommended that you change your password immediately. Select a username and password that are easy to remember. You will also be asked to provide answers to prompt questions in case you ever misplace or forget your password. Once you've logged in and changed your username and password, explore the features of Weby. You can search for programs; view past receipts and more.

A Quick Note on Grades

When prompted by Weby to enter your child's grade, please use the following for children aged 0-5:

Age 0-4	Grade .25
Age 5	Grade .5

There is no need to update grade information in the fall - the system will automatically advance your child to the next grade.

Frequently Asked Questions

Q. I received an email with a username and password but I have not received my Household ID?

A. Username is the same as Household ID and along with the password provided, allows you access to Weby. We encourage you to change your assigned Household ID/Username and Password to something that is easy to remember. Your Household ID/Username can be changed in Weby by selecting My Account from the left blue bar.

Q. I signed up as a New User and I haven't received an email with my Household ID/Username and Password. What is going on?

A. When you submit new user information, it can take up to 48 business hours for the Customer Service Department to verify residency status and to determine if you are already in our system.

Q. I have my Weby Household ID/Username and Password and I already registered. How do I update my personal information?

A. Call (708) 383-0002 and inform customer service that your household info needs to be updated. You can also e-mail the changes to your information to webregistration@oakparkparks.com - please make sure to include your household ID number.

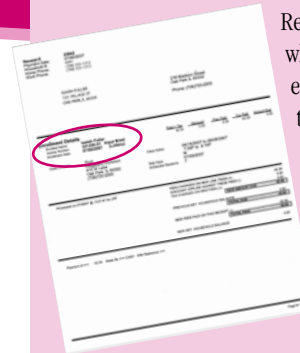
ONLINE LINGO: Words You Should Know...

When you log on to Weby for the first time you will be asked to select FIRST TIME USER OR NEW USER.

- **FIRST TIME USER:** Someone who registered for a program in 2007 or later and has an account automatically established in the Park District database but this is their first time using the online registration program Weby.
- **NEW USER INSTRUCTIONS:** Someone who has not registered for a program since 2006 is considered a "NEW USER."

Receipts From Weby!

The examples below should help you understand what your status in a class is when you receive your enrollment receipt.



Receipts look the same whether received by email or through the mail. For class status, look under "Enrollment Details" for the portion of the receipt that's circled here for reference. Your class status is listed in

parentheses. The examples below are a closeup of the circled area above, showing different types of class status.

Enrollment Details		#1
Enrollee Name:	Isaiah Fuller	
Activity Number:	341450-01 Aqua Blast	
Enrollment Date:	07/06/2007	(Lottery)

In Receipt #1, we see that Isaiah is enrolled in the lottery for Aqua Blast.

Lottery Enrollment Details		#2
Enrollee Name:	Isaiah Fuller	
Activity Number:	341450-01 Aqua Blast	
Enrollment Date:	07/06/2007	(Enrolled in FIRST)

Receipt #2 indicates Isaiah has been selected for the Aqua Blast class after the computer ran the lottery. Aqua Blast was his first choice, so it's listed as "enrolled in FIRST." See more about including a second choice for classes on the next page.

Enrollment Details		#3
Enrollee Name:	Isaiah Fuller	
Activity Number:	312015-03 Jr Sports Camp # 3	
Enrollment Date:	06/25/2007	(Enrolled)

In Receipt #3, Isaiah successfully enrolled in Jr. Sports Camp. He either registered for an open space after the lottery had been completed or it is a non-lottery class.

Enrollment Details		#4
Enrollee Name:	Isaiah Fuller	
Activity Number:	113761-C2 5-6 Boys @ Lincoln	
Enrollment Date:	07/06/2007	(Waitlist-1)

In Receipt #4 Isaiah has been placed on a Waitlist for this youth sports class. The number indicates his position on the waiting list for the class.

If you register for a class using Weby, please note that you receive an e-mailed receipt ONLY when you first register for the class. Updated receipts (indicating you've been enrolled after the lottery for example) will be mailed to your house via postal mail. Receipts for mail-in or fax registration are also mailed. All receipts can be accessed on the web under Account Info. And remember, you can always call us at (708) 383-0002 to check your class status!

Questions about Weby?

Email webregistration@oakparkparks.com

LOTTERY!

All programs listed in this brochure except those which require in-person registration or are otherwise indicated are lottery programs (these programs are noted as non-lottery either in their description or, if multiple programs on one page are non-lottery, it may be noted elsewhere on the page). The Park District lottery system ensures all residents have the same opportunity to be placed in our programs regardless of when they receive the program brochure. It also provides more timely information for program supervisors to make arrangements, when possible, to accommodate as many registrants as our resources allow.

Here is how the lottery works:

- Only Oak Park residents are eligible for the lottery.
- To be eligible for the lottery, program registrations must be received at the Hedges Administrative Center, 218 Madison, by noon on Thursday, August 14, 2008.
- After all registrations are entered, the computerized "lottery system" randomly selects the maximum participants allotted for each program.
- Lottery results are printed on receipts and mailed using the postal service to all households. Lottery results can be viewed online by checking your household roster. Lottery results currently ARE NOT sent by e-mail, even if you register using Weby (see opposite page).
- Resident registrations received after the lottery will be processed as received.
- Non-resident registration begins Monday, August 18, 2008.
- Note that any programs listed in the previous session's brochure will not be lotteried (and are marked as non-lottery), due to the fact that people have been registering since the previous session
- After the lottery, registration for residents is on a first-come, first served basis.

Registration Information



See previous page for important information on how to use the Park District of Oak Park's new online registration system, called Weby (pronounced web-e).

- 1. Online with Weby** – go to www.oakparkparks.com and click on "Registration" (Visa/Mastercard)
- 2. Mail-in** to Park District of Oak Park, 218 Madison Street, Oak Park, IL 60302
- 3. In-Person** at the Hedges Administrative Center (218 Madison Street) M-F, from 8:30am-5pm
OR at Ridgeland Common (415 Lake Street) M-Sa from 9am-5pm
- 4. Fax** registration to (708) 383-5702
- 5. Auto Attendant** Call (708) 725-2000, prompt 3, prompt 1 (Please have your Visa or Master Card ready)

Auto Attendant will no longer be available as of January 1, 2009.

- 6. Drop Off** at the Administrative Center mail slot after business hours (218 Madison) and at the Dole Center drop box, 255 Augusta at Cuyler, on the 2nd floor outside the Park District office, M-Th, 8:30am-9pm and F, 8:30am-Noon. Drop-off registration is no longer being accepted at the community centers.
For all drop-off registration, please allow up to 2 business days for processing.

Registration Dates

Please see box at left regarding the lottery and other important information before registering!

Resident Lottery Registration

begins as soon as you receive your brochure.

Lottery Entry Deadline

is noon on Thursday, August 14, 2008.

Non-resident Registration

begins Monday, August 18, 2008.

The same dates for lottery and non-resident registration apply whether you submit your registration via mail-in, fax, telephone, walk in or through our website.

Online registration for most programs closes two days prior to the start date of the program. Once this option has closed, you must choose an alternate form of registration.

How to Register

Proof of residency will be required for all participants that are not currently in our database. To take advantage of the resident rate(s), you must provide a Driver's License or State ID with your Oak Park address. Call (708) 383-0002 with questions.

- 1 Complete the registration form and include a home phone always and an emergency phone number if you are registering a child.
- 2 List an alternate choice for programs (not mandatory) on your form in case your first choice is filled.
- 3 Pay the fee for your first choice. You will be refunded/billed the difference if you are placed in your alternate choice program.
- 4 Payments may be made with cash, check (no second party checks), Visa or Mastercard. If paying with cash, please drop off your registration in person so you will have receipt of your payment.
- 5 Registration deadline and procedures for Pre-school/Early Childhood, the Gymnastics Center and other select non-lottery programs can be found on their respective pages in this brochure.
- 6 If both your first and alternate choices are filled, you will be put on a wait list for your first choice.
- 7 If your class is cancelled, you will be contacted by phone and all fees will be refunded.

Refund Policy

- 1 Unless otherwise noted, refunds must be requested before a program meets for the second time or no refund will be issued. This can now be done by phone!
- 2 Learn to swim and ice-skating lessons require a one-week notice for a refund.
- 3 Refund requests for trips and one-day programs must be received two weeks before the program meets to be eligible for a refund. Refunds within two weeks will be considered only if the vacated spot can be filled by a wait-listed participant.
- 4 A \$3 service fee will be charged for all refund requests unless otherwise stated.
- 5 Refund requests will be processed within 10-15 business days.
- 6 Refunds for program fees paid by credit cards will be issued to the original credit card used.
- 7 **Adult Trips Refund Policy:** If a trip is cancelled by the Park District, a full refund will be issued. Trip refunds require the approval of the Superintendent of Recreation or his/her designee. If your registration can be filled by another patron from a waitlist, your fee will be refunded with only the service fee withheld. Unrecoverable costs (i.e., advance ticket purchases, meal purchases, etc) will be added to the service fee.

We can link registrations!

Do you need siblings to be in different classes that meet at the same time? Do you need everyone in your car pool to get in the same class? Do two friends want to take a class together? We can do all of this by linking your registrations. Please contact the main office at (708) 383-0002 to get linked!