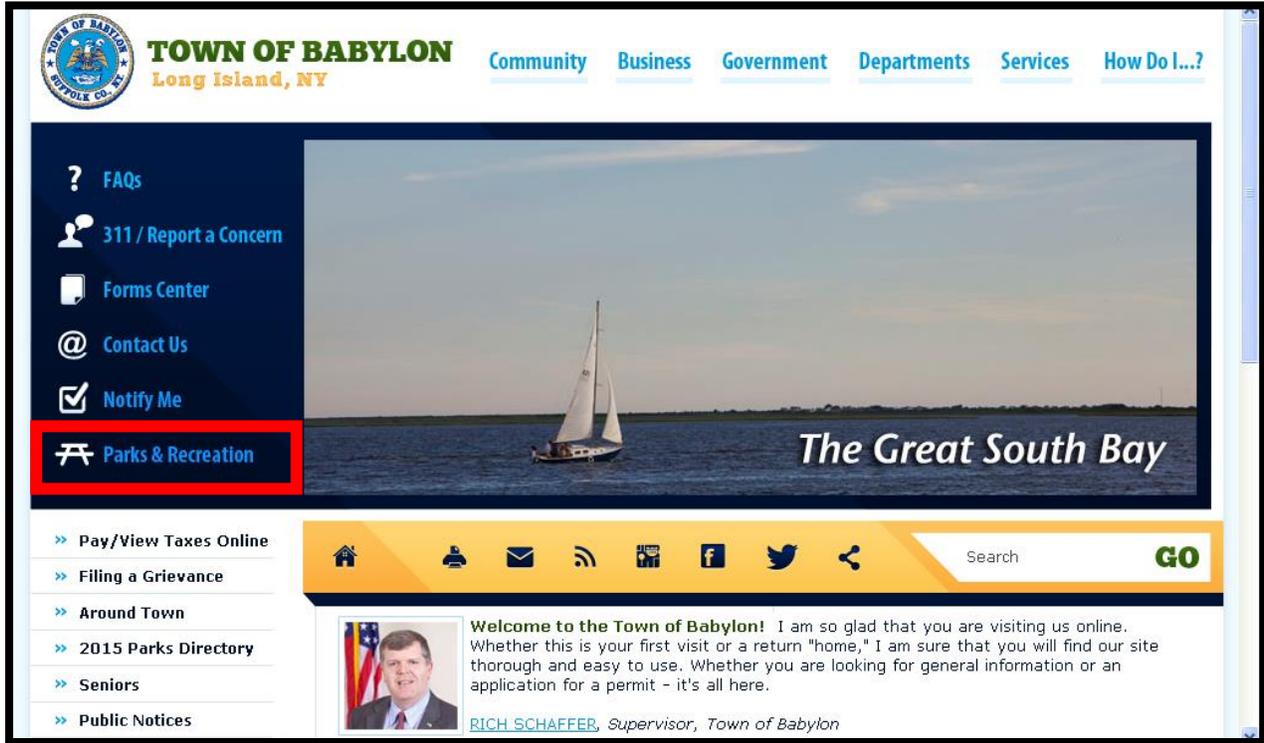




# How To Register for an Activity with the Town of Babylon Parks, Recreation & Cultural Affairs Department:

To register, please follow the step by step instructions that are highlighted in red...

1. Go to [www.TownofBabylon.com](http://www.TownofBabylon.com) and click Parks & Recreation

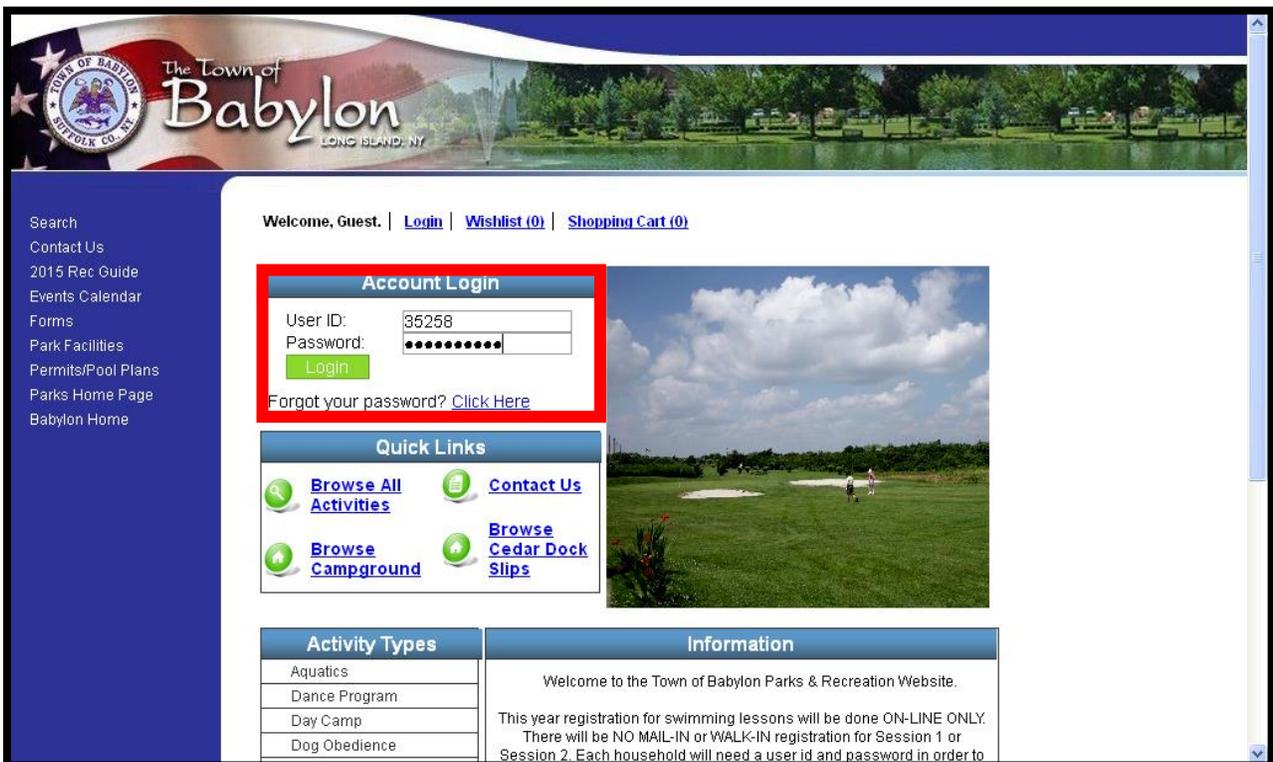


2. Log in to the Parks & Recreation Site

Remember: Your User ID will never change, but you may have changed your password.

*\*If you need a User ID and Password, please come to the Parks and Recreation Office located at 151 Phelps Lane in North Babylon.*

*Please bring double proof of residency (License and Tax/Utility Bill), as well as birth certificates for all children.\**



3. Select an activity under ACTIVITY TYPE. For example, select AQUATICS.

The screenshot shows the Town of Babylon registration site. The header includes the town logo and name. A navigation menu on the left lists various site functions. The main content area features a 'Welcome to Online Registration' section with links to print a calendar, change password, change household data, and view history. Below this is a 'Quick Links' section with buttons for 'Browse All Activities', 'Contact Us', 'Browse Campground', and 'Browse Cedar Dock Slips'. A red box highlights the 'Activity Types' menu, which lists 'Aquatics', 'Dance Program', 'Day Camp', and 'Dog Obedience'. To the right, an 'Information' section contains a welcome message and a note that swimming lessons registration is online only.

4. Narrow down the results by selecting a location for the activity, then click SEARCH.

The screenshot shows the search results page on the Town of Babylon registration site. The header and navigation menu are the same as in the previous screenshot. The main content area features a search filter section with three dropdown menus: 'Type' (set to 'Aquatic Program'), 'Age' (set to '3 months'), and 'Location' (set to 'Phelos Lane Park/Pool'). A red box highlights these filters. Below the filters are 'Search' and 'Reset' buttons. The search results are titled 'Activity Search Results' and show 'Showing: 1 to 200' and 'Total Results: 200'. The first result is '101100 - Jellyfish/Porpoise Swim Level', which is a table with columns for Activity, Description, Dates, Time, and Days. The table shows three rows, all of which are marked as 'Unavailable'.

Activity	Description	Dates	Time	Days
101100-2I	JF/P Buttitia S1	07/06/15 - 07/24/15	10:00A - 10:30A	M-F
101100-2J	JF/P Buttitia S2	07/27/15 - 08/14/15	10:00A - 10:30A	M-F
101100-2K	JF/P Buttitia S1	07/06/15 - 07/24/15	10:30A - 11:00A	M-F

5. Scroll to the activity of your choice.

	101110-6F	Manatee Phelps S2	07/27/15 - 08/14/15	9:00A - 9:30A	M-F		Unavailable	
	101110-6G	Manatee Phelps S1	07/06/15 - 07/24/15	9:30A - 10:00A	M-F		Unavailable	
	101110-6H	Manatee Phelps S2	07/27/15 - 08/14/15	9:30A - 10:00A	M-F		Unavailable	
	101110-6I	Manatee Phelps S1	07/06/15 - 07/24/15	10:00A - 10:30A	M-F		Unavailable	
	101110-6J	Manatee Phelps S2	07/27/15 - 08/14/15	10:00A - 10:30A	M-F		Unavailable	
	101110-6K	Manatee Phelps S1	07/06/15 - 07/24/15	10:30A - 11:00A	M-F		Unavailable	
	101110-6L	Manatee Phelps S2	07/27/15 - 08/14/15	10:30A - 11:00A	M-F		Unavailable	
	101110-6M	Manatee Phelps S1	07/06/15 - 07/24/15	11:00A - 11:30A	M-F		Unavailable	
	101110-6N	Manatee Phelps S2	07/27/15 - 08/14/15	11:00A - 11:30A	M-F		Unavailable	
	101110-6O	Manatee Phelps S1	07/06/15 - 07/24/15	11:30A - 12:00P	M-F		Unavailable	
	101110-6P	Manatee Phelps S2	07/27/15 - 08/14/15	11:30A - 12:00P	M-F		Unavailable	

### 101111 - Sample Activity Registration

Activity	Description	Dates	Time	Days				
	101111-UA	Sample Manatee SI	07/06/15 - 07/24/15	9:30A - 10:00A	M-F		Available	

### 101122 - Level 2 Swim

Activity	Description	Dates	Time	Days				
	101122-6A	Level 2 Phelps S1	07/06/15 - 07/24/15	8:00A - 8:30A	M-F		Unavailable	
	101122-6B	Level 2 Phelps S2	07/27/15 - 08/14/15	8:00A - 8:30A	M-F		Unavailable	
	101122-6C	Level 2 Phelps S1	07/06/15 - 07/24/15	8:30A - 9:00A	M-F		Unavailable	
	101122-6D	Level 2 Phelps S2	07/27/15 - 08/14/15	8:30A - 9:00A	M-F		Unavailable	

6. To enroll, click the cart image to the left of the activity description.

	101110-6F	Manatee Phelps S2	07/27/15 - 08/14/15	9:00A - 9:30A	M-F		Unavailable	
	101110-6G	Manatee Phelps S1	07/06/15 - 07/24/15	9:30A - 10:00A	M-F		Unavailable	
	101110-6H	Manatee Phelps S2	07/27/15 - 08/14/15	9:30A - 10:00A	M-F		Unavailable	
	101110-6I	Manatee Phelps S1	07/06/15 - 07/24/15	10:00A - 10:30A	M-F		Unavailable	
	101110-6J	Manatee Phelps S2	07/27/15 - 08/14/15	10:00A - 10:30A	M-F		Unavailable	
	101110-6K	Manatee Phelps S1	07/06/15 - 07/24/15	10:30A - 11:00A	M-F		Unavailable	
	101110-6L	Manatee Phelps S2	07/27/15 - 08/14/15	10:30A - 11:00A	M-F		Unavailable	
	101110-6M	Manatee Phelps S1	07/06/15 - 07/24/15	11:00A - 11:30A	M-F		Unavailable	
	101110-6N	Manatee Phelps S2	07/27/15 - 08/14/15	11:00A - 11:30A	M-F		Unavailable	
	101110-6O	Manatee Phelps S1	07/06/15 - 07/24/15	11:30A - 12:00P	M-F		Unavailable	
	101110-6P	Manatee Phelps S2	07/27/15 - 08/14/15	11:30A - 12:00P	M-F		Unavailable	

### 101111 - Sample Activity Registration

Activity	Description	Dates	Time	Days				
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	101122-6B	Level 2 Phelps S2	07/27/15 - 08/14/15	8:00A - 8:30A	M-F		Unavailable	
	101122-6C	Level 2 Phelps S1	07/06/15 - 07/24/15	8:30A - 9:00A	M-F		Unavailable	
	101122-6D	Level 2 Phelps S2	07/27/15 - 08/14/15	8:30A - 9:00A	M-F		Unavailable	

7A. Select the family member you wish to enroll in the activity by clicking the dropdown menu.

The Town of Babylon  
LONG ISLAND, NY

Welcome to the Registration Site, Household Phelps Household #35258 | [Logout](#) | [Wishlist \(0\)](#) | [Shopping Cart \(0\)](#)

### Activity Registration

**Activity Number & Section:** Sample Manatee SI - (101111-UA)

**Family Member to Register:** Select a Family Member

**How did you find out about this class?** Not Selected

[Add to Cart](#) [Clear Form](#) [Back to Search](#)

7B. Select the participant.

The Town of Babylon  
LONG ISLAND, NY

Welcome to the Registration Site, Household Phelps Household #35258 | [Logout](#) | [Wishlist \(0\)](#) | [Shopping Cart \(0\)](#)

### Activity Registration

**Activity Number & Section:** Sample Manatee SI - (101111-UA)

**Family Member to Register:** Child Phelps

**How did you find out about this class?** Mr Phelps

[Add to Cart](#) [Clear Form](#) [Back to Search](#)

7C. Select ADD TO CART

The Town of Babylon  
LONG ISLAND, NY

Welcome to the Registration Site, Household Phelps Household #35258 | [Logout](#) | [Wishlist \(0\)](#) | [Shopping Cart \(0\)](#)

### Activity Registration

**Activity Number & Section:** Sample Manatee SI - (101111-UA)

**Family Member to Register:** Child Phelps

**How did you find out about this class?** Not Selected

**Add to Cart** Clear Form Back to Search

8. If you would like to add an additional child or adult to an activity, select continue shopping and repeat the steps above, otherwise select PROCEED TO CHECKOUT.

The Town of Babylon  
LONG ISLAND, NY

Welcome to the Registration Site, Household Phelps Household #35258 | [Logout](#) | [Wishlist \(0\)](#) | [Shopping Cart \(1\)](#)

### Your Shopping Cart:

**New Charges In Shopping Cart**

You have been enrolled for Activity 101111-UA.

[Proceed To Checkout](#) [Continue Shopping](#)

Enrollee	Description	Activity	Section	Status	Total Fees	Remove?
Child	Sample Manatee SI (7/6/15-7/24/15)	101111	UA	Enrolled	\$ 0.01	

[Add a Note or Info for Staff.](#)

**Grand Total Fees Due \$ 0.01**

**Proceed To Checkout** [Continue Shopping](#)

9A. Add payment information (We ONLY ACCEPT Visa, MasterCard, and Discover). Click CONTINUE

**Town of Babylon**  
LONG ISLAND, NY

Welcome to the Registration Site, Household Phelps Household #35258 | [Logout](#) | [Wishlist \(0\)](#) | [Shopping Cart \(1\)](#)

### Begin Checkout

Summary of Charges	
New Charges In Shopping Cart:	\$ 0.01
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 0.01
Minimum Amount Due Today:	\$ 0.01
Maximum Amount Due Today:	\$ 0.01

The Following Information is Required to Complete Your Transaction

Amount To Be Paid Today: \$ 0.01

Using This Credit Card: **Select a Payment Method** ▼

#### Billing Information

**First Name:** Mr

**Last Name:** Phelps

**Address:** 151 Phelps Lane

**City:** North Babylon

**State:** NY

**Postal/Zip Code:** 11703

**Home Phone w/area code:** (631)893-2100

**Email:** sbrown@townofbabylon.com

**Re-Enter Email:** sbrown@townofbabylon.com

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

**Continue** Back To Shopping Cart

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Site best viewed with 1024 by 768 resolution. Recommended browsers are IE 8, FireFox 3, Safari 4, Google Chrome.  
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9B. Follow the payment screen: ADD Credit Card Information and click SUMMARIZE ORDER

Time Remaining: 17:09

Amount to be charged: **\$0.01**

Please Enter Your Billing Information Below:  
Required fields are marked with an asterisk (\*).  
**NOTICE:** It is the policy of Plug & Pay Technologies, Inc. to respect the privacy of its customers and the people doing business through its service. As such all information presented here WILL NOT be sold or distributed to any party other than the merchant you have currently elected to do business with.

Name: Mr Phelps  
Billing Address: 151 Phelps Lane  
Line 2:  
City: North Babylon  
State/Province: New York  
International Province:  
ZipCode/Postal Code: 11702  
Country: UNITED STATES

Card Type:  Discover  
Credit Card #:   
Exp. Date: Month Year  
Email Address: TOBAquatics@gmail.com  
Day Phone #: 6318932100  
Night Phone/FAX #:

**Summarize Order** Reset Form

[Privacy & Security Policy](#)

9C. Click SUBMIT ORDER

Time Remaining: 18:00

Amount to be charged: **\$0.01**

Please Check The Following Information Carefully.  
Use the "Edit Information" button to make any necessary corrections.

**Billing Information**

[Redacted Billing Information]

TOBAquatics@gmail.com  
Day Phone #: 6318932100

**Submit Order** Edit Information

We appreciate your patience while your order is processed. It should take less than 1 minute. Please press the "Submit Order" only once to prevent any potential double billing. If you have a problem please email us at [parks@townofbabylon.com](mailto:parks@townofbabylon.com). Please give your full name, order number (if you received a purchase confirmation), and the exact nature of the problem.

9D. Wait for your credit card to be processed

**Your credit card is being processed.**

To avoid Duplicate Credit Card charges,  
**Do NOT CLOSE or REFRESH your web browser or click the BACK button.**

Please be patient and wait for your receipt / confirmation in order to complete your transaction.

You will be redirected momentarily.  
Please Wait

Connecting to www.vermontsystems.com...

10. Your payment has been accepted and you are now enrolled!

PRINT RECEIPT and ADDITIONAL ATTACHMENTS!

You will need to bring the additional document with you on the first day of swimming lessons!

The screenshot shows the Town of Babylon website interface. At the top, there is a banner with the town's logo and a scenic view of a park. Below the banner, a navigation menu is visible on the left side. The main content area displays a confirmation message: "Your Online transaction is complete. Please select an option below to continue." A red box highlights the link "View Confirmation Receipt (in .PDF format) View Additional Attachment: Phelps Lane Porpoise 900AM 6E.pdf". To the right, there is a form for "Email confirmation sent to:" with the email address "sbrown@townofbabylon.com" and a "Submit" button. Below the highlighted link, there is a yellow box with instructions: "All receipts are in .PDF format and require Adobe Acrobat Reader. Your browser must allow pop-ups to view receipts correctly. Click here to download free Acrobat Reader software from Adobe.com." At the bottom, there are three buttons: "Continue Shopping", "Return to Home Page", and "Logout".