

1. Login using your given username and password. If you do not have one or do not remember it, please contact the Department of Recreation and Parks via phone or email recreation@eastbrunswick.org.
2. You can search for “Activity” or “Pass” depending on what you are looking to register for. You have the option of the “Search” listed under the logo or by clicking on the category box of the type of program you are looking for.
3. Once you find the “Activity” you are looking for, click on the green “shopping cart” button. You should see a bright yellow box across the bottom of your screen with the activity name and two buttons that say “Add to Cart” or “Clear Selection”.
4. Click “Add to Cart”. If you accidentally chose the incorrect activity, you can click “Clear Selection”.
5. Select the correct family member from the list of those family members that qualify for the program by clicking the box next to their name and click “Continue”. If the family member is not listed for that program that means there is a requirement which they do not fit.
6. Answer the few questions associated with the program.
7. Read over the Waiver and click “Agree” and then click “Continue”.
8. Review your Shopping Cart and click “Proceed to Checkout” if you are finished registering or “Continue Shopping” if there are more programs you would like to register for.
9. Review “Summary of Charges”. Make sure the amount is correct* and then select your credit card.*Note: Day Camp Payments – If you are making a payment, not paying in full, make sure to change the amount in the “Amount to Be Paid Today” box to at least the minimum amount due.
10. Make sure to enter all of your credit account information.
11. Review your billing information and make sure your email address is correct.

12. Click "Continue" to initiate the payment authorization process and generate a confirmation receipt.
13. You should receive an email with your receipt but you can also view it at this time.

If at any point you receive an error message or have an issue, please do not hesitate to contact the Department of Recreation and Parks for assistance.

Phone: 732-390-6797 or Email: recreation@eastbrunswick.org