



Set up your individual and family Profile

1. Go to <https://grafton.recdesk.com/Community/Member/Signup> to begin process of entering your Profile then click Continue.
2. Fill out all fields and click Submit to complete the Profile setup process.
3. Be sure to do this for ALL FAMILY MEMBERS who will be registering for or paying for (Parents/Guardians) programs. New family members can be added by going to your profile page and clicking the “**Add Household Member**” link.

Registering for Programs

1. Registrations can be initiated by either clicking on the Register button on the “**Program List**” page or while viewing the “Program Detail.”
2. This will display the Program Registration form. Choose the Family Member registering for the program (**not the Parent/Guardian**), select the appropriate Fee Type and then answer any additional questions that may be required for the program.
3. The new Registration will be added to your “**Shopping Cart**” and is ready for Payment. At this point, you can add more registrations to the shopping cart or complete the registration(s) by going through the Payment/Checkout process.

Checkout and Payments

1. Registrations are **NOT** complete until you go through the Checkout process. If there are pending registrations in your cart, go to your “**Shopping Cart**” and click “**Checkout**.”
2. You will be directed to the Waiver page where you must click “**Accept**” to continue.
3. Fill out credit card information and click “**Continue**.” You will then be presented with a summary of the transaction (including processing fees). Click “**OK**” to complete the transaction or “**Cancel**” to go back.
4. If you clicked **OK**, your credit card will be processed and the registration process will be complete. If you clicked **Cancel**, you have **NOT** completed the registration process and are **NOT** registered for the program(s).