

Morristown Summer Recreation Camp Program

Entire Summer Enrollment Process

Start by creating a primary adult account for your household on: <https://morristownvt.myrec.com>

Create Account

Creating an account is a one-time event that allows you to utilize this system. It is not a registration by itself.

1. Enter the primary adult first.
2. Add other members of your household from the Account Members portion of your account.
3. You can now make registrations and other purchases using the site navigation.

If you have previously made an account and cannot log in, please reset your password or contact us instead of creating a new account.

Account Type

Household
 Organization

Primary Account Member

Must be 18 to make an account.

Add additional members to your household to the household account

Account Login Information

Password must have 12+ characters, an uppercase & lowercase letter, a number, & a symbol.
Accepted symbols: -!@#%&'&1*?

Username Password Confirm Password

shaskins@morristownvt.org

Please provide an answer below to let us know you're not a robot.
5 + 3 =

All fields required for households except Apt and Ext.

Submit Submit & Add Account Member Cancel

Find the Summer Recreation Camp Program listed in the **programs** tab under the **register** tab

Home Register Facilities General Info Contact Account

REGISTER NOW

Programs

What would you like to register for?

-- Show All Categories --

Community Programs
Community Garden

Camps
Summer Recreation Camp Program

Event Vendors
Wednesday Night Live Music Series Vendor

Donations
Summer Recreation Camp Program Donations
Wednesday Night Live Music Series Donation

Sponsorships
Dog Park Sponsorship
Summer Recreation Camp Program T-shirt Sponsor
Wednesday Night Live Music Series Sponsor

Scroll to the bottom of the Morristown Summer Recreation Program page to register your child

If it is showing parent name and not your child click on **change member**

| Register | Activity | Ages | Grades | Days | Date/Time | Fees |
|--|--------------------------|--------|--------|---------|--|-------------|
| Incorrect Age for Sara Change Member View registration Eligibility | Summer Recreation | 5 - 12 | N/A | MTuWThF | 06/20/2022 - 08/12/2022 07:45 AM - 05:00 PM View Locations | See Options |
| <i>Sibling Discounts Apply at Checkout.</i> • This Activity is for ages 5 to 12 | | | | | | |

Click on your child's name

Choose Member to Register

- Dylan Haskins
- Logan Haskins
- Malia Haskins**
- Sara Haskins

Add A Member

Close

[Return to Programs](#) [View All Activities](#) [View Cart](#)

Click on the **register (your child name)** button

| Register | Activity | Ages | Grades | Days | Date/Time | Fees |
|---|--------------------------|--------|--------|---------|--|-------------|
| Register Malia Change Member | Summer Recreation | 5 - 12 | N/A | MTuWThF | 06/20/2022 - 08/12/2022 07:45 AM - 05:00 PM View Locations | See Options |
| <i>Sibling Discounts Apply at Checkout.</i> * Adjustments and discounts will be applied during checkout if applicable. * | | | | | | |

Click the **choose option** button under entire summer box.

Home Register Facilities General Info Contact Account Cart

• REGISTER MALIA NOW (CHANGE) •

Summer Recreation Camp Program - Summer Recreation

for Malia Haskins | Change Member

This activity runs Monday, Tuesday, Wednesday, Thursday, Friday starting on Monday, June 20, 2022 and ending on Friday, August 12, 2022

Please choose an option.

| | |
|--|--|
| Entire Summer \$900.00 (Per Session) Use this option to purchase the entire summer | Weekly \$185.00 (Per Week) Use this option for purchases in weekly increments. |
| Choose Option | Choose Option |

[Go Back](#)

Click **continue**.

| Amount Due | Due By | Late Fee |
|------------|-----------------------|----------|
| 100% | Sunday, June 19, 2022 | \$580.00 |

Confirm Dates of enrollment

- If enrolling one child: click **check out** if you are all done and ready to check out.
- If enrolling more than one child: click **keep shopping** you need to repeat this process from the beginning for each child. Once you have registered all your children click the **checkout button**.

| Name | Fee | Pre-Adjustment Total* |
|---|------------------------|-----------------------|
| Entire Summer (Mon, Tue, Wed, Thu, Fri) | \$900.00 (Per Session) | \$900.00 |

Make sure to check the disclaimer box before clicking **check out**

I acknowledge that by submitting this form, I am sending my legal signature to agree to this Disclaimer statement. Completion of registration is equivalent to signing all disclaimers.


Complete all the necessary enrollment forms.

Payment Methods

You now have the choice to **checkout online** or **print a registration form** and pay later.


Checkout Method

Check Out Online
(includes no fee items) includes a 3% convenience fee for credit cards



Check Out Online

Print a Registration Form
Please mail or bring into office with payment.



Print a Pre-registration Form

Note: When available, choose Pay Online to be placed on a wait list or in an activity immediately. Choosing Print Registration Form will not place you on a wait list or into an activity until the form is processed by the office.

[Return to Cart](#)

Checking out online

Use a credit/debit card (includes a 3% convenience fee) registers you immediately **if paid in full**.

Click on **check out online** button.

You have the option of making a \$50 non-refundable deposit, a larger deposit or paying the bill in full.

Enter the amount you wish to pay and click continue.

- Home
- Register
- Facilities
- General Info
- Contact
- Account
- Cart

• REGISTER MALIA NOW (CHANGE) •

Would you like to pay in full?

The following items allow deposits. Choose whether you'd like to pay in full or pay the deposit.
Items that do not allow deposits will be shown on the next screen.

| Code | Item | Member | Subtotal | Adjustments | Total | Payment |
|------|---|----------------|----------|-------------|----------|----------|
| | Summer Recreation Camp Program - Summer Recreation - Entire Summer 6/20/2022 - 8/12/2022 | Haskins, Malia | \$900.00 | \$0.00 | \$900.00 | \$ 50.00 |

Pay In Full Pay Deposit

[Continue](#) [Cancel](#)

The following **review invoice** screen appears.

Review Invoice

| Item Type | Item Name | Member | | Subtotal | Adjustments | Total | Applied | Payment |
|---------------|---|----------------|-----------------------|----------|-------------|----------|---------|---------|
| Registration | Summer Recreation Camp Program - Summer Recreation - Entire Summer <small>View Due Dates</small> | Haskins, Malla | 6/20/2022 - 8/12/2022 | \$900.00 | \$0.00 | \$900.00 | \$0.00 | \$50.00 |
| Totals | | | | \$900.00 | \$0.00 | \$900.00 | \$0.00 | \$50.00 |

Invoice Total
\$900.00

Total Due
\$50.00

SERVICE FEE NOTICE: This method of paying online is provided to you for your convenience. If you proceed to checkout, you will be charged an additional fee of 3.00% + \$0.00 with a minimum fee of \$0.00. This fee is added to the total charge for the goods/service you purchased today. The exact fee will be displayed on the credit card form before you submit your payment. If you do not wish to pay this fee, please click "Return to Cart" below. Depending on the items selected, you may cancel your purchase or choose an offline payment method instead to avoid incurring this fee. Please note that these fees are not refundable.

[Continue to Credit Card Form](#) [Return to Cart](#)

Click on **continue to credit card form**.

⚠ Clicking the back button or refresh may result in double payments.

Billing Information

First Name Last Name

Company Name Street Address

City State/Province Zip/Post Code Country

Email Phone

Name & address entered must match the name & address on your payment method.

Credit Card Information

Card Type Expiration Date

Credit Card Number CVV

Billing Details

Your account will be billed in 2 transactions for a total amount of \$875.50

- \$850.00 in the name of **Morristown Parks & Recreation**.
- \$25.50 in the name of **GovtPortal** *Convenience Fee.

Please complete payment within 15 minutes.

[Submit Secure Payment](#) [Cancel Payment](#)

Your payment may take 1-2 minutes to submit. Please be patient.

Enter your card information and click on submit secure payment.

You are now pre enrolled if you made a deposit or fully enrolled if you paid in full.

Don't forget that if you only made a deposit that payment is due in full by June 20, 2022.

Printing a registration form and paying later

If you choose this method than you will not be registered until payment is received in full.

- Mail form with check to:
Town of Morristown
PO Box 748
Morrisville, VT 05661
- Bring form and payment to:
Morristown Town Clerk's Office at 43 Portland Street.
You can pay by check, cash or card (convenience fee applies).
Note: this is the ONLY way to pay by cash.

The following screen appears once you click on print a registration form:

• REGISTER MALIA NOW (CHANGE) •

Create Pre-registration Form

⚠ This will not reserve seats. ⚠

To complete your registration:

- Click yes below. On the following screen, click the Print Registration Form link to produce your registration form.
- Call for payment instructions.

⚠ You will not be registered until payment is received. ⚠

Do you still want to create this pre-registration form?

Choose **yes**.

REGISTER MALIA NOW (CHANGE)

Important: You are NOT registered!

A seat will not be reserved for you in the items listed on your pre-registration form until payment is received.
You are also not on any waitlists until this pre-registration form is processed by the office.

What Next?
Print Pre-registration Form or click the **Incomplete Icon** in your account overview to view. **To complete your registration:**

- Click yes below. On the following screen, click the Print Registration Form link to produce your registration form.
- Call for payment instructions.

You will still need to pay by check, cash or credit card at the Town Clerk's Office. In order to received Entire Summer discount account balances need to be paid in full by Monday, June 20, 2022.