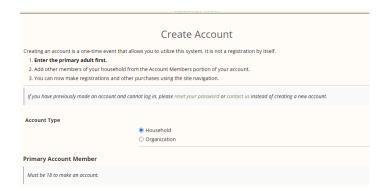
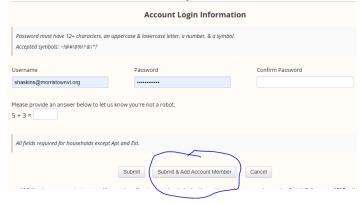
# **Morristown Summer Recreation Camp Program**

# **Weekly Enrollment Process**

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



### Add additional members to your household to the household account

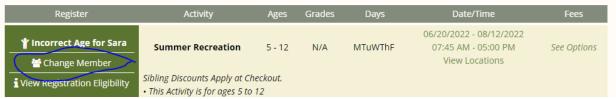


#### Find the Summer Recreation Camp Program listed in the **programs** tab under the **register** tab



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**



### Click on your child's name



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



### Click the **choose option** button under weekly box.



Check the boxes of the week(s) you are enrolling in then click **continue.** 

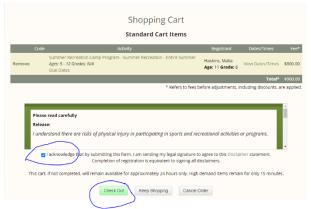


#### Confirm Dates of enrollment

- 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**.
- If you need to make changes click **return to program** to start again



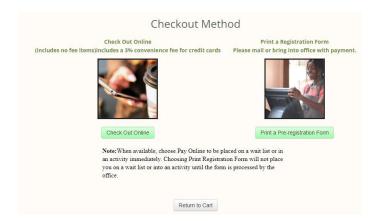
Make sure to check the disclaimer box before clicking **check out** 



Complete all the necessary enrollment forms.

### **Payment Methods**

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

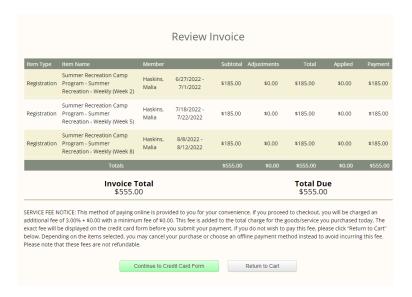


### **Checking out online**

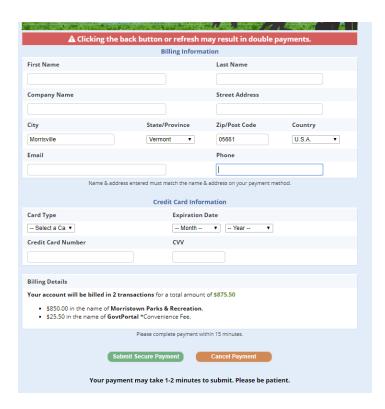
Use a credit/debit card (includes a 3% convenience fee) registers you immediately if paid in full.

Click on check out online button.

The following **review invoice** screen appears.



Click on continue to credit card form.



Enter your card information and click on submit secure payment.

You are now enrolled.

## Printing a registration form and paying later

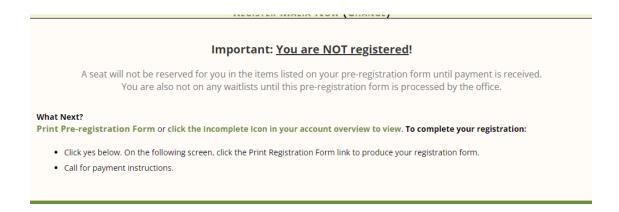
If you choose this method than you will not be registered until payment is received in full.

- 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:



### Choose yes.



You will still need to pay by check, cash or credit card at the Town Clerk's Office.

Weekly payments are due in full the Sunday before the week of attendance.