



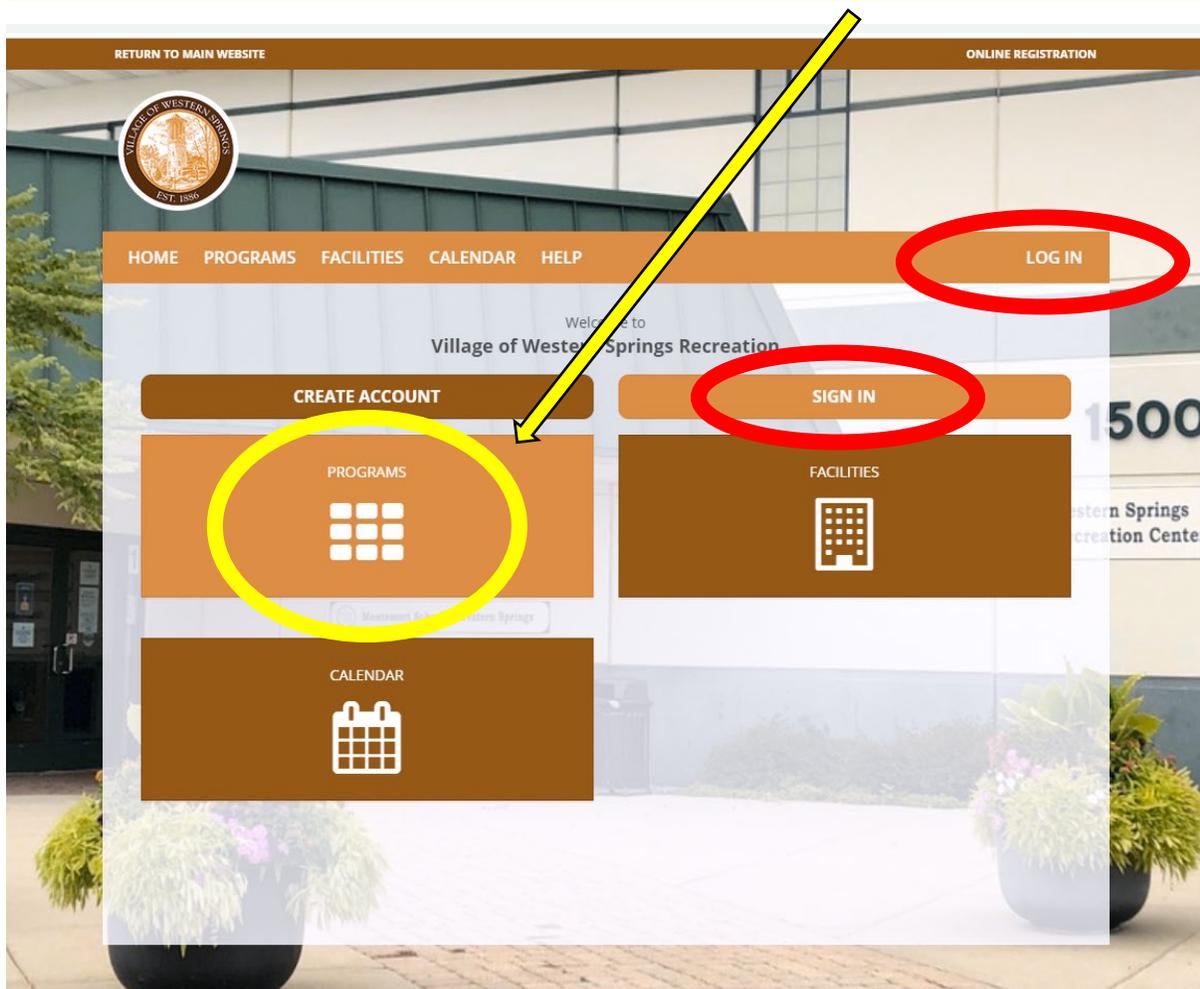
INSTRUCTIONS FOR REGISTERING FOR A PROGRAM

STEP 1

Go to <https://wsprings.recdesk.com>

Click "LOG IN" or "SIGN IN"

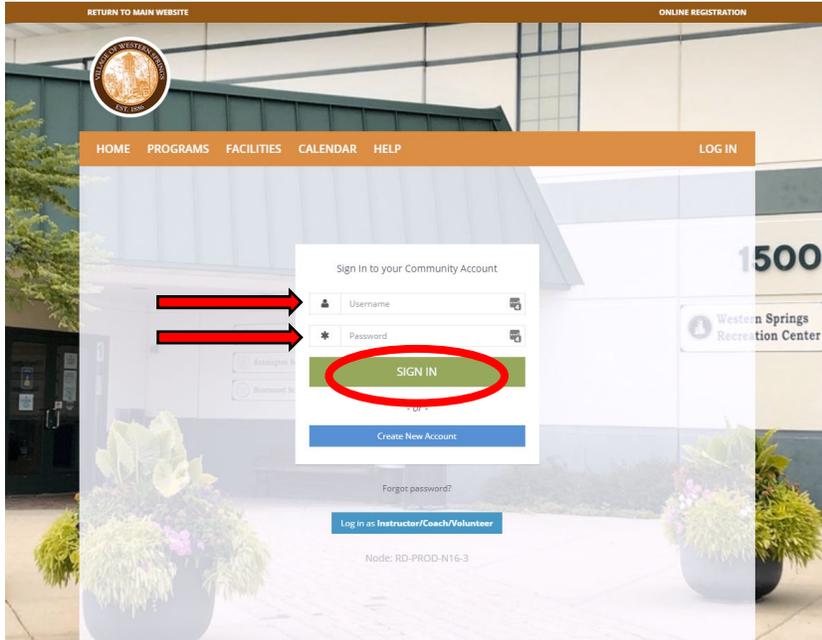
If you do not see "LOG IN" or "SIGN IN", you are already logged in. Click "PROGRAMS" and go to STEP 4.



STEP 2

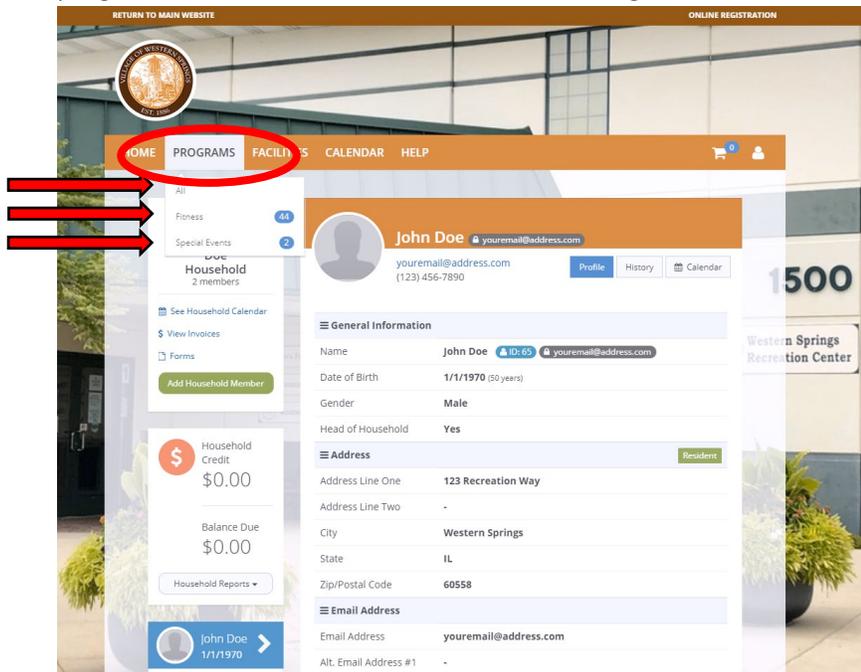
Log in with your credentials and click “SIGN IN”

(See Instructions to Create a Household document, if you do not have an account)



STEP 3

Click on “PROGRAMS”. Choose “All” or subcategory (i.e. “Fitness”, “Special Events”). Note the more programs that will be offered, the more subcategories there will be in the future.

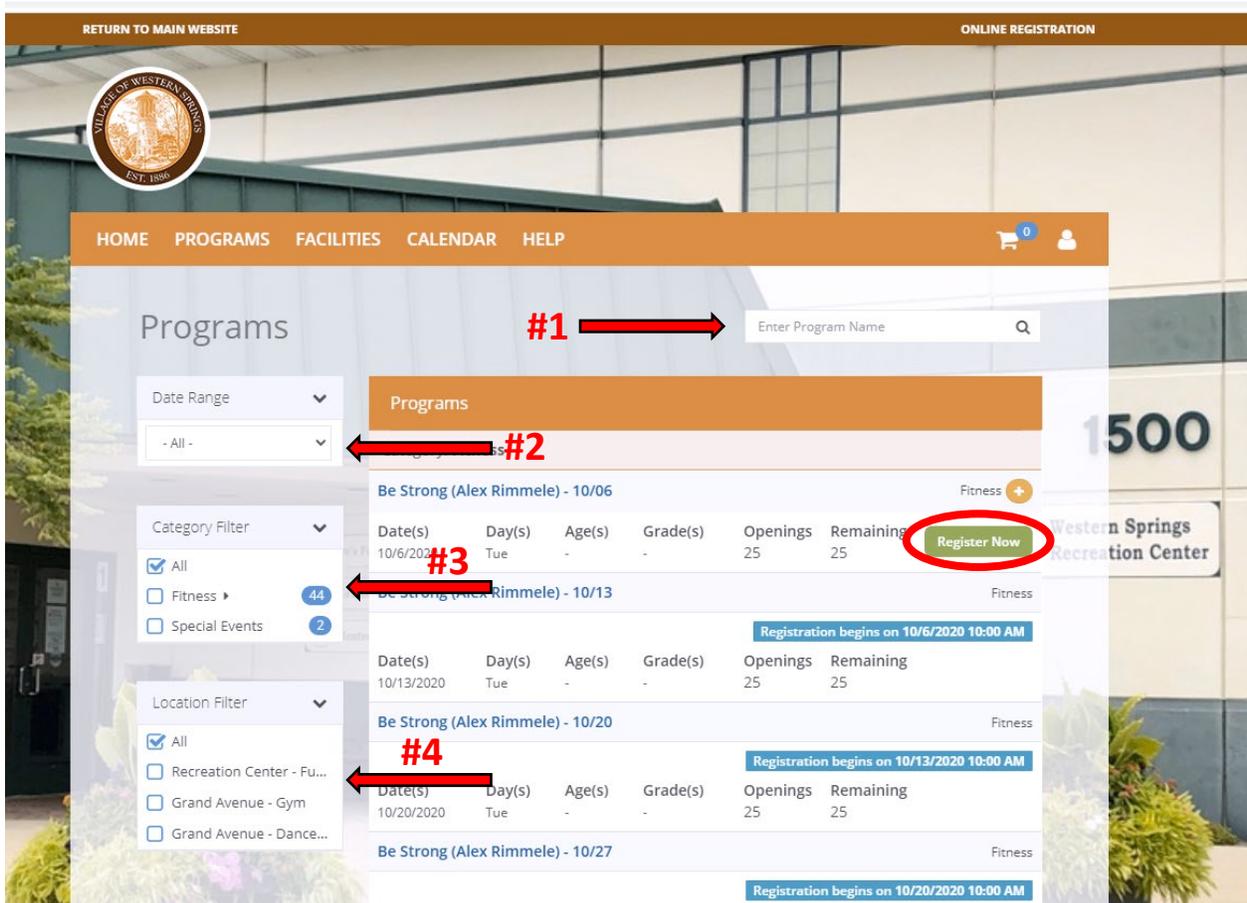


STEP 4

Find your class by:

- #1 Search by Program Name
- #2 Filter by Date Range
- #3 Filter by Category
- #4 Filter by Location.

Once you find your program, click "Register Now".



STEP 5

Choose "Member" (the participant taking the program)

Choose "Fee Type". Select "No Fee - \$0.00", if it is a free class.

Note can be left blank

Answer Questions (questions vary depending on the program)

All fields marked with a * are required.

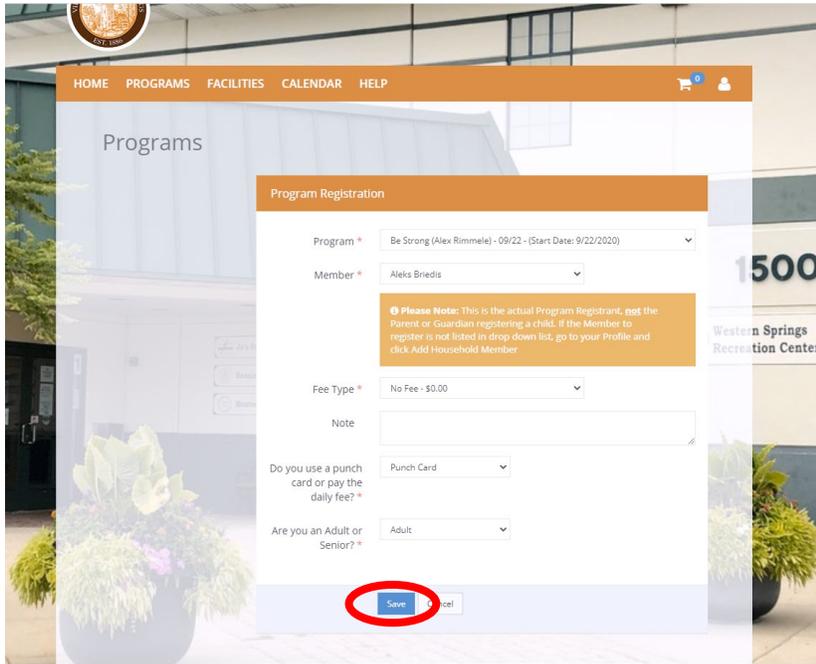
The screenshot shows the 'Program Registration' form on the Western Springs Recreation Center website. The form is overlaid on a background image of the center's exterior. The navigation bar at the top includes 'RETURN TO MAIN WEBSITE', 'ONLINE REGISTRATION', and a menu with 'HOME', 'PROGRAMS', 'FACILITIES', 'CALENDAR', and 'HELP'. The form fields are as follows:

- Program ***: A dropdown menu with the selected option 'Be Strong (Alex Rimmelle) - 09/22 - (Start Date: 9/22/2020)'. A red arrow points to this field.
- Member ***: A dropdown menu with the option '- Select Member -'. A red arrow points to this field.
- Fee Type ***: A dropdown menu with the option '- Select Fee Type -'. A red arrow points to this field.
- Note**: A text input field.
- Do you use a punch card or pay the daily fee? ***: A dropdown menu.
- Are you an Adult or Senior? ***: A dropdown menu.

A 'Please Note' box is present between the Member and Fee Type fields, containing the following text: 'Please Note: This is the actual Program Registrant, not the Parent or Guardian registering a child. If the Member to register is not listed in drop down list, go to your Profile and click Add Household Member'.

STEP 6

Click "Save" at the bottom of the screen.



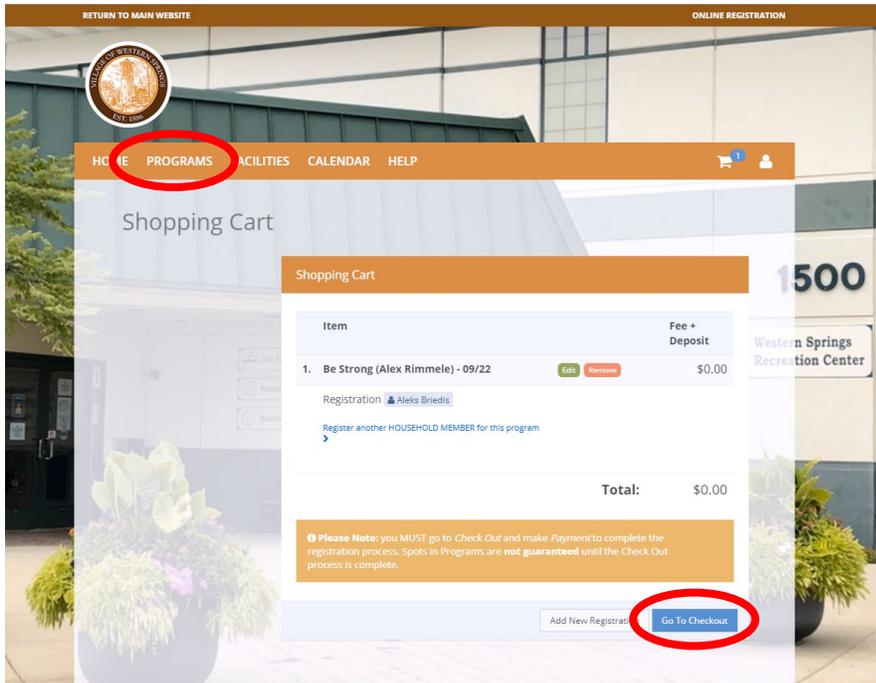
The screenshot shows a web page titled "Programs" with a navigation bar containing "HOME", "PROGRAMS", "FACILITIES", "CALENDAR", and "HELP". A "Program Registration" form is displayed with the following fields:

- Program * (dropdown): Be Strong (Alex Rimmel) - 09/22 - (Start Date: 9/22/2020)
- Member * (dropdown): Aleks Briedis
- Fee Type * (dropdown): No Fee - \$0.00
- Note (text area):
- Do you use a punch card or pay the daily fee? * (dropdown): Punch Card
- Are you an Adult or Senior? * (dropdown): Adult

A "Please Note" box states: "This is the actual Program Registrant, not the Parent or Guardian registering a child. If the Member to register is not listed in drop down list, go to your Profile and click Add Household Member." At the bottom of the form, a blue "Save" button is circled in red.

STEP 7

Click "Go To Checkout" or click "Programs" and go back to **STEP 3** to register for additional programs.



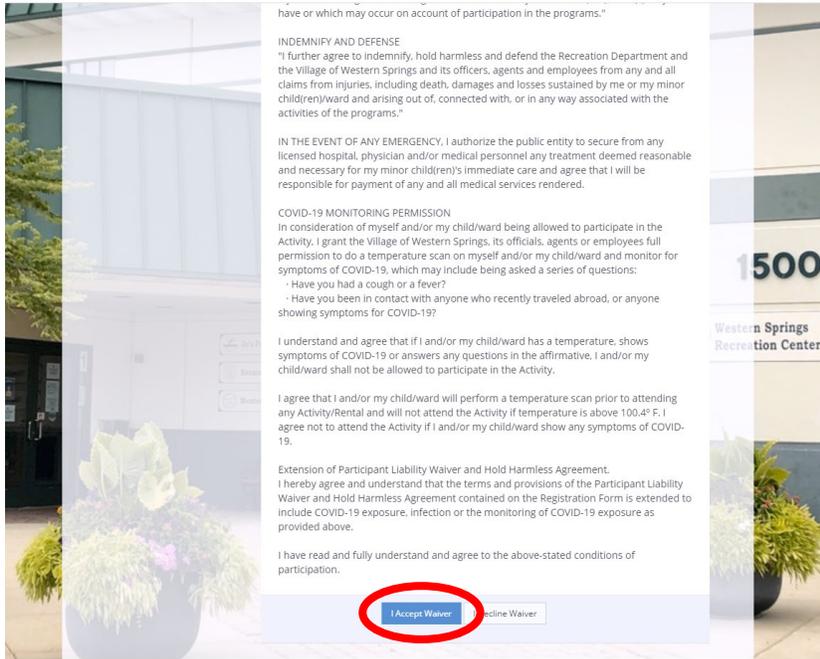
The screenshot shows a web page titled "Shopping Cart" with a navigation bar containing "HOME", "PROGRAMS", "FACILITIES", "CALENDAR", and "HELP". The "PROGRAMS" menu item is circled in red. The "Shopping Cart" section displays the following information:

Item	Fee + Deposit
1. Be Strong (Alex Rimmel) - 09/22 Registration: Aleks Briedis Register another HOUSEHOLD MEMBER for this program	\$0.00
Total:	\$0.00

A "Please Note" box states: "you MUST go to Check Out and make Payment to complete the registration process. Spots in Programs are not guaranteed until the Check Out process is complete." At the bottom of the page, a blue "Go To Checkout" button is circled in red.

STEP 8

Read the Waiver and then click “I Accept Waiver”



have or which may occur on account of participation in the programs.”

INDEMNIFY AND DEFENSE
"I further agree to indemnify, hold harmless and defend the Recreation Department and the Village of Western Springs and its officers, agents and employees from any and all claims from injuries, including death, damages and losses sustained by me or my minor child(ren)/ward and arising out of, connected with, or in any way associated with the activities of the programs."

IN THE EVENT OF ANY EMERGENCY, I authorize the public entity to secure from any licensed hospital, physician and/or medical personnel any treatment deemed reasonable and necessary for my minor child(ren)'s immediate care and agree that I will be responsible for payment of any and all medical services rendered.

COVID-19 MONITORING PERMISSION
In consideration of myself and/or my child/ward being allowed to participate in the Activity, I grant the Village of Western Springs, its officials, agents or employees full permission to do a temperature scan on myself and/or my child/ward and monitor for symptoms of COVID-19, which may include being asked a series of questions:
- Have you had a cough or a fever?
- Have you been in contact with anyone who recently traveled abroad, or anyone showing symptoms for COVID-19?

I understand and agree that if I and/or my child/ward has a temperature, shows symptoms of COVID-19 or answers any questions in the affirmative, I and/or my child/ward shall not be allowed to participate in the Activity.

I agree that I and/or my child/ward will perform a temperature scan prior to attending any Activity/Rental and will not attend the Activity if temperature is above 100.4° F. I agree not to attend the Activity if I and/or my child/ward show any symptoms of COVID-19.

Extension of Participant Liability Waiver and Hold Harmless Agreement.
I hereby agree and understand that the terms and provisions of the Participant Liability Waiver and Hold Harmless Agreement contained on the Registration Form is extended to include COVID-19 exposure, infection or the monitoring of COVID-19 exposure as provided above.

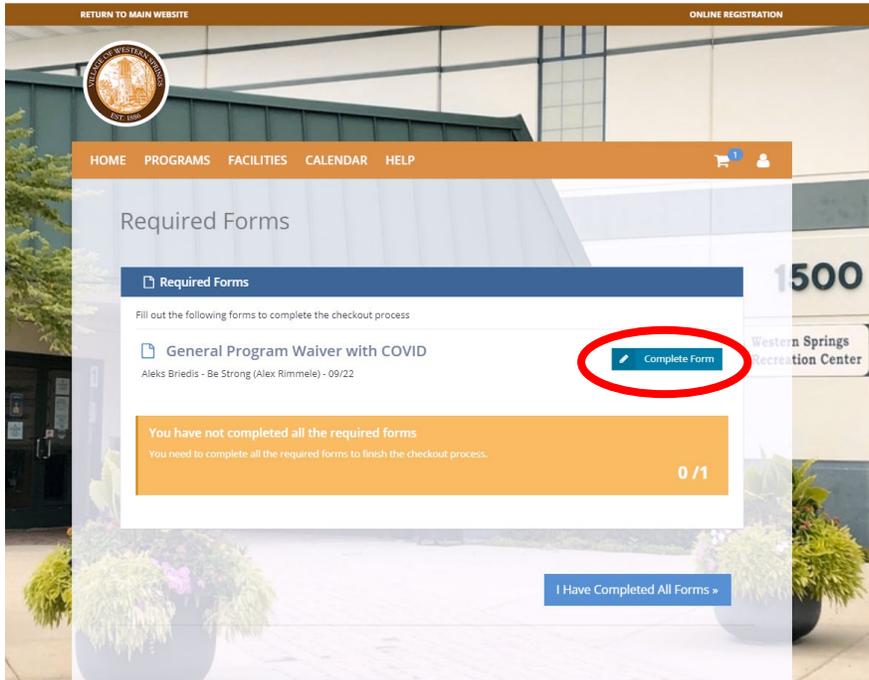
I have read and fully understand and agree to the above-stated conditions of participation.

[I Accept Waiver](#) [Decline Waiver](#)

STEP 9

Click “Complete Forms”

If “View/Edit Forms” is shown instead of “Complete Forms” skip to **STEP 11**



RETURN TO MAIN WEBSITE ONLINE REGISTRATION

HOME PROGRAMS FACILITIES CALENDAR HELP

Required Forms

Fill out the following forms to complete the checkout process

- General Program Waiver with COVID**
Aleks Briedis - Be Strong (Alex Rimmele) - 09/22

[Complete Form](#)

You have not completed all the required forms
You need to complete all the required forms to finish the checkout process.

0 / 1

[I Have Completed All Forms >](#)

STEP 10

Read the form and scroll to the bottom.

Sign the form using your finger with a touchpad or hold the left click on your mouse to sign with it.

Click “Submit Form”

(Note that you will only need to sign this form once per year)

Western Springs: its officials, agents or employees full permission to do a temperature scan on myself and/or my child/ward and monitor for symptoms of COVID-19, which may include being asked a series of questions:

- Have you had a cough or a fever?
- Have you been in contact with anyone who recently traveled abroad, or anyone showing symptoms for COVID-19?

I understand and agree that if I and/or my child/ward has a temperature, shows symptoms of COVID-19 or answers any questions in the affirmative, I and/or my child/ward shall not be allowed to participate in the Activity.

I agree that I and/or my child/ward will perform a temperature scan prior to attending any Activity and will not attend the Activity if temperature is above 100.4° F.

I agree not to attend the Activity if I and/or my child/ward show any symptoms of COVID-19.

EXTENSION OF PARTICIPANT LIABILITY WAIVER AND HOLD HARMLESS AGREEMENT
I hereby agree and understand that the terms and provisions of the Participant Liability Waiver and Hold Harmless Agreement contained on the Registration Form is extended to include COVID-19 exposure, infection or the monitoring of COVID-19 exposure as provided above.

I have read and fully understand and agree to the above-stated conditions of participation.

(If not using a touch screen, use your mouse to sign below by holding down left click and signing.)

Signature *

Clear

Submit Form

POWERED BY REC desk

STEP 11

Click on “I have Completed All Forms”

RETURN TO MAIN WEBSITE ONLINE REGISTRATION

HOME PROGRAMS FACILITIES CALENDAR HELP

Required Forms

Fill out the following forms to complete the checkout process

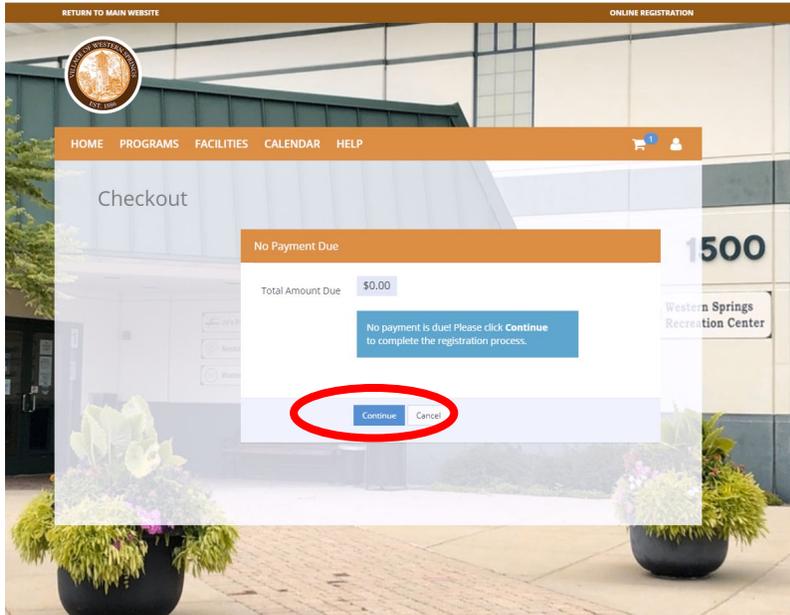
General Program Waiver with COVID View/Edit Form
Aleks Briedis - Be Strong (Alex Rimmel) - 09/22

You have completed all the required forms
You can now proceed to checkout.

I Have Completed All Forms »

STEP 12

Click "Continue"



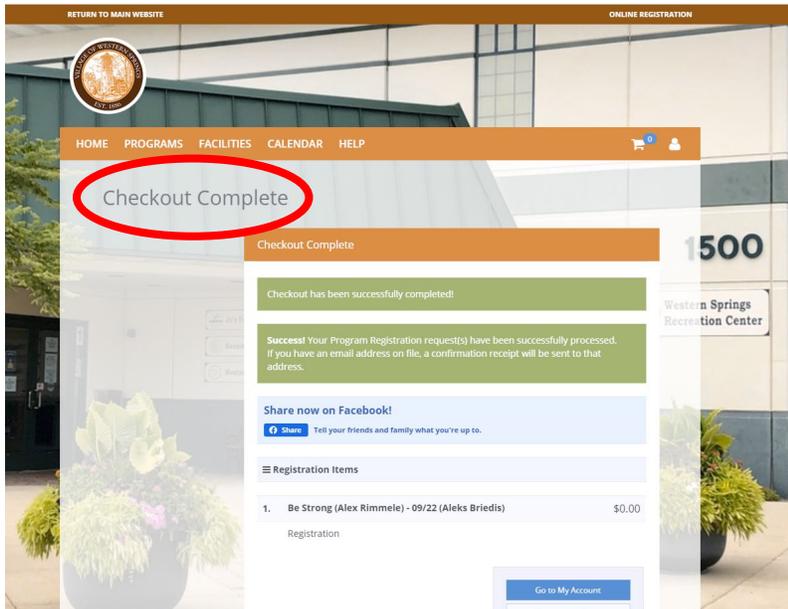
STEP 13

If there is no payment due, skip to **STEP 14**.

Currently we are just using this system for free programs. Once we start taking payments, additional information will be found here. For now, skip to STEP 14.

STEP 14

Once you see “Checkout Complete” you have completed the check-in process
You will receive a confirmation e-mail



Contact us at 708-246-9070 with any questions.