

Registration Guide- ActiveNet

Registrations for camps, adult day trips, and some special events are processed online through a program called Active Net. The link for this site is on each ICPRD program web page ("Online Registration" button).

Overview

- A. Create/Log-In to Account:** Log-in or create account (do NOT create a new account if you are a return customer).
- B. (If required, select programs only) Pre-Registration Course:** Select and complete the pre-registration course (Day Camps). **COMPLETE TRANSACTION (CHECK OUT YOUR SHOPPING CART) WITH ONLY THE PRE-REGISTRATION COURSE(S) IN YOUR CART! See section "B" below for details.**
- C. Register for Program(s):** Select all desired programs, payment options, etc and then proceed to checkout.

A. Create an ActiveNet account

1. Visit the ActiveNet site for ICPRD at <https://goo.gl/QpP3nX> OR visit www.co.iredell.nc.us/276 and click on the blue "Online Registration" button



This screenshot shows the main content area of the website. On the left is a blue sidebar menu with links for Adult Programs, Athletics, Summer Camps, Outdoor Education Center, Parks, Special Events & News, Master Plans, and Recreation Advisory Committee. The main content area features a 'Parks & Recreation' header, two promotional cards for 'Recreation Survey' and 'Winter Day Trips', and a 'Parks & Recreation Events Calendar' for March 2016. On the right is a 'Contact Us' section for Robert Woody, Director of Parks and Recreation, including contact information and a 'Parks & Recreation' link. At the bottom right, a blue button labeled 'Online Registration' is highlighted with two green arrows pointing towards it.

Home > Government > County Departments N-R > Parks & Recreation

Parks & Recreation



Recreation Survey

Let us know what kind of recreation opportunities you want!
[More Info...](#)



Winter Day Trips

Come join us on a day trip!
[Read on...](#)

Parks & Recreation Events Calendar

Thu Mar. 3

[Day Trip: Shopping in Mebane, NC](#)

Tue Mar. 8

[Day Trip: Wohlfahrt Haus Dinner Theatre](#)

Tue Mar. 15

March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Contact Us



Robert Woody

Parks and Recreation
Director

[Email](#)

Parks & Recreation

[Email the Department](#)

200 S Center Street
P.O. Box 788
Statesville, NC 28687
[Directions](#)

Phone: 704-878-3103

Fax: 704-924-4117

Hours

Monday - Friday
8 a.m. - 5 p.m.

[Online Registration](#)

- You will be automatically transferred onto the ICPRD ActiveNet Registration Home Page. New customers, click **"Create an Account"**. Previous customers, **"Sign In"**, or contact our office for your log in information. ***Do not create another account! We can look up your Login/ID (usually an email address), and if necessary, change your password (we can not see your actual password). You can also click "Forget Your Password?" to assist you.***

Duplicate accounts can cause issues with processing registrations, payments, receipts, etc. If you/your child participated in these programs in 2012 or later, you should have an account, even if you have not accessed it directly before (contact our office). If you aren't sure- contact us!

There is an FAQ link at the bottom of the Active Net home page. **We recommend that all customers read through the FAQ section prior to creating an account.**

The screenshot shows the Iredell County Parks and Recreation website. At the top right, there are links for "Sign In" and "Create an Account", with green arrows pointing to them. Below these is a "My Cart" button. The main header features a large image of a hiker and the department name. A central text block welcomes visitors and includes a "Sign In" button and a link to "Or Create an Account", both with green arrows pointing to them. Below this is a search bar with a "Search" button. Further down, there is a section for "Find Activities & Register Online" and a "Support Our Projects" section. The footer contains contact information, payment methods, and a link to "Have Questions? Online Registration FAQs", with a green arrow pointing to this link.

- New accounts: An adult must be the primary account member. Fill in any blanks in section 1, then click the green "Next" button to continue with the other sections (5 total). You must create the account with a primary adult member before you can add additional family members or children. See the FAQs on the bottom of the ActiveNet page for details.
 - Notes: you may add additional family members to your account in the future. Be sure to enter the date of birth correctly when entering account members. This is one field that the system will not allow you to change once a selection has been entered into the system. If you enter it incorrectly, you must contact our Office to have a staff member make the correction for you (documentation of DOB may be requested).*

Iredell County Parks & Recreation

Start Activities Donations My Cart

Create Account

Home Page > Create Account

1 name & address 2 contact information 3 personal information 4 emergency contact 5 account information

Name & Address

To create an account, please provide the following name and address related information. Please note, that to create an account for a child you first need to create an account for an adult.

* First Name

* Last Name

* Street Address

* City, State, Zip Code

Add Mailing Address (if different from above)

[Cancel & Return Home](#) [Next >](#)

Iredell County Parks and Recreation
200 S. Center St.
PO Box 788
Statesville, NC 28677
Tel. 704.878.3103
Email: icpr@co.iredell.nc.us

Methods of Payment
Visa, MasterCard, Discover Card

Have Questions?
Online Registration FAQs

Stay Connected
ICPRD Website
ICPRD Facebook Page

B. Pre-Registration Courses (Summer Day Camps ONLY)

1. **Before you will be allowed to register for any Camp Iredell (CI) or Camp Iredell Adventures (CIA) weekly sessions, you must complete the appropriate pre-registration course for each child. See Activity Listing in ActiveNet.**
2. The pre-registration course is free of charge. It is a short list of questions that will provide us with some important information that we will need to know about your child. Instead of asking these questions each time you register for a session (up to 9 times per child if they attend 9 weeks of camp), we created this course so that you only have to answer them once per child, per camp. This includes items such as shirt size, medical conditions, policy acknowledgments, and pick-up permissions.
3. Some of these questions require an answer in order to proceed (marked with *), some questions may be left blank if it does not apply to your child. Please be as detailed and informative as possible.
4. You will also be required to acknowledge (initials and checkbox), that you have read the "Camp Parent Handbook". **Please read these attachments thoroughly, as they include the camp guidelines, behavior policy, payment/fee information, and the release of liability.** (NOTE: You must acknowledge the Participant Waiver on any/every transaction in Active Net.)
5. **You will have to process this pre-registration course through your "shopping cart" before you can add any weeks of camp. This means you will have one transaction just for the pre-course program(s). You must "pay & finish" with this course (no charge), and have a receipt number, before the system will recognize this course as completed. You cannot check out your shopping cart with camp sessions included with the pre-registration course.**
6. Once the pre-course program(s) has been completed as a transaction, you will be eligible to register for camp sessions (if camp sessions have opened). **If you try to register for camp without completing the pre-registration course, you will be notified that your child is missing the pre-requisite.** You will need to empty the camp sessions from your cart until the pre-registration course has been processed.

C. Register for a Program

1. Visit the ActiveNet site for ICPRD at <https://goo.gl/QpP3nX> OR visit www.co.iredell.nc.us/276 and click on the blue **"Online Registration"** button
2. On the ActiveNet registration page, go to the activity listing, search by category, or enter keywords into the search field.

Iredell County Parks & Recreation

Sign In | Create an Account

Start Activities Donations My Cart

Iredell County Parks and Recreation Department

Thank you for visiting the Iredell County Parks & Recreation online registration site. This site will provide you with a quick and easy way to search and view activity registration for adult programs, camps, and special events. You are welcome to create your own account online, or you may contact our Administrative Office for assistance.

[Sign In](#)

Or Create an Account

Activities Search for Activities by Keyword(s) Search

Find Activities & Register Online >

See our "Activity Listing" to search, view, and register for upcoming programs such as camps, adult day trips, or special events.

Support Our Projects > Support our projects by providing a donation. Donations are tax-deductible!

Iredell County Parks and Recreation
200 S. Center St.
PO Box 788
Stateville, NC 28677
Tel. 704.878.3103
Email: icprd@co.iredell.nc.us

Methods of Payment
Visa, MasterCard, Discover Card

Stay Connected
[ICPRD Website](#)
[ICPRD Facebook Page](#)

Have Questions?
[Online Registration FAQs](#)

3. Select the activity you would like to register for by clicking on "Add to Cart", or click on the title for more information.

Iredell County Parks & Recreation Sign In | Create an Account

Start **Activities** Donations My Cart

Activity Search

> Home Page > Activity Search

Search by keyword OR number View As: Sort By:

Filter Search By: Displaying: 1-11 of 11

Where	Name	Number	First Meeting or Date Description	Age	Openings	Location	Fee(s)	
Location: Any	Billy Graham Library	223	January 15, 2014 Wednesday from 8:30am to 4pm	Any	36	Charlotte NC	\$12.00	<input type="button" value="Add to Cart"/>
When	Charlotte Checkers Hockey Game	224	January 23, 2014 Thursday from 5pm to 11pm	Any	0	n/a	Free	The last day for Internet Registration was Jan 8, 2014 11:59 PM.
Show For: In progress/future	Greensboro Natural Science Center	225	January 30, 2014 Thursday from 8am to 5pm	Any	24	n/a	\$24.00	<input type="button" value="Add to Cart"/>
What	NASCAR Hall Of Fame	226	February 4, 2014 Tuesday from 8:45am to 4pm	Any	32	n/a	\$28.00	<input type="button" value="Add to Cart"/>
Activity Primary Category: Any	Nature Explorers - Creek Study	262	June 7, 2014 Saturday from 10am to 11:30am	At least 5 but less than 12	20	Outdoor Education Center, Mooresville	\$10.00	<input type="button" value="Add to Cart"/>
Activity Secondary Category: Any								
Type: Any								

Show More Options

4. Sign in to your account when prompted (if not already logged in).
5. Select the person who will be the participant for the program you selected. All family members in your account should appear in the drop-down list.

Start **Activities** Donations My Cart

Enrollment: Spring Fling Day Camp

> Home Page > Activity Search > Enrollment Process

1 select participant 2 additional information 3 fees

Select Participant

Don't see the person you want to add in this drop down? [Create a new Family Member](#)

*Who will be participating in this Activity?

Comments/Requests for Staff

Tips

If you need to register multiple participants for this activity, simply register one participant then, after completing the fees step, click the 'Register Another Participant for this Activity' link provided at the bottom of the page. You will be returned to this step for the next participant. You can use this process to register as many participants as necessary.

6. Answer any additional information requested. Required questions are marked with an asterisk (*). You will need to acknowledge and verify any additional information, forms, or handbooks for the activities selected (if applicable). Then click **"Next"** at the bottom of the page.

Start Activities Donations My Cart (1)

Enrollment: Spring Fling Day Camp

> Home Page > Activity Search > Enrollment Process

1 select participant **2** additional information 3 fees

Activity Questions: Spring Fling Day Camp

Activity Questions:

Answer some questions for this activity.

- * Please list all persons allowed to pick-up your child (in addition to the parents/guardians on the account). NOTE: Age 16 or older. Photo ID may be requested.
- * Please list and describe any medical conditions that we need to be aware of (such as asthma, allergies, previous injuries, physical/mental/emotional impairments, etc). This includes any condition currently receiving treatment/monitoring, or any major previous conditions.
- * I grant permission for program staff to administer medication to the participant for sudden onset conditions, such as an injury or illness, occurring during the program. I understand that, for minors, when possible, the parent/guardian or an emergency contact will be contacted prior to the medication being administered.
 - Yes
 - No
- * All personal medications (prescription or OTC) must be administered/monitored by program staff. This could include, but is not limited to, allergy/asthma medications, and/or behavioral maintenance medications. I grant permission for program staff to administer personal medication to the participant (provided by the participant/family). Note: Medications for the onset of a sudden condition (illness/injury), are addressed in another question.

Yes

List possible personal medications, purpose and use, and schedule/frequency of administration.

7. Fees page: There are different options you may do at this point:
- a. Finished registering & ready to view cart/pay: click the **"Proceed to Shopping Cart"** button
 - b. To enroll a different person for the same activity: click the **"Register Another Participant for this Activity"** link located under the Shopping Cart button, and follow steps 1-3 again
 - c. To continue shopping from the activity listing (i.e. to enroll someone (same or different person) in a different activity) click the **"Add to Cart & Continue Shopping"** link
- It is NOT necessary to process separate transactions/receipts for each activity/session/program (unless specifically noted- i.e. Pre-Registration courses/Pre-requisites).***

Start Activities Donations My Cart (1)

Enrollment: Spring Fling Day Camp

> Home Page > Activity Search > Enrollment Process

1 select participant 2 additional information **3** fees

Select Fees

Please review your enrollment fees and, if applicable, apply your coupons.

Description	Quantity	Unit Fee	Total Price
Spring Fling Camp	1	\$250.00	\$250.00
Total:			\$250.00

Proceed to Shopping Cart

[Register Another Participant for this Activity](#)

[Add to Cart & Continue Shopping](#)

 [Cancel & Return to Search](#)

8. In your Shopping Cart, after you have added all participants to all the activities/sessions/programs you want on your receipt, click the **"Proceed to Checkout"** button.

9. Review and acknowledge any necessary waivers or other included information (**open & read attachments!**). Once all boxes are completed, click **"Next"**.

Agree to Waiver	Required	Description	Attachment
Initials: JS	Yes	Spring Fling 2014 Parent Handbook [Activity Enrollment: Spring Fling Day Camp - 222]	Parent Handbook- Spring Fling 2014

Participant Agreement, Waivers, and Release of Liability

In consideration of my (or my child's) participation in an Iredell County Parks & Recreation Department activity, I hereby voluntarily release, discharge, and agree to indemnify and hold harmless, on behalf of myself, my heirs, assigns, or personal representatives, Iredell County, their agents, assistants, officers, employees, volunteers, cosponsors and all

I acknowledge that I have carefully reviewed and consent to the waiver set forth above.

JS Please enter your initials here to signify acceptance:

10. Enter and verify your payment information. You must use a Visa, Master Card, or Discover Card to process transactions online (No American Express). Click **"Next"**.
If you need to register and pay with cash or check, you must register in our office.

11. You may be prompted for offers from ActiveNet (magazines, Active Advantage Membership, etc). These offers are not controlled by ICPRD, and participation is at the customer's discretion. Choose "No" or "No Thanks", if you choose not to participate in the extra offers. Our office cannot change selections made with these special offers. You will have to contact ActiveNet to make changes.

12. Once your transaction is processed, you will be shown a "Thank You" screen, with the option to view/print your receipt. Your confirmation will be emailed, and your receipt will be saved in **"My Account"** (top right corner), under **"List of Account Payments"** and **"List of Prior Transactions/Receipts"** for future reference.