

How to Register for Programs


1 Navigate to <https://nearcrec.recdesk.com/Community/Page?pagelD=15458>


2 Click "Sign In"

The screenshot displays the Northeast Arc Recreation website. At the top, a purple navigation bar contains the text "RETURN TO MAIN WEBSITE" on the left and "ONLINE REGISTRATION" with a Facebook icon on the right. Below this is a header section with the "NortheastArc" logo and a navigation menu with links for "Home", "Programs", "Forms", "Help", and "Log In". The main content area is titled "Welcome to Northeast Arc Recreation". On the left, there is a "Current Program Guide" link above a calendar icon and a "COVID Information" link below it. In the center, the "Announcements & News" section features a purple banner for "Session One Registration Opens August 16th at 9am!". Below this, a section for "New or Inquiring RecDesk Members:" explains the account creation process, including steps like waiting for an email and checking the spam folder. On the right, a vertical column of buttons includes "Zoom Instructions", "Create Account", "Sign In" (highlighted with a yellow circle), "Help Videos", and "FRC Flex Funding Form". A small accessibility icon is located in the bottom right corner.

- 3 Enter your username and password and then click "Sign-In"

Sign In to your Community Account

 testaccount



SIGN IN

- or -

Create New Account



Forgot password?

Log in as **Instructor/Coach/Volunteer**

- 4 Click "Programs" and then "All" to view all programs currently being offered.


TO MAIN WEBSITE


NortheastArc

Home Programs Forms Help  0 

All

- Friday Night Happenings 7
- Health and Wellness 3
- Saturday Activity 7
- Special Interests 4


Account Household
1 members


drybicki@ne-arc.org
(978) 924-5787

testaccount

Profile His

5 Click the NAME of the program you would like to register for.

Category Filter

- ☒ All
- ☐ Friday Night Happenings 7
- ☐ Health and Wellness 3
- ☐ Saturday Activity 7
- ☐ Special Interests 4

Location Filter

- ☒ All
- ☐ Torigian Family YMCA
- ☐ BlackBox Theater
- ☐ Brooksby Farm
- ☐ Gordon College

Date(s)	Day(s)	Age(s)	Grade(s)
10/21/2022	Fri	16	-
FNN - Black and White Dance at Peabody Y 10/21			
FNN - Campfire Night 9/23			
9/23/2022	Fri	16	-
FNN - Carnival Night 9/9			
9/9/2022	Fri	16	-
FNN - Casino Night 10/14			
10/14/2022	Fri	16	-
FNN - Crazy Hats Dance at Endicott College 9/16			
9/16/2022	Fri	16	-

6 Click "Register"

college 9/16

Detail Fees Schedule

[Tweet](#) [Share](#)

Register

and come dance with us all night long. Create your own crazy

attend Friday Night Happenings***

- 7 Click this dropdown to select the client you would like to register.

Program Registration

Program *

FNH - Crazy Hats Dance at Endicott College 9/16 - (Start Date: 9/16/2022) ▼

Member *

- Select Member - ▼

ⓘ 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

Fee Type *

- Select Fee Type - ▼

Note

- 8 Click this dropdown. Select DDS only if you have funding through AASC or FRC through the Arc.

Program *

FNH - Crazy Hats Dance at Endicott College 9/16 - (Start Date: 9/16/2022) ▼

Member *

Test Account ▼

ⓘ 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

Fee Type *

- Select Fee Type - ▼

Note

Save

Cancel

- 9 Click "Save" to add your registration to the cart.

Programs

Program Registration

Program * FNH - Crazy Hats Dance at Endicott College 9/16 - (Start Date: 9/16/2022) ▼

Member * Test Account ▼

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

Fee Type * Family - \$20.00 ▼

Note

Save

Cancel

- 10 Click "Go To Checkout"

Shopping Cart

Item	Fee + Deposit
1. FNH - Crazy Hats Dance at Endicott College 9/16 Edit Remove	\$20.00
Registration Test Account	
Register another HOUSEHOLD MEMBER for this program	

Total: \$20.00

Please Note: 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.

Add New Registration

Go To Checkout

11 Click "I Accept Waiver" after reading our payment policy.

Northeast Arc Recreation
Attn: Erika Marini
100 Independence Way STE D3
Danvers, MA 01923

Cancellation Policy:

- Department:
 - If the Recreation Department must cancel programming due to inclement weather, staffing or any other unforeseeable event the following will occur:
 - An email from recreation@ne-arc.org will be sent providing all applicable information
 - A credit to your account will be applied if you have paid in full
- Client:
 - For Monday- Thursday Recreation Programming, a 24 hour cancellation notice via email to Recreation@ne-arc.org or phone call to 978-924-5353 is required for a credit on your account if paid in full
 - If you have not paid in full your invoice will be adjusted accordingly
 - If you do not notify the Recreation Department about your cancellation; you will be charged for the program missed
 - For Friday and Saturday Recreation Programming, 48 – 72 hours cancellation notice via email to Recreation@ne-arc.org or phone call to 978-924-5353 is required for a credit on your account if paid in full
 - If you have not paid in full, your invoice will be adjusted accordingly
 - If you do not notify the Recreation Department about your cancellation; you will be charged for the program missed




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

12 Click "I Have Completed All Forms" after reading through our Recreation policies. These forms only need to be filled out ONCE.

Required Forms

Required Forms

Fill out the following forms to complete the checkout process

 Emergency and Health Waiver FY23 Test Account - FNH - Crazy Hats Dance at Endicott College 9/16	View/Edit Form
 Photo Waiver FY23 Test Account - FNH - Crazy Hats Dance at Endicott College 9/16	View/Edit Form
 Client Participation Agreement FY23 Test Account - FNH - Crazy Hats Dance at Endicott College 9/16	View/Edit Form

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

[I Have Completed All Forms](#)

13

Click "Credit Card" to put in credit or debit card information to pay. Click "Invoice Me Now (Pay Later)" to create an invoice.

Note: You have the option of either **Paying Now** via Credit Card or **Paying Later** via the Invoice Me option. To pay now, please select **Pay Now via Credit Card**. To process cart items and pay later, please select **Invoice Me (Pay Later)**

Total Amount Due **\$20.00**

Item Total **20.00**

Sales Tax **0.00**

Convenience Fee **0.00**

Pay Now via **Credit Card**

Invoice Me (Pay Later)

14

Click "Process Now" to complete registration process.

Note: An Invoice will be created and emailed to you. Please click **Process Now** to complete the checkout process.

Total Amount Due **\$20.00**

Item Total **20.00**

Sales Tax **0.00**

Process Now

Cancel

15

Once you get "Checkout Complete" Screen, you have properly registered for programs.

Checkout Complete

Checkout Complete

Checkout has been successfully completed!

Success! Your Program Registration request(s) have been successfully processed. If you have an email address on file, a confirmation receipt will be sent to that address.

Share now on Facebook!
[Share](#) Tell your friends and family what you're up to.

Registration Items

1.	FNH - Crazy Hats Dance at Endicott College 9/16 (Test Account)	\$20.00
	Registration	

[Go to My Account](#)
[Go to Home Page](#)

