



Town of Westport Parks & Recreation

**NEW PROCEDURES FOR OBTAINING EMBLEMS &
HANDPASSES AND PROGRAM REGISTRATION
ONLINE!**

IT'S EASY!

BECOME A MEMBER !

BEACH EMBLEMS, HANDPASSES AND PROGRAM REGISTRATION

In order to use our new online services, Westport Parks and Recreation will ask you to become a member of our department.

- **Go to www.westportrecreation.com**
- **Click on the link to purchase beach emblems, handpasses and program registration.**
- **Follow the directions for membership by filling out your family information and obtaining a login name and password.**
- **Click "submit" when you are finished entering all of your household family members. Our office will then review your information and email you a confirmation back within one business day to say you are approved or not.**
- **You are then eligible to use our services online.**

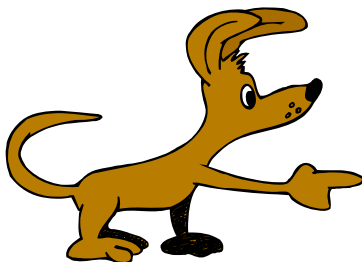
IF YOUR FAMILY PARTICIPATED IN OUR FALL AND/OR WINTER PROGRAMS, YOU ALREADY HAVE AN ACCOUNT AND WILL NOT BE ABLE TO CREATE A NEW ONE. IF YOU NEED TO ADD ADDITIONAL MEMBERS OF YOUR HOUSEHOLD, YOU WILL NEED TO CONTACT OUR OFFICE IF YOU CAN NOT LOG ON OR FORGOT YOUR PASSWORD.

WHAT WILL MEMBERSHIP ALLOW ME TO DO?

Once you are an approved member of the Westport Parks and Recreation Department, you can begin to purchase membership packages and register for programs.

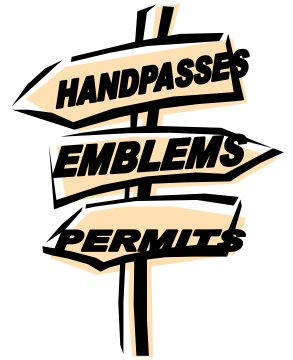
Membership packages are the assorted parking emblems (beach stickers), handpasses and boat ramp/launch permits.

- **You need to have these annually to park at our facilities, use our facilities and register for programs.**
- **All packages are good for one calendar year and can be renewed and purchased yearly by Westport residents who are approved members of our department.**



HOW DO I PURCHASE MEMBERSHIP PACKAGES?

- From www.westportrecreation.com and click on the link to purchase beach emblems, handpasses and program registration.
- Click on MEMBERSHIPS and select the package(s) you want for your family.
- You can select and purchase several different packages but can only fill your shopping cart with one at a time.
- When purchasing parking emblems for vehicles please be aware that you may need to provide us with a photocopy of your current vehicle registration if the vehicle was purchased within the past 18 months as it may not be on our current Westport tax records. Our offices will contact you if this is the case once your transaction is complete and submitted.
- ALL HANDPASS PACKAGES NOW REQUIRE PHOTOS. (see below)



ALL HANDPASSES FOR GOLF, POOL, TENNIS AND PROGRAMS WILL NOW REQUIRE PHOTOS !

If you choose membership packages that contain handpasses:

- YOU AND YOUR FAMILY WILL NEED TO COME INTO PARKS AND RECREATION TO HAVE YOUR PHOTO TAKEN FOR THE HANDPASSES.
- ALL FAMILY MEMBERS AGES 6 AND UP WILL NEED TO HAVE THEIR PHOTO TAKEN. We strongly encourage you to do this as soon as possible as we can not process your requests for any membership packages until this is done. All requests will be held until pictures are taken.
- Check our department information page for office hours to do this.



WHAT ABOUT PROGRAM REGISTRATION?

Registration for all spring and summer programs begins on Saturday, March 14, 2009 at 9:00 a.m. – ONLINE ONLY

- You must be a member and have your Login ID and Account Password handy to register online.
- **NOTE: If you have not requested an account by March 12, 2009, you will not be able to register for programs on the opening day.**
- Accounts requested and approved after March 14th will be eligible to register for those programs that still have availability only.
- Go to www.westportrecreation.com and click on the link to purchase beach emblems, handpasses and program registration. Click on “activities” and follow the directions.

OTHER OPTIONAL PROCEDURES

If purchasing items online is not for you, below are some other available options you may choose. They include:

- Obtaining a parking emblem/handpass application and/or program registration form. You can do this by going to www.westportrecreation.com, coming into our office or using the application within the Spring/Summer Program Guide.
- All applications must be completely filled out and **REQUIRE AN EMAIL ADDRESS**. This is our form of communication with you as it allows us to send you receipts, inform you of program cancellations and changes in events.

FAX

- Fax your completed application(s) to 203-341-5073.
- Please make sure to include your credit card number for payment..
- **FAXES FOR PROGRAM REGISTRATIONS WILL NOT BE ACCEPTED UNTIL MARCH 16, 2009 AND ARE NOT GUARANTEED PLACEMENT IN THE PROGRAMS REQUESTED.**

MAIL IN

- Mail your completed application(s) to: Westport Parks and Recreation, 260 South Compo Road, Westport, CT 06880.
- Please make sure to include your credit card number or check payment.
- **MAILED IN REGISTRATIONS FOR PROGRAMS WILL NOT BE ACCEPTED UNTIL MARCH 16, 2009 AND ARE NOT GUARANTEED PLACEMENT IN THE PROGRAMS REQUESTED.**

DROP - IN

- Bring in your completed application(s) to our offices located at 260 South Compo Road, Westport, CT.
- Please be sure to have cash, check or a credit card for payment.
- **DROP IN PROGRAM REGISTRATIONS WILL NOT BE ACCEPTED UNTIL MARCH 16, 2009 AND ARE NOT GUARANTEED PLACEMENT IN THE PROGRAMS REQUESTED.**

WHY WAIT IN LINE WHEN YOU CAN REGISTER ONLINE!



Thank you!