

# TWO WAYS TO REGISTER

## RECONNECT PROGRAM REGISTRATION

Access RecConnect online program registration through the City of Waconia's website at [www.waconia.org](http://www.waconia.org). Click on RecConnect.

### Before you register using RecConnect:

We need to have your family information in our computer system and provide you with a Client ID and PIN number. To receive these numbers, please provide your name, address, phone number and birth date to the Front Desk staff at Safari Island or email us at:

[RecConnect@waconia.org](mailto:RecConnect@waconia.org)

### Before you register, have ready:

- your client identification number (Client ID)
- your personal identification number (PIN)
- the course number
- your Discover, Visa, MasterCard, or American Express Card

The quickest way to find the course is to use the course number listed next to each program. You must enter your credit card number to pay for the course. Print a copy for your records.

Please note: Some programs are not available for registration with RecConnect, such as some fitness classes and private swim lessons.

## IN PERSON

You may register in person during business hours at:

Safari Island Community Center  
1600 Community Drive  
Waconia, MN 55387

Payment must be made at the time of registration by cash, check (Payable to City of Waconia), Visa, Discover, MasterCard, or American Express card.

### Confirmation of Registration

If you register in person you may ask for a receipt. You will be contacted only if the program is full, cancelled or a program change is necessary.

Questions? Call 952-442-0695 or 952-442-5802.

**PLEASE NOTE:**  
***We no longer accept  
mailed or faxed in  
registrations.***

#### Program Refund Policy - Cancellation Fees\*

##### CANCELLATION 7 DAYS OR MORE PRIOR TO THE START OF THE ACTIVITY

- \$10.00 Fee - If net refund is credited to CLASS client account.
- \$15.00 Fee - If net refund is paid to customer via check or credit card refund.

**\*APPLIES TO EACH INDIVIDUAL PERSON & ACTIVITY**

##### CANCELLATION 48 HOURS TO 7 DAYS PRIOR TO THE ACTIVITY

- 1/2 the program cost if net refund is credited to CLASS client account.
- 1/2 the program cost plus \$5.00 if net refund is paid to customer via check or credit card refund.

**\*APPLIES TO EACH INDIVIDUAL PERSON & ACTIVITY**

##### CANCELLATION LESS THAN 48 HOURS OF THE ACTIVITY

- No refund.

**\*APPLIES TO EACH INDIVIDUAL PERSON & ACTIVITY**

