## TWO WAYS TO REGISTER

## RECCONNECT PROGRAM REGISTRATION

Access RecConnect online program registration through the City of Waconia's website at 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

#### 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



# Waconia Parks & Recreation Program Registration Form

Staff Initials:
Date:
*Office Use Only

E-MA	E-MAIL ADDRESS (Required)  *Office Use Or																			
For 7	Please complete this registration form FOR YOUR IMMEDIATE FAMILY LIVING IN YOUR HOME, OR YOUR TEAM. For Team Sports, complete this page as well as Team Roster. PRIMARY INFORMATION (Primary contact person who most often deals with Parks and Recreation.)																			
Prin	nary	Con	tact -	plea	se pr	int c	leai	rly!												
First Name:											L	Last Name:								
Street Address:											(	City & Zip:								
Home Phone:											(	Cell Phone:								
Work Phone:										E	Emergency Contact & Phone:									
Pr	ogran	n Nar	ne	Course #				Date/Day/Time				Participant Name				!	Dat	te of Bir	th	Fee
Does participant have any health concerns and/or special needs? If yes, please describe (medical, dietary, diagnosis):												( )	Yes		( )	No				
Level of Experience:  Make checks payable to City of Waconia & drop off registration form and payment at:  Safari Island 1600 Community Drive Waconia, MN 55387 Phone: 952-442-0695									i a a f I	Total Fee Enclosed: \$ Please verify the correct amount is listed as member and non-member rates apply. Please check specific activities for further details. Payment type:  Cash Check Credit Card										
Data Privacy Act/Tennessen Warning  The Minnesota Data Privacy Act requires the registration information you provide on this form remains as private data. Private data is available to you but not the public. While you may choose to withhold this private data, there may be consequences that could limit the distribution of information to the participant (i.e., no team roster of class lists). By signing below, you are consenting to allow registration information to be shared with the coach, supervisor, or instructor and other registered program participants for the purpose of administering the activity. The consent will expire upon completion of this activity. I do hereby allow the City of Waconia to use any photographs taken by the city of the individual(s) named herein, in city informational publications released to the general public.									r- te Ge at de., t- h, ci- nt ne	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.  CANCELLATION 48 HOURS TO 7 DAYS PRIOR TO 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.  CANCELLATION LESS THAN 48 HOURS OF THE ACTIVITY  No refund.  *APPLIES TO EACH INDIVIDUAL PERSON & ACTIVITY.										
Parent/Guardian or								1	Date:											