

<https://parksrec.egov.basgov.com/pendletonny>

All steps are needed prior to registering your child(ren) for the summer rec program.

### **Step 1 - Create Primary Member Info (the parent/guardian)**

- This is the parent/guardian creating the account
- Click on Sign Up in the upper right



- Account Type – Individual
- Fill in all information
- Ensure you add the Input symbols
- Then click on Create Account

**Primary Member Info**

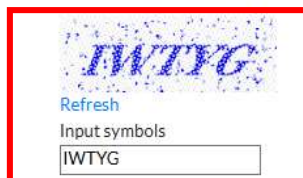
First	Middle	Last
<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Doe"/>
Email		Phone
<input type="text" value="jdoe@gmail.com"/>		<input type="text" value="716-123-4567"/>
Password		Confirm Password
<input type="password" value="....."/>		<input type="password" value="....."/>
Date of Birth	Gender	
<input type="text" value="03/31/1980"/>	<input type="text" value="Male"/>	

Allow Emails Regarding Upcoming Events/Announcements

On

**Home Address**

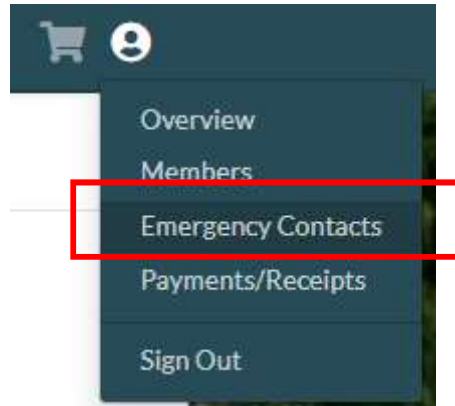
Street 1	Street 2	
<input type="text" value="123 Main St"/>	<input type="text"/>	
City	State	Zip
<input type="text" value="Lockport"/>	<input type="text" value="New York"/>	<input type="text" value="14094"/>



\*\*\*\*\*Verify the email you receive from the town. Once verified, proceed to next steps.\*\*\*\*\*

## Step 2 – Emergency Contacts


You MUST add at least one Emergency Contact in order to register a child for the program.



Fill in all information and click on Save

### Emergency Contacts

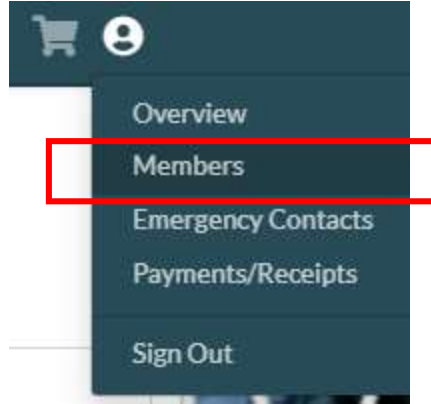
John Doe	<a href="#">Remove</a>	<a href="#">Save</a>
First Name		
<input type="text" value="John"/>		
Last Name		
<input type="text" value="Doe"/>		
Phone	Alternate Phone	
<input type="text" value="716-123-4567"/>	<input type="text"/>	
Relationship	Can Pickup	
<input type="text" value="Parent"/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>



### Step 3 – Members

This is where you will add **ALL children** that you are registering. **Each** child needs to be added separately.

Fill in all information for each child and then click on Save.



#### Add Additional Members

To add additional members, click the green **Add New Member** button below.

Town of Pendleton Parks and Recreation Department will only recognize additional members/participants as adults and children living in the household of the primary account holder. Any additional members added will be removed from the Admin Team!

#### Member Info

First	🔒 Middle	🔒 Last
<input type="text" value="Jane"/>	<input type="text"/>	<input type="text" value="Doe"/>
Email	Phone	
<input type="text" value="jdoe@gmail.com"/>	<input type="text" value="716-123-4567"/>	
Date of Birth	🔒 Classification	🔒 Gender
<input type="text" value="01/01/2017"/>	<input type="text" value="-- None Specified --"/>	<input type="text" value="Female"/>
Grade		
<input type="text" value="2nd"/>		
Notes	<input type="text"/>	

#### Home Address

Street 1	Street 2	🔒 <input type="button" value="Use Primary Home"/>
<input type="text" value="123 Main St"/>	<input type="text"/>	
City	State	Zip
<input type="text" value="Lockport"/>	<input type="text" value="New York"/>	<input type="text" value="14094"/>

#### **Step 4 – Register for Summer Rec**

If you have trouble locating the summer rec link, you can click on this link: <https://parksrec.egov.basgov.com/pendletonny> and sign back in

- Click on the Summer Recreation Program icon
- Scroll to the bottom of the screen and then click on Register

Session	Session Dates	Days of Week	Location(s)	Grade/Age	Filled	
Summer Recreation Program 2025	TBD	S M T W T F S		5-12 Years	2/180	Info Register 

On the next screen, the primary account (parent/guardian) and all members (children) will appear.

- Select the 1<sup>st</sup> child and then click on “Add to Cart”
- You will be prompted to the Waivers pop-up. Read all waivers, scroll down on each, click on Agree to Waiver. Once you agree to all 4 waivers, you can click on “Submit and Proceed”
- Fill out all information for each child. Once all information is filled out, including attaching all requested PDFs, click on “Register” at the bottom.

**Note:**

Once you have completed this process, there should be a **green notification at the top of the registration page**. You will not receive an email that your registration has been submitted. In a few days, after the application has been reviewed and accepted, you will receive an email with a link to finish the process and make your payment.

**Thank you very much for your patience as we work through this new registration process. We appreciate it!**