

Registration steps for the Before & After School Program

- Go to www.oldbridge.com. Click on the Before & After School Link on the left hand side of the page and print out the Activity Numbers & Sections for the school in which you want to enroll your child in
- Next click on My Recreations Program on top right side of the www.oldbridge.com main page.
- Enter in your User Name & Password (# our office gave you) User Name and Password are both the same initially and can be changed once you login under the My Account Section.
- Click Shop & Activity Enrollment. DON'T pick DAYCARE ENROLLMENT. Make sure your child's name is in the Family member to enroll drop down box.
- In the Enter an Activity Number & Section field type, enter the **ACTIVITY NUMBER & Section** from the list your printed out in the 1st step. (The first empty box is where the activity number goes. The second smaller empty box is where the section letter goes.)
- Click on the **ADD TO CART** link at the bottom of the page.
- Read the Legal Notice and click YES I AGREE if you want to continue to enroll.
- Answer the questions. Click Submit. When done click on View Shopping Cart to review what activity you enrolled in and the month. If you picked the incorrect activity/month you may remove it by clicking on the Orange **REMOVE** button and start over.
- Last, Click on proceed to checkout and make your payment. Please be patient as the credit card transaction is being processed. If you double click your card maybe charged twice.
- Print your receipt for confirmation you have completed your registration. If you don't get a receipt you haven't finished the enrollment. You can always reprint a receipt at any time by logging back into your account and click on MY ACCOUNT and REPRINT RECEIPT.

