

Brigantine Beach Community Center

Online Registration Guide

The Brigantine Beach Community Center (CER) prides itself on offering a variety of programs and classes for the Brigantine and surrounding communities. These offerings include group fitness classes, art classes, youth programs, and instructional classes like Italian and Film courses. Historically, registration would take place in-person, but that will soon be changing with the movement to a new online registration platform, RecDesk.

Folks interested in registering for CER programs for the Spring Session will be able to do so online, starting March 4th at 9am. The exact date/time for registration will be updated on the Brigantine Beach CER Facebook page and City website.

All classes and programs will be listed on the RecDesk website and users will be able to filter by specific class type to find the class that fits their needs. Once selected, users will add the class to their shopping cart and will be prompted to pay online with a credit card, which is a first for CER operations.

The CER staff know this is a big transition, so there are resources available to assist in this migration to online registration. There are instructional handouts available in the lobby of the CER and on the CER website, and there will be training sessions at the CER for community members to learn how to register. If you plan to attend a training session, please bring a laptop or tablet if you have one. Those training sessions will be on:

- Wednesday, February 21st from 3pm-4pm in the CER Multipurpose Room
- Friday, February 23rd from 10am-11am in the CER Multipurpose Room
- Tuesday, February 27th from 7pm-8pm in the CER Multipurpose Room

If you or someone you know does not have a laptop, tablet, or phone with internet access, there are additional resources available to assist with the online registration process. The CER has tablets available for in-person use and the CER staff will be on-site Monday-Thursday from 9am-7pm and 9am-3pm on Fridays to assist users. The CER has also provided instructional training to the Brigantine Library and its staff, so they are available to help anyone looking to register for CER programs using a library computer.

The CER staff is excited about this new opportunity. Aside from program registration, the website also has a calendar feature which shows up-to-date information about open gym times. For now, this website will only be used for program registration, but there is the opportunity to expand in the future.

Moving to online registration will allow folks to register from anywhere they have internet access, which will be helpful for those traveling during the registration period. All questions about the new online registration process can be directed to the CER by calling (609) 264-7350 ext. 1.

Accessing the Registration Portal

1. Open a web browser.
2. Type brigantine.recdesk.com into the web address bar.
 - a. **Note:** there is no “www.” needed.
3. Hit “enter” on your keyboard.
4. This will take you to the Brigantine Community Center online registration portal.

Setting Up Your Profile

1. Type brigantine.recdesk.com into the web address bar.
 - a. **Note:** There is no “www.” needed.
2. Hit “enter” on your keyboard.
3. This will take you to the Brigantine Community Center online registration portal.
4. Click “Create Account”.
5. Fill in all required fields on the first page and click “Continue”.
6. Check “Head of Household” if you would like to be the primary contact for your household. This will allow you to add members to your household later.
7. Fill in all required fields on this page.
8. Create your own username and password. Be sure to write this information down for logging in in the future.
9. Click “Submit”.

Viewing Programs

1. Type brigantine.recdesk.com into the web address bar.
 - a. **Note:** There is no “www.” needed.
2. Hit “enter” on your keyboard.
3. This will take you to the Brigantine Community Center online registration portal.
4. Click “Programs”.
5. You can use the filters to choose what category of program you’re interested in. Categories are:
 - a. Art Classes
 - b. Group Fitness Classes
 - c. Instructional Classes
 - d. Youth Programs

Registering for a Single Program

1. Type brigantine.recdesk.com into the web address bar.
 - a. **Note:** there is no “www.” needed.
2. Hit “enter” on your keyboard.
3. This will take you to the Brigantine Community Center online registration portal.
4. Click “Programs”.
5. Find the program you are interested in registering for.
6. Click the green “Register Now” button.
7. Select the fee type for the program. Fee types include Senior and Non-Senior.
 - a. Senior is for anyone 60 years or older

- b. Non-Senior is for anyone 59 years or younger
 - c. Youth is for anyone registering for youth programs
8. Click "Save".
9. The program will be added to your shopping cart and is ready for payment. At this point, you can continue adding other programs to your cart or complete the registration process by clicking "Go to Checkout".
10. You will then be prompted to click the blue "I Accept Waiver" button.
11. Fill in your credit card information and click "Continue".
 - a. **Note:** Be sure to enter the correct billing address associated with your credit card.
12. You will then be presented with a summary of the transaction (including processing fees). Click "OK" to complete the transaction or "Cancel" to go back.
13. If you click "OK", your credit card will be processed, and the registration process will be complete.

Registering for Multiple Programs at One Time

1. Type brigantine.recdesk.com into the web address bar.
 - a. **Note:** there is no "www." needed.
2. Hit "enter" on your keyboard.
3. This will take you to the Brigantine Community Center online registration portal.
4. Click "Programs".
5. Find the program you are interested in registering for.
6. Click the yellow plus sign in line with the program title for each program you want to register for.
7. You will see a dark gray banner at the bottom of the screen with a yellow "Add to Cart" button. Click the "Add to Cart" button.
8. Ensure the appropriate name is listed at the top. There will be options to select from if you have multiple members in your "household".
9. Click "Select all" and select "Continue to Cart".
10. Select the fee type for the first program. Fee types include Senior and Non-Senior.
 - a. Senior is for anyone 60 years or older
 - b. Non-Senior is for anyone 59 years or younger
 - c. Youth is for anyone registering for youth programs
11. Click "Save".
12. A pop-up box will show that you have added one of the programs to your cart. Click the green "Continue to next program" button to select the fee type for the next program.
13. Select the fee type for the first program. Fee types include Senior and Non-Senior.
 - a. Senior is for anyone 60 years or older
 - b. Non-Senior is for anyone 59 years or younger
 - c. Youth is for anyone registering for youth programs
14. Click "Save".
15. The new programs will be added to your shopping cart and are ready for payment. Click "Go to Checkout".
16. You will then be prompted to click the blue "I Accept Waiver" button.
17. Fill in your credit card information and click "Continue".
 - a. **Note:** Be sure to enter the correct billing address associated with your credit card.
18. You will then be presented with a summary of the transaction (including processing fees). Click "OK" to complete the transaction or "Cancel" to go back.

19. If you click “OK”, your credit card will be processed, and the registration process will be complete.

Checking Out and Payments

1. Registrations are NOT complete until you go through the checkout process. If there are pending registrations in your cart, click the shopping cart icon in the top right corner and click “Checkout”.
2. You will then be prompted to click the blue “I Accept Waiver” button.
3. Fill in your credit card information and click “Continue”.
 1. **Note:** Be sure to enter the correct billing address associated with your credit card.
4. You will then be presented with a summary of the transaction (including processing fees). Click “OK” to complete the transaction or “Cancel” to go back.
5. If you click “OK”, your credit card will be processed, and the registration process will be complete.

Adding Members to Your Household

1. Type brigantine.recdesk.com into the web address bar.
 - a. **Note:** there is no “www.” needed.
2. Hit “enter” on your keyboard.
3. This will take you to the Brigantine Community Center online registration portal.
4. Log in using the username and password you created.
5. Click the green bar that says “Add Household Member”.
6. Scroll down and fill in all required fields.
7. Click “Submit”.

Registering Multiple Household Members into the Same Program(s)

1. Type brigantine.recdesk.com into the web address bar.
 - a. **Note:** there is no “www.” needed.
2. Hit “enter” on your keyboard.
3. This will take you to the Brigantine Community Center online registration portal.
4. Click “Programs”.
5. Find the programs you are interested in registering for.
6. Click the “Register Now” button.
7. Select the Household Member from the drop-down list at the top.
8. Select the fee type for the program. Fee types include Senior and Non-Senior.
 - a. Senior is for anyone 60 years or older
 - b. Non-Senior is for anyone 59 years or younger
 - c. Youth is for anyone registering for youth programs
9. Click “Save”.
10. The new program will be added to your shopping cart and is ready for payment.
 - a. If you would like to register another household member for the same program, click the blue “Register another household member for this program” link.
 - b. From there, repeat steps 7-9.

11. At this point, you can continue adding other programs to your cart or complete the process by clicking "Go to Checkout".
12. You will then be prompted to click the blue "I Accept Waiver" button.
13. Fill in your credit card information and click "Continue".
 - a. **Note:** Be sure to enter the correct billing address associated with your credit card.
14. You will then be presented with a summary of the transaction (including processing fees). Click "OK" to complete the transaction or "Cancel" to go back.
15. If you click "OK", your credit card will be processed, and the registration process will be complete.