



# Brigantine Community Center

## Online Registration Guide

The Brigantine Beach Community Center (CER) uses an online registration platform, RecDesk for all program and class registration. Once a class is selected, you will add the class to your shopping cart and will be prompted to pay online with a credit card. Anyone looking to pay with a check will be required to come to the CER to register in-person. **We cannot accept cash or registrations over the phone.**

CER staff will happily create an account and work through the registration process with anyone needing assistance. If you or someone you know does not have a device with internet access but wants to register on their own, the Brigantine Library and its staff are also available to help anyone looking to use a computer.

### 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. Click "Create Account".
2. Fill in all required fields on the first page and click "Continue".
3. 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.
4. Fill in all required fields on this page.
5. Create your own username and password. Be sure to write this information down for logging in in the future.
6. Click "Submit".

### Saving a Credit Card to Your Profile

1. Log in using the username and password you created.
2. On the left side of your profile page, click the link that says "Manage Payment Options".
3. Click the blue "+ Add Payment Option" button.
4. Fill in all required fields.
5. Click "Submit".

### Viewing Programs

1. Log in using the username and password you created.
2. Click "Programs".
3. 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. Log in using the username and password you created.
2. Click "Programs" and click "All".
3. Find the program you are interested in registering for.
4. Click the green "Register Now" button.
5. 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
6. Click "Save".
7. 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".
8. You will then be prompted to click the blue "I Accept Waiver" button.
9. You will then see the Checkout page
  - a. If you have a stored payment method on your account, ensure the correct card number is selected in the drop-down menu and click "Submit".
  - b. If you do not have a stored payment method on your account, fill in your credit card information and click "Continue".
    - i. **Note:** Be sure to enter the correct billing address for your credit card.
10. 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.
11. 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. Log in using the username and password you created.
2. Click "Programs" and click "All".
3. Find the program you are interested in registering for.
4. Click the yellow plus sign in line with the program title for each program you want to register for.
5. 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.
6. Ensure the appropriate name is listed at the top. There will be options to select from if you have multiple members in your "household".
7. Click "Select all" and select "Continue to Cart".
8. 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
9. Click "Save".
10. 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.
11. 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
12. Click "Save".
13. The new programs will be added to your shopping cart and are ready for payment. Click "Go to Checkout".
14. You will then be prompted to click the blue "I Accept Waiver" button.
15. You will then see the Checkout page
  - a. If you have a stored payment method on your account, ensure the correct card number is selected in the drop-down menu and click "Submit".
  - b. If you do not have a stored payment method on your account, fill in your credit card information and click "Continue".

- i. **Note:** Be sure to enter the correct billing address for your credit card.
16. 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.
17. 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. You will then see the Checkout page
  1. If you have a stored payment method on your account, ensure the correct card number is selected in the drop-down menu and click “Submit”.
  2. If you do not have a stored payment method on your account, fill in your credit card information and click “Continue”.
    1. **Note:** Be sure to enter the correct billing address for 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. Log in using the username and password you created.
2. Click the green bar on the left that says “Add Household Member”.
3. Scroll down and fill in all required fields.
4. Click “Submit”.

### Registering Multiple Household Members into the Same Program(s)

1. Log in using the username and password you created.
2. Click “Programs” and click “All”.
3. Find the programs you are interested in registering for.
4. Click the “Register Now” button.
5. Select the Household Member from the drop-down list at the top.
6. 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
7. Click “Save”.
8. 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.
9. At this point, you can continue adding other programs to your cart or complete the process by clicking “Go to Checkout”.
10. You will then be prompted to click the blue “I Accept Waiver” button.
11. You will then see the Checkout page
  - a. If you have a stored payment method on your account, ensure the correct card number is selected in the drop-down menu and click “Submit”.
  - b. If you do not have a stored payment method on your account, fill in your credit card information and click “Continue”.
    - i. **Note:** Be sure to enter the correct billing address for 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 Multiple Household Members into Different Program(s)

1. Log in using the username and password you created.
2. Click "Programs" and click "All".
3. Find the program Person A is interested in registering for.
4. Click the "Register Now" button.
5. Select Person A from the drop-down list at the top.
6. 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
7. Click "Save".
8. The new program will be added to your shopping cart and is ready for payment.
9. Click Add New Registration to go back and view programs for Person B
10. Find the program Person B is interested in registering for.
11. Click the "Register Now" button.
12. Select Person B from the drop-down list at the top.
13. 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
14. Click "Save".
15. The new program will be added to your shopping cart and is ready for payment.
16. At this point, you can continue adding other programs to your cart or complete the process by clicking "Go to Checkout".
17. You will then be prompted to click the blue "I Accept Waiver" button.
18. You will then see the Checkout page
  - a. If you have a stored payment method on your account, ensure the correct card number is selected in the drop-down menu and click "Submit".
  - b. If you do not have a stored payment method on your account, fill in your credit card information and click "Continue".
    - i. **Note:** Be sure to enter the correct billing address for your credit card.
19. 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.
20. If you click "OK", your credit card will be processed, and the registration process will be complete.

## Viewing Your Household Calendar

1. Log in using the username and password you created.
2. On your profile page, click Calendar in the top right.
3. You can scroll the days, weeks, and months to view the programs you are registered for.

## Viewing the Current Brochure

1. Open a new web browser.
2. Type brigantinebeach.org 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 City of Brigantine website.
5. Click on "Municipal" and click on "Community Education & Recreation".
6. Scroll to the middle of the page and click on the brochure link.
  - a. **Note:** Brochure links will be updated as the sessions change.

To access the online registration portal, go to [brigantine.recdesk.com](http://brigantine.recdesk.com). All questions about the online registration process can be directed to the CER by calling (609) 264-7350.

CER Hours of Operation: Monday-Thursday, 8:30am-9pm, Friday and Saturday, 8:30am-4pm, Closed Sunday.