



Step-by-Step Online Registration Instructions Vashon Park District

1. When you decide on the class or program you want, click “To register and pay online [click here.](#)” This will take you to the registration site. Click “Add to cart”. Log in using your username (email address) and password. Be sure to check to see if an account has previously been created for you (using the “Forgot Your Password?” link). If an account does not exist, create one.
2. Select which family member is registering for the program. This takes you to the Shopping Cart. You can checkout or continue shopping.
3. If there is a problem with the registration (wrong age, gender, grade, etc. for the selected program), you need to edit your User Profile. (Click any link across the top banner, except “Facility Calendar,” then click “Update Profile”). Enter the correct information.
3. Or, Clicking ‘edit’ on the Shopping Cart page allows you to select a different family member.
4. Clicking ‘Remove’ will remove the course from your cart.
5. When you’ve purchased all the classes or programs you want, click on “checkout.” That will take you to a “Billing Information” page.
6. Complete all the asterisked information on this page.
7. Click ‘Submit’.
8. You will receive email confirmation of all your registrations and of your credit card authorization. Bring this confirmation to your first class.

Thank you!

Who should I contact with further questions?

Contact us at the
Ober Park Office

Vashon Park District
206-463-9602

Mon. – Fri., 8am – 4pm

Email: programsupport@vashonparkdistrict.org