

» **FIVE WAYS TO REGISTER**

1. Online at fcgov.com/recreator

fcgov.com/recreator, Begins at 7:00 AM on Thursday, December 10.

Registration is available through April 30 (unless noted otherwise).

Before you begin, you will need:

- » Credit card (Master Card, VISA, Discover, American Express) or debit card number and expiration date.
- » Your household ID number (request your household ID number by phone or by e-mail, recreation@fcgov.com)
- » After logging on to fcgov.com/recreator, select WebTrac Online Recreation Registration, enter your Household ID#. Your last name is your default password.

4. Walk-in

Begins on Thursday, December 10 at 7:00 AM at designated registration sites listed to the right.

5. Phone

Begins on Thursday, December 10 at 7:00 AM. Credit (Master Card, VISA, Discover, American Express) or debit card number and expiration date required. Call the registration site of your choice.

2. Fax*

Fill out form below, include credit/debit card information and fax to the registration site of your choice.

3. Mail*

Fill out form below, enclose payment and self-addressed stamped envelope and mail to the registration site of your choice.

*Mail or fax registration received before registration begins will not be processed until Thursday, December 10 as time allows.

Registration begins at **7:00 AM on December 10.**

» **WALK-IN REGISTRATION**

December 10 at the following facilities.

Northside Aztlan Community Center

112 E. Willow, 80524
Phone: 970.221.6655
Fax: 970.416.2278

Facility Hours

(registration at 7:00 AM on December 10)

M-F 6:00 AM-9:00 PM
Sat 8:00 AM-5:00 PM
Sun Noon-5:00 PM

Edora Pool Ice Center (EPIC)

1801 Riverside, 80525
Phone: 970.221.6683
Fax: 970.221.6237

Facility Hours

(registration at 7:00 AM on December 10)

M-F 5:30 AM-9:00 PM
Sat 8:00 AM-6:00 PM
Sun Noon-5:00 PM

Senior Center

1200 Raintree, 80526
Phone: 970.221.6644
Fax: 970.224.6072

Facility Hours

(registration at 7:00 AM on December 10)

M-F 6:00 AM-9:00 PM
Sat 8:00 AM-5:00 PM
Sun 10:00 AM-5:00 PM

» **ADDITIONAL INFORMATION**

- » Make checks payable to "Recreation."
- » No registration can be approved by an instructor or coach.
- » Personal information is entered into the registration database by "household." By providing household information to the City, you are consenting to the release of information regarding your household to all members of your household.
- » Discounts. Reduced fees are available to residents with limited incomes. Interested persons must apply in person for fee reduction and be approved prior to registration; please allow 10 days for processing. Applications are available at all registration sites. Activities that are not discountable or partially discountable are noted as such. Persons must register in person to utilize the reduced fee program
- » There is a \$25 charge for returned checks.

Householder's Name _____ Home Phone _____

Address _____ Work Phone _____

City/State/Zip _____ Mobile Phone _____

Email _____ Emergency Phone _____

Participant Name - (first, last)	Grade '09-'10	Birth Date	Gender	Activity Number		Activity Name	*Special need
				1st choice			
				1st choice			
				2nd choice			
				1st choice			
				2nd choice			
				1st choice			
				2nd choice			

Payment: Visa Master Card Discover American Express Check (payable to "Recreation")

Card # _____ CVC Code _____

Exp. Date _____ Total Amount Due \$ _____

*Will registrant need any adapted equipment or other physical support in order to participate? OR does registrant have any health concerns (medications, chronic conditions, or disabilities) that we should know about in order to facilitate a successful participation?

NOTE: The City of Fort Collins will make reasonable accommodations for access to city services, programs, and activities and will make special communication arrangements for persons with disabilities. For activities that require registration, it is recommended that requests be made one week in advance by calling 970.224.6027, TDD/TTY 970.224.6002.

CANCELLATIONS/TRANSFERS

- » When you register for a class, we depend on your enrollment for a successful class. Please plan carefully to avoid cancellations.
- » If you must cancel (or transfer) from a youth or teen activity, you must notify staff at least two business days (8 AM-5 PM, Monday-Friday at 970.221.6655) before the activity begins to receive a full refund or credit. Later requests will be denied. This policy does not apply to Aquatics, Ice Skating and adult activities.
- » If you must cancel (or transfer) from an ice skating or aquatics activity or an adult activity, you will receive a full refund before the class starts and a 75% refund after the first class but before the second class. Later requests for a cancellation or transfer will be denied.

REFUNDS/CREDIT

- » If you wish to cancel (or transfer), please contact the Mulberry Pool (970.221.6657) for swimming and ice skating and Northside Aztlan Community Center (970.221.6655) for all other activities. Please make requests as early as possible to aid in staff planning.
- » For canceled activities, the customer may choose between a refund or credit.
- » Credit is stored on computer for future Recreation use and is transferable within a household.