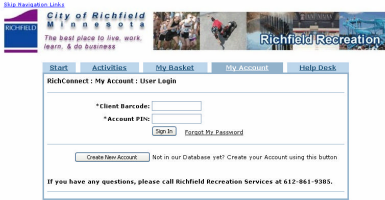


# How to Register Online

## for Richfield recreation programs

1. Visit [www.richfieldrecreation.com](http://www.richfieldrecreation.com) and click on the "Register Online" button.



2. If you have registered for Richfield recreation programs in the past, call 612-861-9395 for your barcode and PIN. If not, click on My Account and the Create New Account button and fill in all required information.

3. Browse through program listings by category or enter four-digit barcode of an activity (listed next to the date/time information in the quarterly department program guide).

RichConnect: My Account: Create New Account

\*Last Name:  \*First Name:  \*Gender:  Birth Date:  Main Contact:

Address:

\*City:

\*Country: USA

\*State:

\*Zip:

Area: (none)

\*Phone: ( ) - Ext.:

\*Email:   Private

Allow Update on Internet

RichConnect: My Basket

CRSE = Course Registrations

Type	Client/Team	Item	Dates & Times	Details	Basket
CRSE	John Evans	3374 - H-Annual Historical Society Dinner	10-26-2006 - 10-26-2006 5:30PM - 9:30PM	Fee: \$20.00 Options: N/A	<input type="button" value="REMOVE"/> <input type="button" value="ADD CLIENT"/>

When you are ready, please continue to the Checkout to complete your transaction.

If you have any questions, please call Richfield Recreation Services at 612-861-9385.

5. Use our secure payment server to pay for the class. Either Visa or MasterCard is accepted. You will see a page confirming your registration!!

4. The date, time, location and price of the activity will be listed, as well as a brief description. Click the "Add" button to add it to your shopping cart. After adding an activity, click "Continue Shopping" to choose another, "Clear Basket" to start over, or "Checkout" to pay for the class and finish registration.

RichConnect: My Basket: Checkout: Success

Your transaction was completed successfully.

John Evans Receipt #:27430  
 Apple Valley, MN, 55124 Issued:09-22-2006 1:15PM  
User:John Evans  
Home#:(612) 891-39

Descriptions	Amount
Previous Balance:	\$0.00
Registration: John Evans H-Annual Historical Society Dinner #3374: 2006-Fall Registration Session Classes:1 Hours:4:00 Days:Thu Starts:10-26-2006 5:30PM-9:30PM Ends:10-26-2006 5:30PM-9:30PM Location:Heritage Room, Richfield United Methodist Church	\$20.00
Payment from account:	\$0.00
Payment: Visa - - 8/08	USD(\$20.00)
Reference Number: Authorization Number: 999999 Response Code: /	
New Balance:	\$0.00

*We hope you enjoy the convenience and 24-service of online registration!  
Please feel free to call, mail, fax or visit us, as well!*

Wood Lake Nature Center  
6710 Lake Shore Drive  
Richfield, MN 55423  
612-861-9365

Richfield Community Center  
7000 Nicollet Ave  
Richfield, MN 55423  
612-861-9360

Richfield Ice Arena  
636 East 66th Street  
Richfield, MN 55423  
612-861-9350