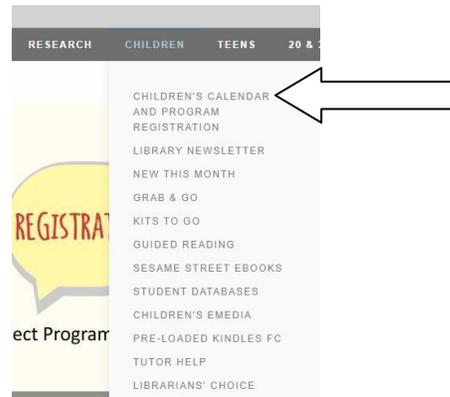## How to Register for Family Center Programs Online

Important Information: When registering your child, they must have their OWN library card. Every program is age specific and the system will check the age of the registrant against the library card.

1. Under either the Children's or Teen's drop down menu, click on **Calendar and Program Registration**. All online registration is done through the calendar.

2. Please note all Children's programs will have a bright **red** bar next to them. All Tweens and Teens programs will have a bright **purple** bar next to them.

3. Find the program you would like to register your child for by searching either in **Month** view (which is the default view) or click **Upcoming** for a list-view of all upcoming programs.

4. For a quick view of the description of a program just hover over the name of the program and a side bar will appear.
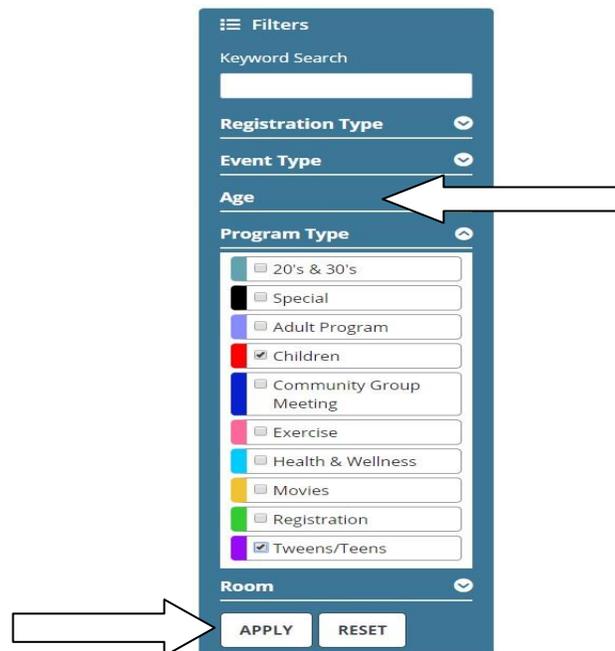
5. Programs that have registration online will have this symbol [icon] next to them.
6. Tips on how to filter searches for programs:
   a. Click **Filter** in the upper left corner and then click **Age**, check off the age group you are looking for and then click **Apply**. This will limit what programs you see by the age group you need.

   b. You can also look through other months by using the arrows on either side of the displayed month.

   c. Many or all of these filters can be combined to help you search, to reset them just click **Reset**.

7. When you have found the program you need, click the "Title" of the program.

8. Once you have clicked on the title of the program, you will see all the information such as age requirement, description, and time about that program displayed.

9. You will also see a Green box that will tell you when registration for the program will open (if it has not started yet), when the registration for the program will end, and what age group is allowed to be registered for the program.

10. Below the Event Details you will see a form that you will have to fill out for the child that will be attending the program.

Do you have a library card? *
○ No

◉ Yes

Library Card *

Library Card PIN *

Add Registrants

First Name *

Last Name *

Birthdate

mm/dd/yyyy

Email Address *

Phone Number

Register

11. Please fill out all required fields that are listed. The fields may change per program.
12. Once you have filled out the entire form click **Register**.
13. You will receive an email telling you that you have successfully registered for the program *or* if you have been placed on the Waiting List.
14. To cancel, you will have to call Family Center at 516-938-0077 Ext. 237
15. If you are placed on a Waiting List, you will receive a phone call from Family Center only if there is an available spot.