

LEXINGTON SENIOR CENTER ONLINE REGISTRATION

How to Register Online for Arts Classes

Go to the website: <https://parks.lexingtonky.gov> (You must include <https://>)

Note: New accounts must be created *at least 3 business days before* the registration date.

Creating Your Account:

- If you don't yet have an account with Parks & Recreation, click on "Create an Account."

Note: You **do not need** an account to register in person!

- Fill in the required information indicated in red. Double check your date of birth. Select the "I'm not a robot" checkbox and then click "Submit."

Note: Parks & Recreation takes up to 3 business days to approve your account. Until then, your account may read as *inactive*.

Finding Classes:

- On the registration date, log into the website with your User ID and Password.
- Click on "Senior Center Classes" under the "Cultural Arts" heading.

Note: Classes will not be visible until registration day.

Choosing Classes & Adding to Cart:

- Click the "+" sign to the left of each class you want to register for.
- A green box will appear at the bottom; click "Add to Cart" to add the class to your shopping cart.
- Click "Shopping Cart" when you have finished adding classes.

Reviewing Your Cart:

- If your cart is accurate, click "Proceed to Checkout."
- Choose your payment method (Visa/MasterCard or Discover).
- Provide the billing information requested.
- A materials fee of \$10.60 is required for each class. (We do NOT issue refunds)

Completing the Transaction:

- After filling in payment details, click "Continue" to complete your purchase.
- You will receive a receipt at the email address you provided.

For more help, contact Parks & Recreation at (859) 288-2980

or email parkswebhelp@lexingtonky.gov.