

Online Registration

Lee County Government Parks and Recreation



Website

(www.leecountync.gov/departments/parksrecreation)



In order to access the online registration, please scroll to the bottom of the Parks and Recreation page and click "E-Registration"



A screenshot of the Lee County Parks & Recreation website. At the top center, there is a grey bar with the letters "LC". Below this, the heading "MORE FROM PARKS & RECREATION" is centered. Underneath, there is a grid of links: "Parks Master Plan", "Outdoor Education", "Aquatics", "Facilities Rentals", "Parks Recreation", "San-Lee Park", "Gymnastics", "Recreation Programs", "E-Registration", "Athletics", "Photo Gallery", and "Administration". A green arrow points to the "E-Registration" link. The footer of the page is dark grey and contains several sections: "EXPLORE LEE COUNTY" with links for "About", "Current Issues", "Public Safety", and "Commissioners"; "STAY UPDATED" with a link for "Calendar of Events"; "GET IN TOUCH" with links for "Contact Us", "Volunteers", and "Employment"; and a "Need Help?" section with a "LIVE CHAT" button and a "Portal Login" link. On the left side of the footer, there is a red vertical bar containing the Lee County North Carolina logo and the text "© 2018 All Rights Reserved." Below the logo, it says "Website by viux HOSTING". To the right of the logo, there are social media icons for Facebook, Twitter, YouTube, Instagram, and LinkedIn.

Step 1 – Sign in



The first step will be to click the sign in button.

A screenshot of the Lee County Parks & Recreation website. The page is titled "ERegistration" and is part of the "Parks & Recreation" department. The header includes the Lee County North Carolina logo, a navigation menu with "GOVERNMENT", "RESIDENTS", "BUSINESS", and "LIFE & LEISURE", and a "Sign In" button in the top right corner. A green arrow points to the "Sign In" button. Below the navigation menu, there is a "POPULAR SERVICES & OFFICES" section with links for "Home", "Youth", "Facilities", "San-Lee Park", "Pools", and "Calendar". The main content area features a "Home" heading, a green heading "Welcome to Lee County Parks & Recreation online registration website!", and a list of instructions for users who are already patrons or new users.

Lee County
NORTH CAROLINA

About | Current Issues | Public Safety | Contact Us | Commissioners

GOVERNMENT | RESIDENTS | BUSINESS | LIFE & LEISURE

POPULAR SERVICES & OFFICES | ONLINE SERVICES | DEPARTMENTS | SEARCH

Departments > Parks & Recreation > ERegistration

Home Youth Facilities San-Lee Park Pools Calendar

Home

Welcome to Lee County Parks & Recreation online registration website!

If you are already a Parks & Recreation patron, you should have an online registration account.

To access it, follow these steps:

1. Click 'sign-in' button on the top right, you do not need to create a new account.
2. On the next page, click on 'Reset password?'
3. Type in your email address
4. A link will be sent to your email, click on the link.
5. There will be a 'password window', enter your new password and confirm new password.
6. If you have any trouble logging in, please contact us at (919) 775-2107



- If you know your email and password, type that in here and then click "Sign in"
- If you have an account but don't recall your password click "Reset Password" (most patrons since Nov. 2018 have an account)
- Otherwise you will click "Create Account"

The screenshot shows the ERegistration page for Lee County Parks & Recreation. At the top, there is a breadcrumb trail: "Departments > Parks & Recreation > ERegistration". Below this is a navigation menu with buttons for "Home", "Youth", "Facilities", "San-Lee Park", "Pools", and "Calendar". The main content area is titled "Sign In" and contains two input fields: "E-mail" and "Password". Below the input fields is a green "Sign In" button. At the bottom of the sign-in section, there are two buttons: a blue "Reset Password" button with a question mark icon and a purple "Create Account" button with a plus sign icon. Three green arrows point from the text on the left to the "Sign In" button, the "Reset Password" button, and the "Create Account" button.

Reset Password



If you needed to reset the password your screen will look like this. Type your email address and click "Reset Password"

As long as your email is in our system you will be sent instructions on how to reset your password. Otherwise an error message will be shown asking you to try again.

A screenshot of a web browser showing the "Reset Password" page. The breadcrumb trail at the top reads "Departments > Parks & Recreation > ERegistration". Below this is a navigation bar with buttons for "Home", "Youth", "Facilities", "San-Lee Park", "Pools", and "Calendar". The main content area is titled "Reset Password" and contains an "E-mail" label next to an empty text input field. Below the input field is a green button labeled "Reset Password". At the bottom of the form, there is a light blue informational box that reads: "Please enter your e-mail address and click RESET PASSWORD. If your email address is on file, you will be sent an email with instructions on how to reset your password." A large green arrow points from the text on the left towards the email input field.A screenshot of the "Reset Password" web form showing an error state. At the top, there is a pink error message box that says: "Sorry, we are unable to process your request. Please verify your e-mail and try again." Below the error message, the "E-mail" label and the empty text input field are visible.



With the error message, check to see if your email is spelled correctly, if it is, then your email is not in our system. You will need to click the "Home" button.

Home > Departments > Parks & Recreation > ERegistration

Home Youth Facilities San-Lee Park Pools Calendar

Reset Password

Sorry, we are unable to process your request. Please verify your e-mail and try again.

E-mail

Reset Password

Please enter your e-mail address and click **RESET PASSWORD**. If your email address is on file, you will be sent an email with instructions on how to reset your password.



Once back to the Home Screen click the "Sign In" button

A screenshot of the Lee County Parks & Recreation website. The top navigation bar includes the Lee County North Carolina logo, a home icon, and links for GOVERNMENT, RESIDENTS, BUSINESS, and LIFE & LEISURE. A secondary bar lists POPULAR SERVICES & OFFICES, ONLINE SERVICES, DEPARTMENTS, and SEARCH. The breadcrumb trail shows Departments > Parks & Recreation > ERegistration. A row of buttons includes Home, Youth, Facilities, San-Lee Park, Pools, and Calendar. A green arrow points to a 'Sign In' button in the top right corner. Below the buttons, the page content includes a 'Home' heading, a green welcome message, and a list of six steps for accessing the online registration account.

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Lee County NORTH CAROLINA

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Departments > Parks & Recreation > ERegistration

Home Youth Facilities San-Lee Park Pools Calendar

Sign In

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5. There will be a 'password window', enter your new password and confirm new password.
6. If you have any trouble logging in, please contact us at (919) 775-2107

Create Account



Click The "Create Account" button

Departments > Parks & Recreation > ERegistration

Home Youth Facilities San-Lee Park Pools Calendar

Sign In

E-mail

Password

 Sign In

 Reset Password

 Create Account



Create Account



Complete the form shown on the screen about yourself. Once complete, click "Create Profile"

Departments > Parks & Recreation > ERegistration

Home Youth Facilities San-Lee Park Pools Calendar Sign In

Create Your Family Profile

Head of Household	Contact Information
First Name <input type="text"/>	Primary Phone <input type="text"/>
Last Name <input type="text"/>	Secondary Phone <input type="text"/>
Birth Date Mon <input type="text"/> Day <input type="text"/> Year <input type="text"/>	Other Phone <input type="text"/>
Gender Male <input type="text"/>	Primary Email <input type="text"/>
Company For facility rentals <input type="text"/>	Secondary Email <input type="text"/>
Note (indicate any special needs or medical conditions) <input type="text"/>	Other Email <input type="text"/>
Address	Account Password
Address 1 <input type="text"/>	Password <input type="text"/> At least 5 characters
Address 2 <input type="text"/>	Confirm Password <input type="text"/>
City <input type="text"/>	<input type="button" value="Create Profile"/> <input type="button" value="Clear"/>
State <input type="text"/> Select a State	
Zip <input type="text"/>	
Municipality <input type="text"/> Select a Municipality	

Account Maintenance



Your next screen will look like this, In the Account Maintenance Section you can:

- Edit your family information
 - (green button)
- Add/Edit Family Members
 - (blue button)
- Add/Edit Emergency Contacts
 - (red button)
- Change Password
 - (purple button)

A screenshot of the "Account Maintenance" section on the Lee County Parks & Recreation website. The page shows a navigation menu with "Home", "Youth", "Facilities", "San-Lee Park", "Pools", and "Calendar". Below the navigation is a "My Cart", "My Account", and "Sign Out" section. The main content area is titled "Account" and features four colored boxes: a red box for "Past Due" (\$0.00), an orange box for "Coming Due" (\$0.00), a green box for "Documents Required" (0), and a blue box for "Cart Items" (0). Below these is an "Account Maintenance" section with four buttons: "Family Information" (green), "Family Members" (blue), "Emergency Contacts" (red), and "Change Password" (purple). A green arrow points from the text on the left to the "Family Information" button.

Account Information



This screen also will show you if there are

- funds "Past Due"
 - Red button
- funds "Coming Due"
 - Yellow button
- "Documents Required"
 - Green button
- "Cart Items"
 - Blue button



The screenshot shows the "Account" page on the Lee County Parks & Recreation website. At the top, there is a breadcrumb trail: "Departments > Parks & Recreation > ERegistration". On the right, there are links for "My Cart", "My Account", and "Sign Out". Below this is a navigation menu with buttons for "Home", "Youth", "Facilities", "San-Lee Park", "Pools", and "Calendar". The main section is titled "Account" and contains four colored buttons: a red button for "Past Due" showing "\$0.00", a yellow button for "Coming Due" showing "\$0.00", a green button for "Documents Required" showing "0", and a blue button for "Cart Items" showing "0". Below these is an "Account Maintenance" section with four buttons: "Family Information" (green), "Family Members" (blue), "Emergency Contacts" (red), and "Change Password" (purple).

Adding Items to your cart



With your account created and family members added, you now will be able to sign up for programs and request facility rentals online.

A screenshot of a web application's user account dashboard. At the top, there is a breadcrumb trail: "Departments > Parks & Recreation > ERegistration". To the right of the breadcrumb are links for "My Cart", "My Account", and "Sign Out". Below this is a navigation menu with buttons for "Home", "Youth", "Facilities", "San-Lee Park", "Pools", and "Calendar". A green arrow points from the text on the left to the "My Cart" link. The main section is titled "Account" and contains four colored boxes: a red box for "Past Due" (\$0.00), an orange box for "Coming Due" (\$0.00), a green box for "Documents Required" (0), and a blue box for "Cart Items" (0). Below this is an "Account Maintenance" section with four buttons: "Family Information", "Family Members", "Emergency Contacts", and "Change Password".

Questions??



Call us at 919-775-2107 for online registration assistance