

# ON-GOING PROGRAMS



## How to SET UP AN ACCOUNT

In order to pay for On-Going Programs (**Gymnastics, Dance, Cheer, Preschool, Martial Arts and USA Swim**), you will need to use our online registration to make your monthly payments online. If you haven't set up a Login/Account with us yet, please follow the instructions below.

**Payments need to be made from the 1st to the 20th of the month before.**

If you haven't paid for the class by the 20th, your program will be removed from your account and the participant will no longer be registered for the class.



1

### Go to the Online Registration Page

Use one of the "Online Registration" links located on the Lehi Legacy Center website front page.



### Click on Create Account

It is located just under User Login

2

3

### Enter Your Email

A message that says "An Account Using the Given Email Address Already Exists!" should come up. It's ok! It means you gave us your email when you registered for the program. You need to use that same email to access the classes attached to it. Click the "Click Here to Reset and Retrieve a Temporary Password For This Account" and then click "Submit".



### Set Up Your Account Information

After entering the temporary password and creating a permanent one, you will then be directed back to the Online Registration page. Click on "Account". If you need to enter people in, start by setting yourself up first. Charges for your program will be under Account Balance.



4

LEHI CITY

Welcome Jane R Doe

Home | Register | Information | **Account** | Cart (0)

Welcome to Online Registration

A Login is required to register for an activity, reserve a park pavilion or purchase a membership.

Users

**User Login**

Create Account

Need Help?

Instructions for creating a new account:

1. Click on "Create New Account".
2. Enter your email. If you have signed up for a program with us before, we already have your email and you need a temporary password.
3. Set yourself up first as main contact.
4. Click "Add New Member" and enter information for the next person in your family.

Phone:

(385) 201-2000

Register for Activities

Baseball  
My Bitty Baseball  
Safety On Wheels  
Gymnastics  
Swimming Lessons  
Refund Policy  
What is FANG?

See All Activities

Annual Memberships and Pavilion Rentals

Buy a Pass

Rent a Pavilion

**1** If you haven't created a Login for your account, you need to do this first.

Create New Account

Email

Submit

**2** You can tell you're logged in when it says welcome and your name.

Welcome Jane R Doe

Logout

**3** Your class will be listed under Account.

Account

**4** This is the screen that opens when you click Account. Outstanding amounts will be under Account Balances

Account Information

Select Family Member:

Add New Member

Edit Member Info



**5** Specific classes will appear after you click Make a Payment. Outstanding Balances will list the class, the participant, date and amount to be paid.

Make A Payment

Account

Registered Activities | Facility Reservations | Membership | **Documents**

Contact Information

Jane R Doe  
123 N Center Street  
Birthdate: 11/10/1977  
Daytime Phone: (801) -  
Evening Phone: (801) -  
Cell Phone: (801) -  
Email: Jane.R.Doe@lehi.gov

Account Balances

This Account: \$ 0.00  
Family Balance: \$ 79.00  
Family Credits: \$ 0.00

Make A Payment

Change member to: /

**6** Finish with Make Payment!

| Outstanding Balances  |  |             |              |      |       |            |
|-----------------------|--|-------------|--------------|------|-------|------------|
| Date                  | Description  | Participant | Amount       | Paid | Due   | Amt To Pay |
| 03/28/19              | 2019 Gymnastics Recreation - May - Kindergarten - Tuesday 3:00PM | Maria M...  | 40.00        | 0.00 | 40.00 | 40.00      |
| 03/28/19              | 2019 Dance - April - World Dance 8-14 Yr Olds - Thurs 8:00       | Maria M...  | 39.00        | 0.00 | 39.00 | 39.00      |
|                       |  |             | \$79         | \$0  | \$79  |            |
| Total Due: \$ 79.00   |  |             |              |      |       |            |
| Payment Amount: 79.00 |  |             | Make Payment |      |       |            |