

# HOW TO USE OUR ONLINE REGISTRATION & BILL PAY

1) Go to [www.theracketclub.org](http://www.theracketclub.org) & click "REGISTER ONLINE" icon on left side.



2) Click "Login" on upper right side.

\* **Username:** Your primary email address on file with us

\* **Password:** Your primary phone number on file with us, without any dashes or spaces (numbers only)

**IF YOU HAVE ANY TROUBLE LOGGING IN,** contact Rob Laue at 847-658-5688 or [rlaue@crystallakeparks.org](mailto:rlaue@crystallakeparks.org) to have your username or password reset. **DO NOT CREATE A NEW ACCOUNT...**if you are a member here, an account has already been created for you!

3) Once logged in, search for classes by clicking "Search" near top. Then click "Program Search" & set criteria accordingly.

4) Select class by clicking "+" symbol. Then click "Add To Cart" on pop-up that appears in lower left corner. Follow prompts to complete transaction.

5) Pay account balance, change credit card info, etc. by clicking "My Account" near top.