

WDSRA Winter Registration Reminders

116 N Schmale Rd, Carol Stream IL 60188

630/681-0962

The WDSRA Winter Registration is fast approaching and we want to remind you of a few items to ensure a smooth registration process. Please read this email in its entirety.

Many of you asked to be allowed to register earlier than 9:00 am and we have heard you. We will open Resident Registration at 7:00 am, Dec 4th. **Registration will not be available until the dates listed below.** We will no longer accept faxed registrations forms.

Winter Resident Registration

Begins: Monday, December 4, 2017 at 7:00 am

Ends: Friday, December 15, 2017 at 5:00 pm

Winter Non Resident Registration

Begins: Monday, December 11, 2017 at 9:00 am

Ends: Friday, December 15, 2017 at 5:00 pm

You will only be able to register for programs that have "WINTER" above the program code in the brochure.

Easy Ways to Register

1. **Online Registration (Preferred Option)** – Online registration offers you the most up- to-date information on programs. Upon completion of your online registration, you will instantly know your enrollment status. Resident start time begins at 7:00 am on December 4th.
2. **Walk-in on the day of registration** – You may bring your registration form to the WDSRA office the day of registration and we will process your requests while you wait for your confirmation, which will have your enrollment status. Registration forms will be processed **concurrently** with online registration.
3. The office will open at 7:00 am on Monday, December 4th only.
4. **Drop-off or Mail in prior to the start of registration** – On the first day of registration, based on your resident status, all mailed and dropped off registration forms will be processed **concurrently** with online registration and will be processed in **random order**. An email confirmation will be sent once your registration is processed.

Prior to Registration please verify that you have the following information

1. **Online Account** – If you have an account, but forgot your user name you will need to call the WDSRA office at 630-681-0962. If you have forgotten your password, you can request a new password by going on-line to the registration page and **Account Log In** will be found on the right side of the registration homepage. Your password will be emailed to your primary contact. If you are new to WDSRA and need to create an online account please contact the WDSRA office and we will assist you.
2. **Current 2018 Annual Information Form** – You will need a 2018 Annual Information Form to register for programs. You can find a fillable Annual Form on-line at www.wdsra.com under schedules and forms on the homepage. Registrations will not be processed until this information is updated.
3. **Account Balance** – If you have a past due balance, we will not process your winter registration until your balance is paid in full. If you need a payment plan, please contact the WDSRA office at 630-681-0962.

Online Registration How To

When registering online here are some helpful hints.

1. To register for a program click on the plus sign next to an available program.
2. You may add as many programs as you would like.
3. Once you have chosen all of your programs, at the bottom of your webpage a box will appear and you will then choose “add to cart” button.
4. On the next page you will then need to click the checkbox to choose the family member to enroll.
5. Once you have completed all registrations you will then be able to view your shopping cart to ensure the information is correct and then proceed to check out to process your payment with a Visa or MasterCard. You will then receive your confirmation.

Website Updates

You will see some fresh changes to the online registration page. You have the option to choose programs based on the type, or if you prefer to see all the programs listed and then add those activities you want to your cart you also have that option.

To see all programs listed, make sure you choose **ALL TYPES** in the dropdown box and then choose the **data grid symbol** (go to listing) and you will see all of our programs listed in numerical order and you can add directly to your cart.