

HOW TO REGISTER

Registration Is Now Accepted!

Resident Priority Lottery Registration

All resident registration received prior to the December 18 deadline is entered into the RESIDENT PRIORITY LOTTERY REGISTRATION and has an equal chance of placement into the selected classes.

December 18 Resident priority lottery registration deadline. On-line registration for residents closes at 11:59 pm. All other resident registration must be received by the close of business.

December 22 Open Registration: Resident walk-in, phone-in, and non-resident registration begins. Open on-line registration begins at 6 am.

Open Registration Begins December 22

Open Registration is limited to remaining availability.

*Phone-in, walk-in, fax-in and on-line registration are accepted for both residents and non-residents.

*Resident registrations received after the lottery deadline are processed.

*Non-resident registration received by drop-off or mail-in are processed.

NOTE: City Park Recreation Center experiences heavy phone-in/walk-in volume during Open Registration.

Please consider visiting or phoning another recreation center to avoid waiting in line or on the phone:

Swim & Fitness Center, 3290 W 76th Ave, 303-427-2217
West View Rec Center, 10747 W 108th Ave, 303-460-9530
City Park Fitness Center, 10475 Sheridan Blvd, 303-460-9691

Lottery Information

The lottery system is designed to provide an equal opportunity for all when registering for popular classes. The process eliminates waiting in long lines or the exclusion of those who may not be able to participate in a walk-in registration due to work, vacation or other circumstances. Detailed information on the lottery is available on-line in the Activity Guides section or at any recreation center. Some classes that are not part of the lottery include adult sports, youth soccer, fitness/wellness classes and some special events. Adult sports roster forms and youth soccer registration forms are available at centers.

The December 18 deadline is for residents to submit a lottery registration. The December 22 date is Open Registration for everyone.

On-Line



Visit the City's website by December 18
www.cityofwestminster.us
Click on the Parks/Rec link.
Click on the On-Line Services link.
Click on the Activity Registration link.
(Username and password required.)

Drop-Off



Drop off form with payment, by closing time December 18, at any recreation center or City Hall.

Walk-In



Missed the Resident Lottery Deadline? Register for remaining class openings at any recreation center BEGINNING December 22.

Phone-In



Call any recreation center BEGINNING December 22.

REGISTRATION INFORMATION

Registration Tips

- Complete your registration form including code numbers, apartment number, valid (non-expired) Westminster Resident Discount Card/Hyland Hills resident recreation ID or resident passholder number and all other requested information.
- Sign the registration form and waiver.
- Use a credit card for the convenience of transfers, refunds, credits, etc., and include your Visa, MasterCard, American Express or Discover card number, expiration date, authorized signature and cardholder's name.
- Make your check or money order payable to the City of Westminster or to the agency or company specified in the class description.
- Include a second choice if possible. If your first choice is full, we try to place you in your second choice. If that class is also full, you are placed on a waiting list for your first choice.
- Submit your registration and payment early to avoid missing the deadlines mentioned above.

Please Note: Registration for some Adult and Youth sports programs do not follow the class registration schedule and procedures are listed in those sections. Adult Sports roster forms and youth soccer registration forms are available at centers.

Minimum/Maximum Enrollment

Early registration is recommended as many classes fill. Classes must reach the minimum enrollment three days prior to the first day of the class or the class is canceled. Participants are notified and transfers, refunds or credits are made.

Confirmation

Resident class confirmation and material lists are mailed after December 19. You can check the status of your classes on-line after 12 pm on December 19. After logging in, click on My Account in the menu at top. Then click on View My Registration History.

Refund/Credit Guidelines

If you are unable to attend a program/class, or the program does not meet your needs, the following refund/credit guidelines apply:

- *If you are unable to attend a class, please contact the City three days prior to the start date to guarantee a refund.
- *If the City is unable to run a class, your payment is credited to your household account. You are notified to discuss refund options.
- *Credits/Refunds can be held in your household account for future use. If you request a refund by check or credit card, a minimum \$5 processing fee will be assessed.
- *Refunds take 10 to 14 working days to process. Verification of your address is recommended to ensure proper delivery.

Refund Exclusions

Due to the design of some programs, refunds are not always possible. These programs include, but are not limited to: trips, team sports, and programs that required advance ticket purchases.



