

How To Search For An Activity

There are two recommended ways to search for an activity in On-Line Registration:

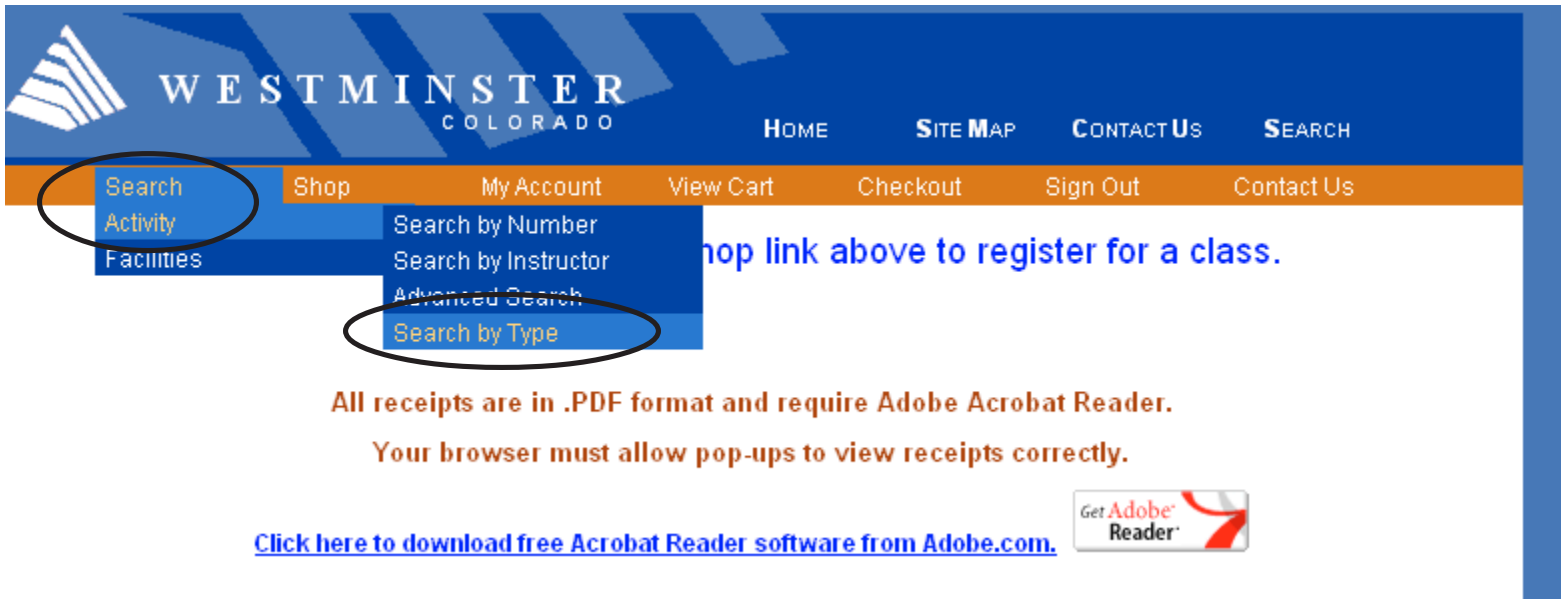
1. By Activity Type
2. Advanced Search

Search By Activity Type

This allows you to search by a specific recreation program category (i.e. City Park Aquatics, Arts and Crafts, Child/Teen Activities).

After logging into On-Line Registration, hover your mouse over the word Search in the upper menu.

Go down to Activity and then over and down to Search By Type. See below.



The screenshot shows the Westminster Colorado website navigation menu. The top navigation bar includes links for HOME, SITE MAP, CONTACT US, and SEARCH. A secondary navigation bar contains links for Shop, My Account, View Cart, Checkout, Sign Out, and Contact Us. A dropdown menu is open under the SEARCH link, showing options for Search Activity, Facilities, Search by Number, Search by Instructor, Advanced Search, and Search by Type. The Search Activity and Search by Type options are circled in red. A blue text overlay reads: "Click the Shop link above to register for a class." Below the menu, a note states: "All receipts are in .PDF format and require Adobe Acrobat Reader. Your browser must allow pop-ups to view receipts correctly." At the bottom, there is a link: "Click here to download free Acrobat Reader software from Adobe.com." and the Adobe Reader logo.

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[Click here to download free Acrobat Reader software from Adobe.com.](#)



At the next screen, click on the down area to pull a drop down menu.
Click on the Recreation Program Area for which you want to search for activities.
Click on Search.



After logging in, click on the Shop link above to register for a class.

Choose the Activity Type:

Select A Type

- Select A Type
- Adult Activities Program Area
- Adult Sports Program Area
- Aquatics - City Park
- Aquatics - Countryside
- Aquatics - Kings Mill
- Aquatics - Swim & Fitness
- Arts and Crafts**
- Child/Teen Activities
- Fitness - General
- Preschool Program Area
- Rock Climbing - City Park
- Special Events
- The MAC Classes
- The MAC Classes
- The MAC Trips
- Westminster Sports Center
- Youth Afterschool Program
- Youth Sports Program Area

Search

The next screen lists the names of the activities offered. The number to the right is the number of sections (different dates and times) that are offered for that activity.

If you click on activity, you will see the different section dates and times the class is offered.

WESTMINSTER COLORADO

HOME SITE MAP CONTACT US SEARCH

Search Shop My Account View Cart Checkout Sign Out Contact Us

After logging in, click on the Shop link above to register for a class.

Choose the Activity Type: Arts and Crafts

Number	Description	# of Sections
842451	STAINED GLASS CLASSES	1
912401	CERAMICS FOR ADULTS	3
912450	STAINED GLASS DEMO	2
912451	STAINED GLASS CLASSES	2
913401	PRESCHOOL CERAMIC CLINICS	8
913402	ELE. AFTER SCHOOL CERAMICS	8
913416	ADVANCED THROWING POTTERY	2

At this screen, if you click on an activity, it will take you to the registration screen where you would select a family member to enroll.

Enter an Activity Number:

Activity-Section	Description	Dates	Days	Time	Notes
913401-A	ANIMAL	01/24/2009 to 01/24/2009	Sa	10:00A to 11:00A	
913401-B	SNOW PERSON	01/31/2009 to 01/31/2009	Sa	10:00A to 11:00A	
913401-C	VALENTINE ITEM	02/07/2009 to 02/07/2009	Sa	10:00A to 11:00A	
913401-D	SNOW ITEM	02/28/2009 to 02/28/2009	Sa	10:00A to 11:00A	
913401-E	POT OF GOLD	03/07/2009 to 03/07/2009	Sa	10:00A to 11:00A	
913401-F	BUNNY	03/28/2009 to 03/28/2009	Sa	10:00A to 11:00A	
913401-G	EASTER BASKET	04/04/2009 to 04/04/2009	Sa	10:00A to 11:00A	
913401-H	FLOWER VASE	04/25/2009 to 04/25/2009	Sa	10:00A to 11:00A	

Navigation icons:

Advanced Search

This type of search allows you more flexibility. Example: You want to find a Tot class for your 3 year that is held on Wednesday afternoons.

After logging in, hover your mouse over Search in the top menu. Go down to Activity and then over and down to Advanced Search.



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At this screen, you can set various criteria for your search.

Example: A Tot class for a 3 year old on Wednesday afternoons

NOTE: You want a wide date range to make sure that you are including the beginning and end dates for the class.

Choose Your Activity Search Criteria

Max Matches To Display The higher you set this number, the more matches will be displayed.

Age Range to

Grade Range to

Date Range (mm/dd/yyyy) to (mm/dd/yyyy)

Time Range : AM PM to : AM PM

Days Of Week Mon Tue Wed Thu Fri Sat Sun

Class Must Meet At Least One Selected Day All Selected Days Only Selected Days

Class Gender

Residency Status Resident Non-Resident Both

Keyword Search

Separate all words by a space. Example - pool swim beginner

Match At Least One Word Match All Words

Include Waitlist Yes No

Type Search [^]

Location Search [^]

[^] Hold Ctrl Key To Select Multiple Items

After setting the criteria, click on Search.











This screen will display all classes offered according to the criteria set. In this case, Wee Toddlers for a 3 year offered on Wednesday afternoons.

To register, click on the Activity Section number to proceed to the registration screen where a family would be selected to be enrolled.



After logging in, click on the Shop link above to register for a class.

Activity Search Results

Activity-Section	Description	Dates	Days	Time	Notes
 913512-2D	WeeToddler-WEDpm	02/11/2009 to 03/11/2009	W	12:15P to 1:15P	   
 913512-3D	WeeToddler-WEDpm	03/18/2009 to 04/22/2009	W	12:15P to 1:15P	   

2 Total Results

[Change Search Settings](#)

