

City Of Torrington

Torrington Parks and Recreation
153 South Main Street
Torrington, CT 06790



Tel: (860) 489-2274
Fax: (860) 489-2588
www.torringtonct.org

Quick Reference Guide - Creating an account and registering for programs online:

- Find out about upcoming programs and special events.
- Register online for programs anytime – day or night!
- Create an account today – It's easy and it's free!

Parks &
Recreation
Home Page

Program
Registration
Home Page

Parks & Recreation

Contact: **J. Brett Simmons, CPRP**
Superintendent of Parks & Recreation
Donna Winn
Recreation Director

Address: Torrington Armory
153 South Main Street
Torrington, CT 06790

Phone: 860-489-2274
Fax: 860-489-2588
Info Line: 860-489-2270
Hours: Monday - Friday 9:00am - 4:30pm

View Programs & Register Here!

Additional Links:

Parks/Recreation Facility Brochure	Torrington Parks/Recreation Programs / Events	Parks and Facility Information
Parks/Recreation Contact Phone Numbers	Facility Rental Information	Torrington Parks/Recreation Links
Commission	Photo Album	Parks/Recreation Updates
Park Watch Program		

RECREATION DEPARTMENT

My Account

Create Account

View Programs

Reserve

Membership

FAQs

TORRINGTON PARKS & RECREATION DEPARTMENT

CONTACT INFORMATION:

Torrington Parks & Recreation Department
153 South Main Street
Torrington, CT 06790

Office Hours: 9:00 AM - 4:30 PM

Phone: 860-489-2274
FAX: 860-489-2588

[Email Us!](#)

To get started, simply click on "View Programs and Register Here!" from the Torrington Parks and Recreation Home Page or click on link below:

<http://activenet.active.com/torringtonrec>

Quick Reference Guide – How do I create an account?

TO BEGIN, CLICK ON “CREATE ACCOUNT”. IF YOU ALREADY HAVE AN ACCOUNT, PLEASE PROCEED TO THE NEXT PAGE, OUTLINING HOW TO REGISTER FOR PROGRAMS.

Create Account

INSTRUCTIONS

1. Begin by entering your name and address.

Note: Fields with an asterisk * are required.

2. Provide contact information.

3. Provide emergency contact information.

Why? If you experience an emergency at our facilities, this provides a way for us to contact someone quickly!

4. Provide demographic information.

Why do we require gender and date of birth? We offer programs and specials designed specifically for certain age groups including seniors or activities just for women. It also helps to understand who is taking our programs so we can better serve your interests.

5. Let us know how you heard about us.

6. Set up your account online.

- Create a login name (or use your email address) - Your Login Name is not case-sensitive. For example, "johndoe" is the same as "JohnDoe."
- Create a password – Your Password is case-sensitive. For example, "johndoe" is not equivalent to "JohnDoe."
- Create a security question and answer in case your forget your password
- Write these down in a safe place!

7. You must read the Terms of Use (scroll down) in order to continue. Click on the box next to the Terms of Use.

That's it! Submit your account information.

Note: You can also add more family members on the account.

The screenshot shows the 'New Account Request' form on the Active Network website. The form is divided into several sections, each highlighted with a numbered callout:

- 1:** Name (First, Middle, Last) and Residential Address (Street, City, State, Zip Code).
- 2:** Mailing Address (if different from above).
- 3:** Contact Information (Home, Work, Cell Phone, Email Address, Additional Email Address).
- 4:** Emergency Contact (Contact Name, Last Name, Relation, Phone).
- 5:** Personal Information (Role in Family, Gender, Date of Birth, Customer Type, Medical Alert).
- 6:** Security Information (Login Name, Password, Security Question, Answer).
- 7:** Terms of Use (checkbox to acknowledge terms).

At the bottom of the form, there are buttons for 'Submit & Add Family Member' and 'Submit'.

Quick Reference Guide – How do I register for programs?

TO BEGIN, CLICK ON “MY ACCOUNT” AT THE TOP OF THE PAGE.

My Account

1

INSTRUCTIONS

1. If you're not signed in, enter the Login and Password that you used to create your account.

Note: If you don't remember your password, click on “Forgotten?” and enter your email address to retrieve a new password.

2

2. Click on “Register for Programs” to go to the program list.

3

3. Choose a program from the list by clicking on the program name?

4

4. After reviewing program information, click on “Add to my Cart.”

5

5. Choose a participant from the drop down menu and click “Continue.”

Note: If you have any special requests or comments for our staff, please type them in the box below.

6

6. Review and answer any questions related to the particular activity you wish to enroll. Click “Continue.”

7

7. Review your online shopping cart then click “Continue.” If there are mistakes, select “Edit” to re-enter the information. You can also add and remove programs at this point.

8

8. On the final page enter your initials where asked. You must read the waiver (scroll down) in order to continue. Complete the payment by entering your credit card and billing information. Click “Continue” to complete your order.

- Account Activity
 - Show Your Daily Schedule
 - Get a List of Your Credits
 - Get a List of Prior Transactions
 - List Transactions That Need Attention
- Other Services
 - Register for Programs
 - Make Reservations
 - View Sports Schedules
 - Purchase or Renew Memberships
 - View Your Shopping Cart
 - Logoff

Sort by Program Name

Program Name	Number	Ar
Golf For Juniors	116	Ar
Howiday Jubilee Pooch Contest	166	Ar
Last Night	168	Ar
Leo Clinic Pre-Engineering ★ NEW!	114	Ar

To add this program to your shopping cart, click [Add to My Cart](#)

To email a friend about this program, click [here](#)
 To return to the program list, click [here](#)
 Previous Program: [Golf - Ready, Set, Golf - Winter Session \(Fri, 1/28 6pm\)](#)
 Next Program: [Howiday Jubilee Pooch Contest \(Sun, 11/20 2pm\)](#)
[Privacy Policy](#)
[Terms of Use](#)

Please choose a participant. If you need to modify your personal or family memt

Golf For Juniors, begins Fri, 1/28 4pm

Select a Family Member from the list below.
 If the name of the participant does not appear in the list, click [Add Family Men](#)

Participant:

Comments/Requests for Staff:

Questions for Golf For Juniors (* - required field)

Are there any medical conditions, allergies, or physical restrictions we should know about? NA
Peanut allergy, asthma, bee stings, etc.

Physician's Name and Telephone Number? NA
Dr. Smith, 860-xxxx-xxxx OR Not Available

Fees / Discounts

Quantity	Unit Price	Total Price
1	\$87.00	\$87.00
Sub-Total Per Participant:		87.00
Quantity:	1	
Sub-Total:		87.00
Total:		87.00

Attachment

Waiver Information	Required	Description
Agree to Waiver	Yes	Individual Participant Waiver

Sub-Total Per Participant: \$87.00
 Places Requested: 1
 Sub-Total: \$87.00

[All done! Proceed to checkout>>](#)