

## Portal Registration Instructions

To request, and book a rental OR register for an event through the online portal, please follow the steps below:

### Create Your Account:

1. Place the following link in your internet browser to reach the Registration Portal:  
<https://portal.harnett.org/prod/ParksRec/portal/Home> **\*type the link exactly as listed\***
2. Click on "New Account" in the upper right hand corner of the page
3. Fill out the required fields to set up your account
4. You are now setup to register for programs through the Portal and can even pay by credit card!

### To register for a class, event, afterschool care or summer camp:

1. Select "**Browse Classes**" on the main portal page
2. Find your event in the list under the "Class" Section
3. Select "**Register**" to the right.
4. Check the "Terms and Conditions" box (if present) in the upper right hand corner and select "**Add to Cart**"
5. Select "**Check Out**" in the upper right hand corner.
6. For **Events/Classes**, continue through the process until you have completed payment. You will receive a copy of your receipt in your email.
7. For **Afterschool Care/Summer Camp**, continue through the process until you reach the option to "**Pay Later**"; select it. You will receive email notification of your registration.
8. **Events/Classes** payment by cash or check must be made either in person at our main office during business hours, or by mail to our PO Box (info below).
9. **Afterschool Care/Summer Camp** payments by cash or check must be made in person at care facility location you are registered.

**Harnett County Parks and Recreation Main Office Info** 455 McKinney Parkway, Lillington, NC 27546 (*physical address*) PO Box 816, Lillington, NC 27546 (*mailing address*) Business Hours: Monday through Friday, 8 AM-5 PM