



Set Up Your Online Recreation Account Today!

- Find out about **Upcoming Programs & Special Events**
- Register online for **activities anytime, day or night!**
- **It's Easy.** Create a Duxbury account in about 5 minutes!
- **It's Free.** No cost to create an account!

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Recreation Department
[Printer-Friendly Version](#)

Contact: [Gordon Cushing](#)
Recreation Director
[Steve Studley](#)
Assistant Recreation Director
[Loretta Doyle](#)
Department Assistant

Mailing Address: Town Hall
878 Tremont St.
Duxbury, MA 02332

Office Location: Girl Scout House, 22 Washington St. Duxbury, MA 02332

Phone: [781-934-7034](tel:781-934-7034)

Fax: 781-934-1110

Hours: Office Hours: 8 AM - 4 PM
Registration Hours (walk-in): 8 AM - 1 PM
Online: Ongoing

SUMMER REGISTRATION GOING ON NOW!!!
NOTE: You MUST have an account to sign up for any Rec program, regardless if you pay online or walk in.

[View Programs and Register Here!](#)

Parks & Recreation Software
By [Active Network](#)

[Online Registration Help Guide!](#)

Recreation Calendar
June 2011
Sun Mon Tue Wed Thu Fri Sat
29 30 31 01 02 03 04
05 06 07 08 09 10 11

To get started, simply click the link below or go to www.town.duxbury.ma.us

Go to online registration now: [Click Here](#)



Quick Reference Guide for Online Registration

How Do I Register for an Activity?

Please Note: A Parent or Guardian must create the account with their own personal information BEFORE adding children to the account.

1. Begin by entering your name and residential address.

Please enter your mailing address also.

Check the box "Yes!" if you would like to receive mailings from the Town of Duxbury Recreation Department.

2. Provide contact information.

Please provide your Home and Cell numbers, as well as choosing from the list of cell phone providers. Check the box to agree to receive text messages. Enter your valid email address.

3. Sign up for Optional Offers from Active Network

Check the boxes if you would like to receive these marketing offers.

4. Subscribe to Emails from the Town of Duxbury's Recreation Department.

Click the box "Yes" to keep up with all the latest news and offerings.

5. Provide emergency contact information.

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

6. Provide all Personal Information including any medical alerts, special needs or disabilities your child may have.

7. Set up your account online.

- Create a login name (or use your email address) Write these down in a safe place.
- Create a password using only regular letters and numbers without spaces. Your password is **case-sensitive**. For example, "johndoe" is not equivalent to "JohnDoe."

8. Accept Terms of Use and Finish!

- Scroll through the Terms of Use and read them. Once you have done this, the line turns red and you will have the option to click the box to acknowledge consent.

Note: Please add other family members to the account now.

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Quick Reference Guide for Online Registration

How Do I Register for an Activity?

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. Click on "Register" to go to the activity list.

3. Choose an activity from the list by clicking the program name.

4. After reviewing program information, click on "Sign Up".

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 write them down in the box below.

6. Review your online shopping cart then click "Continue".

If there is a mistake click "Cancel".

7. Review your activity choice once more. If there are mistakes, select "Edit" to re-enter the information. You can also "Add Additional Participants" from your account, and "Remove" activities.

Click "All done! Proceed to checkout"

8. On the final payment page, enter your initials where asked. You must read the Liability Waiver in order to continue. Click the *I Acknowledge* box to indicate you have read it.

9. Complete the payment by entering your credit card and billing information. Please confirm your age and click the box.

Click "Continue" to Finish.

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Include?	Description	Quantity	Unit Fee	Total Price
<input checked="" type="checkbox"/>	Program Fee	1	\$45.00	\$45.00
<input checked="" type="checkbox"/>	Late Fee	1	\$10.00	\$10.00
Sub-Total Per Participant:				55.00
Quantity: 1				
Sub-Total:				55.00
Total:				55.00

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Type	Participant	Description	Action
Activity enrollment	Ms. Rachel ActiveNetwork	Adult Yoga - # 873	Edit
	ActiveNetwork	Each Tuesday and Thursday from Tuesday, June 21 to Thursday, June 30	Add Additional Participant
	Duxbury, MA 02332	Whidden School of Fitness, Marshfield, MA	Remove
	Home phone: (978) 123-4567		
	Email: rachel.delaney@activenetwork.com		

Fees/Discounts	Qty	Unit Fee	Total Price
Program Fee	1	\$45.00	\$45.00
Late Fee	1	\$10.00	\$10.00
Sub-Total Per Participant:			\$55.00
Places Requested:			1
Sub-Total:			\$55.00

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