

Pewaukee Parks & Recreation Online Registration

It's Easy!



Welcome to Pewaukee Parks & Recreation! Whether you are a brand new participant or returning for more exciting programs, we want your registration process to be quick, simple to use, and secure. There are many benefits to registering online, but being new to the system can bring some anxiety to new users. We have created this quick-guide to help you through the process so the only thing you have to worry about is which classes to choose!

FOR THE BRAND NEW USER—You are not alone! Let's get things started, see below!

RETURNING PARTICIPANTS—We haven't forgotten about you! If you have not used our online registration program before, go to the next page!

Start here: pewaukee.activityreg.com

Step 1: Login

Underneath the photo that says "City of Pewaukee Wisconsin" there is a dark green bar. On the far right is the word 'LOGIN.' Click that. The next page will show boxes for you to enter your EMAIL and PASSWORD. Don't panic! We know you don't have it set up yet. Instead, look to the right of the screen and click 'CREATE A NEW ACCOUNT.'

Step 2: Create an Account

The screen in front of you will ask for your email, go ahead and type it in and click SUBMIT. (If you have another family member to add to your account, you should do it here!) Fill in all the data on the page and click SUBMIT. Ta da! You did it!

Step 3: Starting the Registration Process

This page should show your name (Or the name of the family member you are registering for programs). If the box does not show the correct person, click on it and scroll to the correct family member before proceeding.

Step 4: Choose Your Classes

Go back up to the top of the page and click REGISTER located in the dark green bar, then choose 'PROGRAMS AND ACTIVITIES.' Click on the '+' sign and choose the appropriate year and season. A list of available programs will fill your screen.

Choose the programs you want to sign up for by clicking on the icon under the words SIGN UP. (Be sure to answer any questions indicated by a red asterisk.)

Step 5: Complete Your Registration

Once a class is chosen, you will be asked to read through and agree to the Liability Waiver. Then click 'ADD TO CART.' Choose and add all the classes you want for you and your family, then follow prompts to CHECK OUT and complete the payment process.

Step 6: Celebrate!

You have succeeded! Now the hard part...waiting for your exciting program to start!

AS ALWAYS—if you get stuck, contact our office between 8:00am-4:30pm M-F and we will be happy to help you! 262-691-7275



If you are A PREVIOUS PARTICIPANT, but have NOT REGISTERED ONLINE before, you are already over halfway done! Your account has been set up through our system and you just need to learn to access it through our registration program.

It is important that you access your account using the steps below.

PLEASE DO NOT CREATE A NEW ACCOUNT!

Go to: pewaukee.activityreg.com

Step 1: Login

Underneath the photo that says "City of Pewaukee Wisconsin" there is a dark green bar. On the far right is the word 'LOGIN.' Click that. ON the right side of the screen, click "Forgot Password?" The system will send you an email to set your password.

Step 2: Choose New Password

At this point you will need to go to your personal email account. There will be an email from Sportsman Activity Registration telling you that you have been given a temporary password.

For best results COPY AND PASTE the password they sent to you and put it in the login box. There are two ways to do this (below). Then use the prompts to change the password to something you will remember.

1. Holding your mouse button down and dragging it over the lettering. Then right click the mouse and choose 'copy'. Then right click and choose 'paste' in the login password box. OR
2. Holding your mouse button down and dragging it over the lettering. Then hold down the Ctrl button while simultaneously holding down the 'C' key (copy), then click in the login password box and hold down Ctrl and the 'V' key (paste).

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