



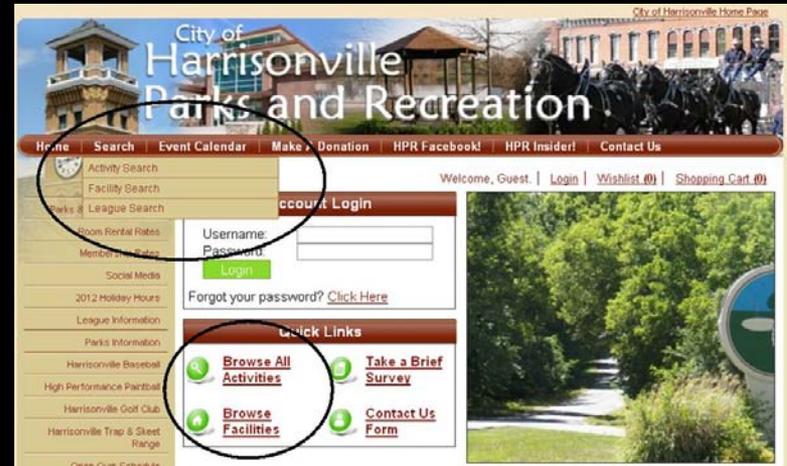
HPARKS.COM

»» Your guide to HPR's online registration/account management system

A screenshot of the HPARKS.COM website. The header features a banner image of a park with a building and a statue, with the text "City of Harrisonville Parks and Recreation" overlaid. Below the banner is a navigation menu with links: Home, Search, Event Calendar, Make A Donation, HPR Facebook!, HPR Insider!, and Contact Us. A secondary navigation bar includes "Welcome, Guest", "Login", "Wishlist (0)", and "Shopping Cart (0)". The main content area is divided into three sections: "Parks & Recreation Home" with a list of links (Room Rental Rates, Membership Rates, Social Media, 2012 Holiday Hours, League Information, Parks Information, Harrisonville Baseball, High Performance Paintball, Harrisonville Golf Club, Harrisonville Trap & Skeet Range, Open Gym Schedule); "Account Login" with fields for Username and Password, a Login button, and a "Forgot your password? Click Here" link; and "Quick Links" with buttons for "Browse All Activities", "Take a Brief Survey", "Browse Facilities", and "Contact Us Form". A large image of a modern building with flags is on the right side of the page.

Browsing...

- ▶ Just browsing our programs & facilities does not require log-in information.
- ▶ Notice in the image to the right you can start browsing by clicking the “Search” menu or using the “Quick Links”
- ▶ The lower image is browsing for activities that HPR offers.



Event Calendar...



- ▶ HPR offers a variety of programs, leagues, and special events.
- ▶ To see these in a calendar view, click the “Event Calendar” menu
- ▶ Top image shows where the menu is located.
- ▶ Lower image shows an example of how the calendar looks



Creating Your Account...

- ▶ If you've participated in any activities with HPR, chances are you already have an account set-up.
- ▶ To confirm your account info or to set-up a new account please contact the HCC Front Desk @ 816.380.8980
- ▶ Remember, browsing does not require an account.
- ▶ However, if you would like to register for a program online you will need to log-in.
- ▶ Logging in also allows you to view past payments, visits, and more!

Logging In...

- ▶ After contacting the HCC Front Desk and confirming your log-in information enter your specific log-in in the space provided (see image to the right)
- ▶ Once you're logged in you will notice that your menu options change (lower image)



My Account...



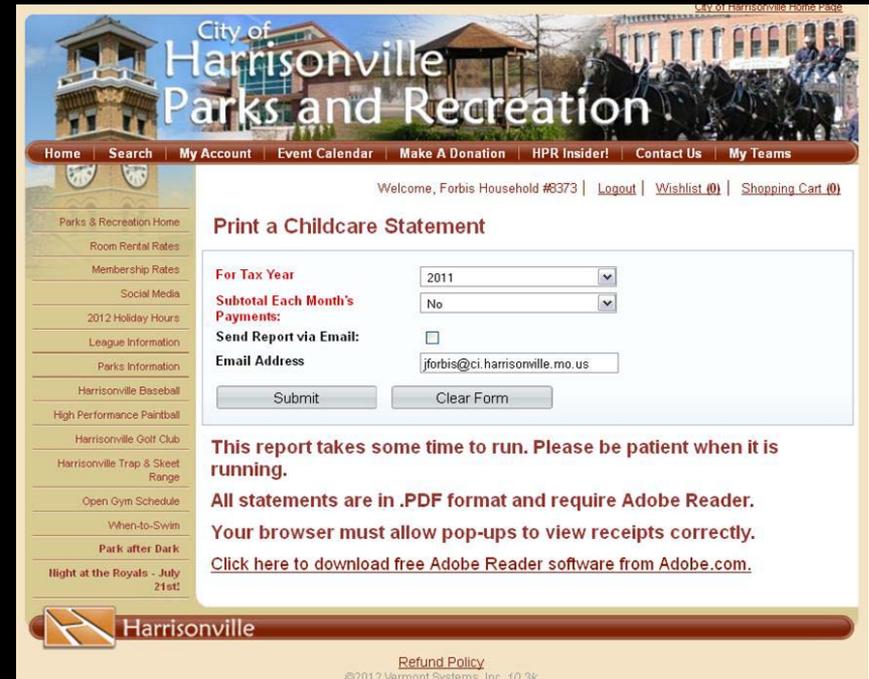
- ▶ Under “My Account” you have the following options:
 - My History
 - Childcare Statement
 - Household Calendar
 - Reprint a Receipt
 - Pay Old Balances
 - Change Login Data
 - Change Household Data
 - Change Member Data
 - Member Visit Report
 - Activity Evaluations

“My History” ...

- ▶ “My History” allows you to view all activity within your Household; programs, leagues, memberships, etc.
 - ▶ This will give a quick glance of all activity for a given time period.
 - ▶ This can also show past due balances.
- 

Child Care Statement...

- ▶ A Child Care statement can be used for tax purposes.
- ▶ If you have any questions regarding your particular Child Care statement please contact the Program Supervisor by calling 816.380.8980.



The screenshot shows the City of Harrisonville Parks and Recreation website. The header includes the city name and navigation links: Home, Search, My Account, Event Calendar, Make A Donation, HPR Insider!, Contact Us, and My Teams. A welcome message for 'Forbis Household #8373' is displayed. The main content area is titled 'Print a Childcare Statement' and contains a form with the following fields:

- For Tax Year:** A dropdown menu set to '2011'.
- Subtotal Each Month's Payments:** A dropdown menu set to 'No'.
- Send Report via Email:** An unchecked checkbox.
- Email Address:** A text input field containing 'jforbis@ci.harrisonville.mo.us'.

Below the form are 'Submit' and 'Clear Form' buttons. A warning message states: 'This report takes some time to run. Please be patient when it is running.' Below this, it notes: 'All statements are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly. Click here to download free Adobe Reader software from Adobe.com.' The footer includes the Harrisonville logo, a 'Refund Policy' link, and the copyright notice '©2012 Vermont Systems, Inc. 10.3k'.

Household Calendar...

- ▶ Household Calendar provides a printable document (calendar) for all activities in a particular month.

The screenshot shows the City of Harrisonville Parks and Recreation website. The main heading is "City of Harrisonville Parks and Recreation". Below the heading is a navigation bar with links: Home, Search, My Account, Event Calendar, Make A Donation, HPR Insider!, Contact Us, My Teams. A welcome message reads "Welcome, Forbis Household #6373 | Logout | Wishlist (0) | Shopping Cart (0)". The main content area is titled "Print a Household Calendar". It features a "Select Months" dropdown menu with "May" selected, a "Select Year" dropdown menu with "2012" selected, and three checkboxes for "Print Location/Extra Information Line", "Print Waitlisted Activities", and "Export to Outlook/Google/iCal Format", all set to "No". There are "Submit" and "Clear Form" buttons. Below the form, a note states "All reports are in .PDF format and require Adobe Reader." and provides a link to download free Adobe Reader software from Adobe.com. The footer includes the Harrisonville logo and the text "Harrisonville".

The screenshot shows the "APRIL 2012 CALENDAR" for "Forbis Household" from the Harrisonville Community Center. The calendar is a grid with days of the week as columns and dates as rows. The dates are: Sunday 1, Monday 2, Tuesday 3, Wednesday 4, Thursday 5, Friday 6, Saturday 7, Sunday 8, Monday 9, Tuesday 10, Wednesday 11, Thursday 12, Friday 13, Saturday 14, Sunday 15, Monday 16, Tuesday 17, Wednesday 18, Thursday 19, Friday 20, Saturday 21, Sunday 22, Monday 23, Tuesday 24, Wednesday 25, Thursday 26, Friday 27, Saturday 28, Sunday 29, Monday 30. A note on Monday, April 2nd, at 12:00A mentions "John Coed Comp. Volleyball League". The footer includes "Harrisonville Parks and Recreation" and "Created On: 06/16/2012".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 12:00A - John Coed Comp. Volleyball League	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Reprinting a Receipt...



City of Harrisonville Home Page

City of Harrisonville Parks and Recreation

Home Search My Account Event Calendar Make A Donation HPR Insider! Contact Us My Teams

Welcome, Forbis Household #8373 | Logout | Wishlist (0) | Shopping Cart (0)

Your Household Receipts:

Receipt	Date
110127	05/08/2012
110126	05/08/2012
109463	04/24/2012
109462	04/24/2012
109456	04/24/2012
109455	04/24/2012
109454	04/24/2012
109453	04/24/2012
109452	04/24/2012
109411	04/23/2012
109410	04/23/2012
108448	04/19/2012
108446	04/19/2012

Any receipt numbers not listed here are not reprintable from this website. Please contact our office for more information.

All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly. [Click here to download free Adobe Reader software from Adobe.com.](#)

Navigation Links: Parks & Recreation Home, Room Rental Rates, Membership Rates, Social Media, 2012 Holiday Hours, League Information, Parks Information, Harrisonville Baseball, High Performance Paintball, Harrisonville Golf Club, Harrisonville Trap & Skeet Range, Open Gym Schedule, When-to-Swim, Park after Dark, Light at the Royals - July 21st!

- ▶ All transaction receipts completed with HPR will show up on your account online.
- ▶ When logged in to hparks.com you are able to access each one.
- ▶ Simply click any receipt and it will generate the .pdf file

Paying a Balance...

- ▶ Logging in allows you to see if you have a balance due or if your account is current.
- ▶ Top image shows a current account
- ▶ Bottom image shows an account with a balance due



City of Harrisonville Home Page

City of Harrisonville Parks and Recreation

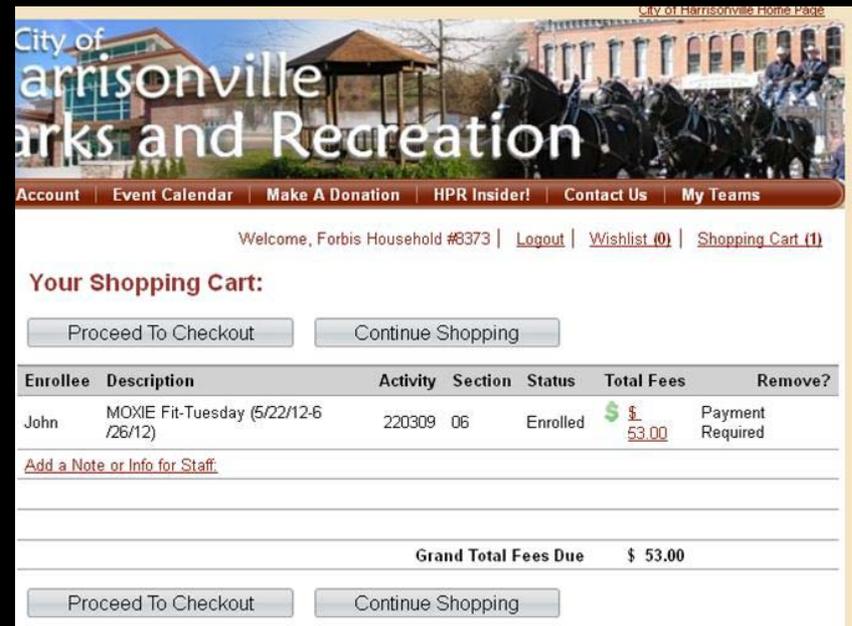
Home Search My Account Event Calendar Make A Donation HPR Insider! Contact Us My Teams

Welcome, Forbis Household #8373 | [Logout](#) | [Wishlist \(0\)](#) | [Shopping Cart \(0\)](#)

There is no balance currently due.

City of Harrisonville Home Page

Parks & Recreation Home
Room Rental Rates



City of Harrisonville Home Page

City of Harrisonville Parks and Recreation

Account Event Calendar Make A Donation HPR Insider! Contact Us My Teams

Welcome, Forbis Household #8373 | [Logout](#) | [Wishlist \(0\)](#) | [Shopping Cart \(1\)](#)

Your Shopping Cart:

[Proceed To Checkout](#) [Continue Shopping](#)

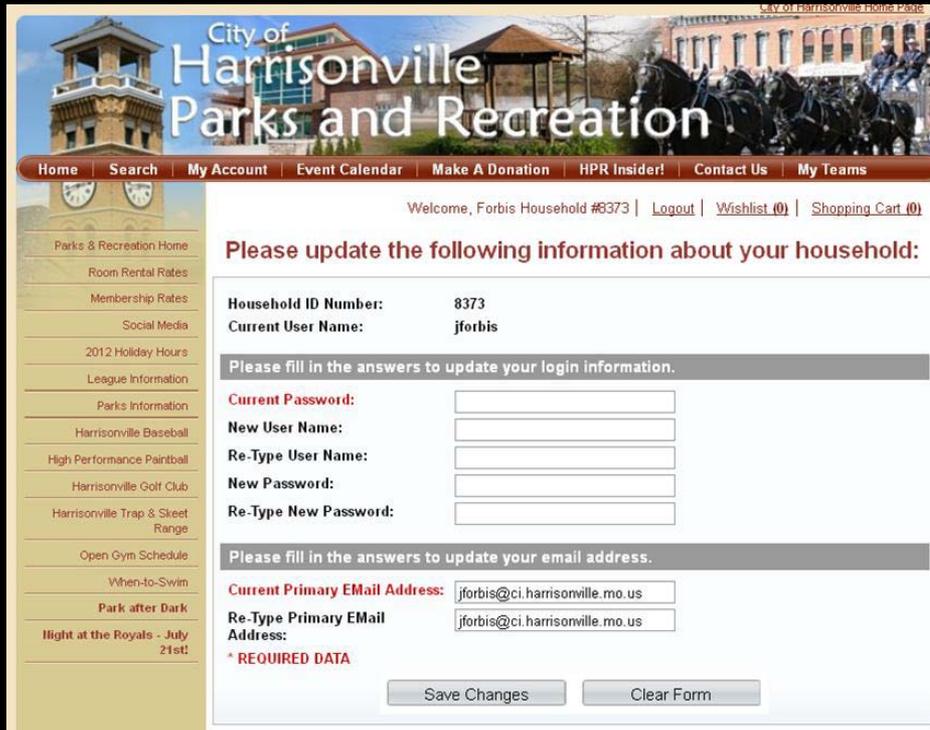
Enrollee	Description	Activity	Section	Status	Total Fees	Remove?
John	MOXIE Fit-Tuesday (5/22/12-6/26/12)	220309	06	Enrolled	\$ 53.00	Payment Required

[Add a Note or Info for Staff.](#)

Grand Total Fees Due \$ 53.00

[Proceed To Checkout](#) [Continue Shopping](#)

Change Log-In Data...



The screenshot shows the City of Harrisonville Parks and Recreation website. The header includes the city name and navigation links: Home, Search, My Account, Event Calendar, Make A Donation, HPR Insider!, Contact Us, and My Teams. A welcome message for 'Forbis Household #8373' is displayed, along with links for Logout, Wishlist (0), and Shopping Cart (0). The main content area is titled 'Please update the following information about your household:' and contains the following information:

Household ID Number: 8373
Current User Name: jforbis

Please fill in the answers to update your login information.

Current Password:
New User Name:
Re-Type User Name:
New Password:
Re-Type New Password:

Please fill in the answers to update your email address.

Current Primary EMail Address:
Re-Type Primary EMail Address:

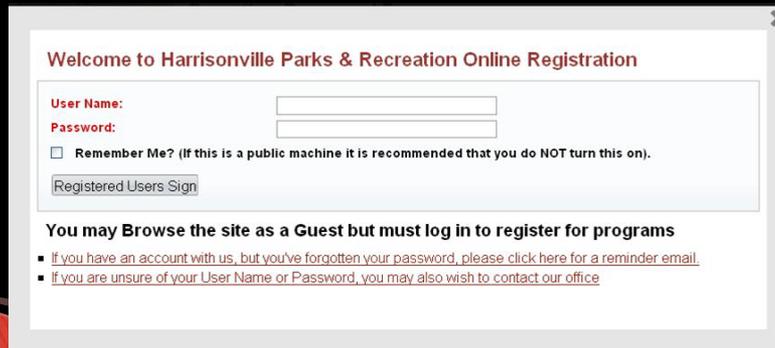
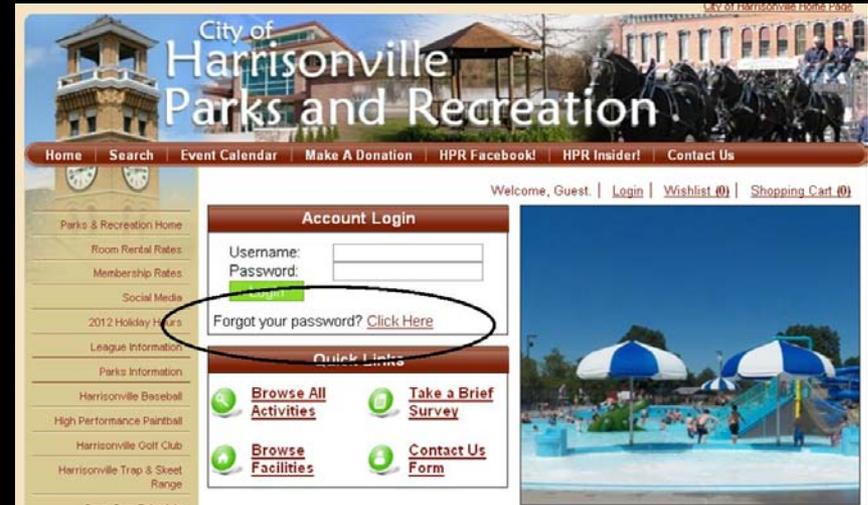
* **REQUIRED DATA**

Buttons: Save Changes, Clear Form

- ▶ Changing your log-in data is as simple as knowing your current information and picking the new information.
- ▶ The image to the left shows what fields will need to be updated to change your log-in data
- ▶ Fields in **RED** are required fields and must be filled in to change your log-in data

Forgot your Log-In Data?

- ▶ Remember, you can always call the HCC to obtain your log-in data
- ▶ If you've forgotten your log-in data you can click the link in the image to the right when you first visit hparcs.com
- ▶ You can also click the "Login" link and then click the top link in the image below



Changing Account Data...

▶ Household

- Your Household is the primary contact information for your account.
- Main address, phone numbers, e-mails, etc.

▶ Member

- Member data is specific to individuals within your household
- The household could have a main phone number but a member could have a separate cell phone number
- Same goes for e-mails, you might have a main e-mail address tied to the household but maybe a member within the household wants their receipts mailed to their specific e-mail address

Household
vs. Member?

Member Visit Report...

City of Harrisonville Parks and Recreation

Welcome, Forbis Household #8373 | [Logout](#) | [Wishlist \(0\)](#) | [Shopping Cart \(0\)](#)

Select the Family Members to Print:

Select the Pass Members to Print:

CC LCORP FAM SE (Rebecca)

CC LCORP FAM PR (John)

Visit Dates:

Begin Date:

End Date:

All reports are in .PDF format and require Adobe Reader.
[Click here to download free Adobe Reader software from Adobe.com.](#)

- ▶ This report will show you how often you're utilizing your membership
- ▶ Great tool to keep you on track!
- ▶ Enter your settings
- ▶ Click Submit
- ▶ View your visits!

Harrisonville Community Center

Harrisonville RecTrac! LIVE

Harrisonville Parks and Recreation

06/16/12 3:22P User: WWW

Page: 1 of 1

Member Name	HH #	Birthday	Gen Pass	Loc	Visit Date	Time In	Time Out	Count	Amount	Paid
Forbis, John	000008373	12/28/1982	M	LCPFMP	HCC	06/15/2012	11:07A	1	0.00	0.00

Activity Evaluations...

- ▶ If you are registered for any activities that have evaluations available they will show up here
- ▶ Click on any activity that is available and give us feedback!



The screenshot shows the City of Harrisonville Parks and Recreation website. The header features the city name and a navigation menu with links for Home, Search, My Account, Event Calendar, Make A Donation, HPR Inside!, Contact Us, and My Teams. A user greeting reads "Welcome, Forbis Household #8373" with links for Logout, Wishlist (0), and Shopping Cart (0). The main content area is titled "Activity Evaluations" and displays a table with the following headers: Enrollee, Activity-section, Description, Dates, and Time.

Registering for an Activity

220307 - Zumba/Zumba GOLD

\$18/M, \$36/NM

Zumba is a fusion of Latin and International music combined with dance fitness moves to create a dynamic and effective cardio vascular and toning workout!

Suitable for all levels.

\$18/M, \$36/NM

Zumba GOLD is your same Zumba class but at a lower intensity and with the same fun and excitement! This class is great for Teens and those interested in seeing how much fun Zumba can be!

Suitable for all levels.

Description	Activity	Time	Location	Fees
Zumba Mondays	 220307-04	7:00P - 8:00P	Harrisonville Community Center	\$35 
Zumba Wednesday	 220307-05	7:00P - 8:00P	Harrisonville Community Center	\$41 
Zumba GOLD - Monday	 220307-07	6:00P - 7:00P	Harrisonville Community Center	\$41 
Zumba GOLD-Thursday	 220307-08	6:00P - 7:00P	Harrisonville Community Center	\$41 
Zumba GOLD-Saturday	 220307-09	8:00A - 9:00A	Harrisonville Community Center	\$41 

Activity Registration

Activity Number & Section:

Zumba Wednesday - (220307-0) 

Family Member to Register:

John Forbis 

How did you find out about this class?

Brochure or Flyer 

Add to Cart

Clear Form

Back to Search

Enroll Now Zumba Wednesday (220307-05)

- ▶ For more information on an activity click 
- ▶ If an activity is available for registering online click 
- ▶ Once you add the activity to your cart “enroll now” will show up in the bottom of your window
- ▶ Click “Add to Cart”
- ▶ Click “Proceed to Checkout”
- ▶ Process your Payment

Browsing Facilities...

- ▶ Browsing HPR's facilities allows you to see availability of a particular facility.
- ▶ Currently Park Shelters are the only facilities available for online reservation
- ▶ To reserve other facilities please contact the Community Center @ 816.380.8980



Click on a shelter above to make a reservation.



City of Harrisonville Parks & Recreation

Floor plan showing various rooms and facilities: Indoor Pool, Family Changing, Court B, Gymnasium, Court A, Party Pit, Fitness Center, Lobby, Vending, Tot Watch, Teen Center, Fitness, Front Desk, Cass Room, Kitchen, Harrison Room, and Van Buren Room.

Combo Room Availability

- Click here for Cass - Harrison
- Click here for Jefferson Courtyard, Cass + Harrison - Van Buren
- Click here for Van Buren - Harrison

Click on a Room above to inquire about availability.

Requests for these rooms must be made in person, or by phone, fax, or email.

Call: 816-380-8980
Fax: 816-380-8987
Email: rental@ci.harrisonville.mo.us

Contact Us...

City of Harrisonville Parks and Recreation

Home Search My Account Event Calendar Make A Donation HPR Insider! Contact Us My Teams

Welcome, Forbis Household #8373 | Logout | Wishlist (0) | Shopping Cart (0)

You are Logged In

As a registered user you can

- Change your User Name or Password
- View your shopping history
- Make payments
- Reprint Previous Receipts
- Print a Calendar of your household activity

Quick Links

- Browse All Activities
- Take a Brief Survey
- Browse Facilities
- Contact Us Form**

- ▶ Have feedback for us?
- ▶ Click the “Contact Us Form” link
- ▶ Fill out the form, (**RED**) fields are required.
- ▶ Click “Submit”

Feedback is
ALWAYS
Welcome!

To contact us, please complete this form

To reach us by phone, please dial: (816)380-8980 .

Name:

Household ID Number 8373

Comments/Questions

Please Respond To Me

by Email

by Phone

by Mail

No Reply Needed

Email Address

Best Phone# To Reach Me

* REQUIRED DATA

Input error: k: Format of site key was invalid

Fill in the ReCaptcha phrase in order to submit your request. If your answer matches the text in the image then your submission will be processed.



Questions?

- Call the Community Center for questions not answered in this How To guide
- (p) 816.380.8980
- E-mail us your question!
- (e) recreation@ci.harrisonville.mo.us

