

Southold Town Online Recreation Portal

Registration Instructions

THE NEW REGISTRATION PROCESS

The online registration portal is now live and will be used to process ALL program registrations. Therefore EVERYONE must activate a Household User Account in order to register for programs, even if you don't have an email address or computer.

Register with Email:

Using your email address to create a Household User Account will be the simplest, quickest and most convenient method to get started. You can do this from any computer with an Internet connection by visiting *www.southoldtownny.gov*. Through this method, your email address will become your account ID.

When you initially set-up a Household User Account through the email registration method, you should receive an email which asks you to confirm your registration. If you do not receive this email check your spam folder.

No Email? No Problem!

As we stated above, use of your email will be best, but if you don't have an email address, or prefer not to use it, you can register your Household User Account through the kiosk at the Southold Recreation Center. After the account is activated, you may register by mail with a payment by check, or you may register at the Recreation Center Office with the kiosk, using any form of payment you prefer (cash, check, credit card). Your Account ID will be assigned when you first activate it.

Please note that you will not be able to use your home computer with a kiosk generated Household User Account.

Questions or Problems? Contact the Recreation Department if you need help. The office is open Monday - Friday 8 am - 4 pm. Call 631-765-5182 or email *southoldrecreation@southoldtownny.gov*

See back page for Step by Step Instructions

STEP-BY-STEP INSTRUCTIONS

Set -up a Household User Account (this step only needs to be done ONCE)

Offline: Complete the Household User Account Information Form (see above) and submit it with your Program Registration Form (see the right column).

Online:

Visit www.southholdtownny.gov to navigate to the online portal (lower right of the screen), enter your email address in the “New User” box and click “Register.” Complete the form, remembering to check the terms and conditions box and providing a password.

Respond to the confirmation email that you should receive within 10 minutes of registering the account. (check your spam folder if you don't receive it.)

Login to the Household User Account and add any additional participants from your household. (Scroll to the bottom of the screen to find the “add new participant” button.)

Register For Programs

(after setting up a Household User Account)

Offline: Complete the registration form on the right and either mail it with a check payment or bring it to the Recreation Department with your cash, check or credit card payment. Please note that mailed registrations MUST be paid by check.

Online: Login to your Household User Account, navigate to the “Search Events” page and select the program you want to register for. Follow the on screen instructions and prompts to add the events to your shopping cart and process the transaction with a credit card payment.

NOTE: Credit card transactions made online will be subject to a non-refundable processing fee of 2.45%.

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