

Favarh's Recreation Online Portal: Activity Catalog and User Profile



Tim Hennessey

March 11, 2015

Once you enter your Username and Password, you will be brought to the Recreation Online Portal Home Page and see this Welcome Message. You will also notice some areas of interest on the Left which include:

- The Recreation Activity Catalog where you will go to Register for various Recreation Events and Activities
- Your Recreation Profile which will allow you to change any of the information you entered when you first set up your account (including selecting a new password)
- The Log Out section that will log you out of the Portal.

You will also be able to access the PayPal website if you need to set up a PayPal account. Please note that a valid PayPal account is needed to register for any Recreation Events and Activities.

Welcome
Recreation and Wellness Activity Catalog
Your Recreation Profile
Log Out

Welcome

Welcome to Favarh Recreation

Thank you for visiting the Online Recreation Portal. Here you will find information regarding our Recreation programs, activities and outings.

To see a listing of all Activities, Outings and Events that are currently available to register for, please select the [Recreation and Wellness Catalog](#).

Please be aware, a PayPal account is required for all individuals who wish to register for any Recreation Programs in the Catalog.

To sign up for a free PayPal account, please click [Here](#).

To change any user information, including your username, password, contact information and emergency contact information, please select [Your Recreation Profile](#).

As you may or may not know, we are required to report various demographic data to the United Way every year. The information provided in your Recreation Profile will allow Favarh to continue to receive grant funding which is crucial to the sustainability of the Recreation and Wellness Department and will allow us to continuously provide the best Programs we can for you. Thank you.

First, let's take a look at Your Recreation Profile

If you need to make changes to your Personal, Primary Contact, Emergency Contact or your Password, you will be able to make those changes by clicking on Your Recreation Profile.

If, for example, the Primary Contact gets a new cell phone number, that information should be changed here so we have the most up to date information to keep lines of communication open.

Welcome

Recreation and Wellness Activity Catalog

Your Recreation Profile

Log Out

Your Recreation Profile

User Information

Username
thennessey

Password

(Leave blank to keep password.)

Confirm Password

Recreation Participant Information

First Name
Tim

Last Name
Hennessey

Participant Address (Line 1)
225 Commerce Drive

Participant Address (Line 2)

City
Canton

State
CT

Once you are done making changes, click the Save This Information button at the bottom of the form to return to the Recreation Online Portal Welcome Screen.

Next we can take a look at the Recreation Activity Catalog. So if you select the Recreation and Wellness Activity Catalog from the LEFT you will be brought to the Catalog Page.

The image you see below is an example and is sorted by Month. So if you were looking to sign up for an activity in March 2015, you would click the SELECT button next to the March 2015 Catalog.

Welcome

Recreation and Wellness Activity Catalog

Your Recreation Profile

Log Out

Recreation and Wellness Activity Catalog

Search by: *Item Name*

March 2015	<input type="button" value="Select"/>
All Recreation and Wellness Activities and Events for the month of March	
April 2015	<input type="button" value="Select"/>
All Recreation and Wellness Events for the month of April	
May 2015	<input type="button" value="Select"/>
All Recreation and Wellness Events/Activities for the month of May	

Once you click on the SELECT button next to the March 2015 Catalog, you will see all of the Events and Activities scheduled for March 2015. Each Event / Activity will have a cost associated with it as well as descriptive information such as: Times, Dates, Pickup/Dropoff location, additional costs, etc...

Right now this image of the catalog is populated with Test Activities just for the purpose of this tutorial.

[Welcome](#)

[Recreation and Wellness Activity Catalog](#)

[Your Recreation Profile](#)

[Log Out](#)

Recreation and Wellness Activity Catalog

March 2015

All Recreation and Wellness Activities and Events for the month of March

Item Name	Price	Subtotal										
Recreation Activity Test This is a Test Activity Date Time Event Details will appear here <table border="1"> <thead> <tr> <th>Quantity</th> <th>Price</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$10.00</td> <td>\$10.00</td> </tr> </tbody> </table>	Quantity	Price	Subtotal	1	\$10.00	\$10.00	\$10.00	N/A	Quantity <input type="text" value="1"/>			
Quantity	Price	Subtotal										
1	\$10.00	\$10.00										
Recreation Activity Test 2 This is an additional Test Activity <table border="1"> <thead> <tr> <th>Quantity</th> <th>Price</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$10.00</td> <td>\$10.00</td> </tr> <tr> <td>2</td> <td>\$20.00</td> <td>\$40.00</td> </tr> </tbody> </table>	Quantity	Price	Subtotal	1	\$10.00	\$10.00	2	\$20.00	\$40.00	\$10.00	N/A	Quantity <input type="text" value="1"/>
Quantity	Price	Subtotal										
1	\$10.00	\$10.00										
2	\$20.00	\$40.00										
Recreation Activity Test 3 This is another Test Activity <table border="1"> <thead> <tr> <th>Quantity</th> <th>Price</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$5.00</td> <td>\$5.00</td> </tr> </tbody> </table>	Quantity	Price	Subtotal	1	\$5.00	\$5.00	\$5.00	N/A	Quantity <input type="text" value="1"/>			
Quantity	Price	Subtotal										
1	\$5.00	\$5.00										

To Register for a specific or multiple activities you click the DROP DOWN ARROW underneath the word QUANTITY next to the Event / Activity you wish to Register for and select the number "1". Once you have selected all the Events / Activities you wish to Register for, click on the CONTINUE button at the bottom of the page.

In the example below, we have registered for Recreation Activity Test and Recreation Activity Test 3.

[Your Recreation Profile](#)

[Log Out](#)

March 2015

All Recreation and Wellness Activities and Events for the month of March

Item Name	Price	Subtotal										
<p>Recreation Activity Test</p> <p>This is a Test Activity Date Time Event Details will appear here</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #f4a460;"> <th>Quantity</th> <th>Price</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">\$10.00</td> <td style="text-align: center;">\$10.00</td> </tr> </tbody> </table>	Quantity	Price	Subtotal	1	\$10.00	\$10.00	\$10.00	\$10.00	Quantity <div style="border: 1px solid #00aaff; padding: 2px;">1 ▾</div>			
Quantity	Price	Subtotal										
1	\$10.00	\$10.00										
<p>Recreation Activity Test 2</p> <p>This is an additional Test Activity</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #f4a460;"> <th>Quantity</th> <th>Price</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">\$10.00</td> <td style="text-align: center;">\$10.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">\$20.00</td> <td style="text-align: center;">\$40.00</td> </tr> </tbody> </table>	Quantity	Price	Subtotal	1	\$10.00	\$10.00	2	\$20.00	\$40.00	\$10.00	N/A	Quantity <div style="border: 1px solid #ccc; padding: 2px;">▾</div>
Quantity	Price	Subtotal										
1	\$10.00	\$10.00										
2	\$20.00	\$40.00										
<p>Recreation Activity Test 3</p> <p>This is another Test Activity</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #f4a460;"> <th>Quantity</th> <th>Price</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">\$5.00</td> <td style="text-align: center;">\$5.00</td> </tr> </tbody> </table>	Quantity	Price	Subtotal	1	\$5.00	\$5.00	\$5.00	\$5.00	Quantity <div style="border: 1px solid #00aaff; padding: 2px;">1 ▾</div>			
Quantity	Price	Subtotal										
1	\$5.00	\$5.00										
<p>Recreation Activity Test 4</p> <p>Test</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #f4a460;"> <th>Quantity</th> <th>Price</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">\$0.01</td> <td style="text-align: center;">\$0.01</td> </tr> </tbody> </table>	Quantity	Price	Subtotal	1	\$0.01	\$0.01	\$0.01	N/A	Quantity <div style="border: 1px solid #ccc; padding: 2px;">▾</div>			
Quantity	Price	Subtotal										
1	\$0.01	\$0.01										

Continue

After you click on the CONTINUE button you will be brought to a Checkout / Confirmation page. You will see all the Events / Activities you selected in your CART. You have the option to DELETE 1 or all of the items you selected, you also can continue shopping if you wish to make more selections.

You will also notice that the Contact Information below is auto populated by the information you entered during your Initial Registration process so you don't have to enter that information again.

[Recreation and Wellness Activity Catalog](#)

Catalog

[Your Recreation Profile](#)

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Item Name	Quantity	Price	Subtotal	
Recreation Activity Test 3 <i>Description: Test Activity 3</i>	1 <input type="text"/>	\$5.00	\$5.00	<input type="button" value="Delete"/>
Recreation Activity Test <i>Description: Test Activity</i>	1 <input type="text"/>	\$10.00	\$10.00	<input type="button" value="Delete"/>
Order Total:			\$15.00	

First Name

Tim

Last Name

Hennessey

E-mail

thennessey@favarh.org

Phone

860.693.6662

Emergency Contact

R


Emergency Contact Phone

123.123.1234

After you click on the REGISTER button you will be brought directly to PayPal and be asked for your PayPal username and password.

You also have the option to cancel your order and return to the Favarh website.

The ARC of the Farmington Valley

🛒 \$15.00 ▾


Pay with PayPal English ▾

Log In to PayPal

Forgot your password?

or


Create an Account



New. Faster. Easier.

Welcome to the new PayPal checkout!
The security you rely on – now even faster.
It's everything checkout should be.

Cancel and return to The ARC of the Farmington Valley

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After you've successfully logged in to your PayPal account and confirmed the purchase of the Events / Activities you selected you will be brought back to the Favarh website and see a confirmation message

Welcome

Recreation and Wellness Activity
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Recreation and Wellness Activity Catalog

Order #: 54fdc307ac601

Thank you for registering. You should receive an email confirmation shortly.

Recreation Event Registration	
First Name	John
Last Name	Smith
E-mail	thennessey@favarh.org
Phone	860.693.6662
Emergency Contact	Mr Smith
Emergency Contact Phone	860.693.6662

You will also receive an email confirmation that will be sent to the email address you entered for the Primary Contact. You will also receive a PayPal email confirmation sent to the email address associated with your PayPal account.

Thank you for registering to attend an event with the Recreation and Wellness Department . We look forward to seeing you!

First Name	John
Last Name	Smith
E-mail	thennessey@favarh.org
Phone	860.693.6662
Emergency Contact	Mr Smith
Emergency Contact Phone	860.693.6662

Order #: 54fdc307ac601

Order Details:

Status	Quantity	Item #	Item Name	Price	Subtotal
Approved	1		Recreation Activity Test 4	\$0.01	\$0.01
			<i>Test</i>		
				Subtotal:	\$0.01
				Total:	\$0.01