

How to Register

Registration Dates

Registration start dates are grouped into the following categories:

December 2

Members of the Community Center may register for Aquatic and Fitness related programs ONLY

December 7

Mansfield residents who are members begin registration for all other programs/activities
Mansfield Residents who are *not* members of the community center begin registration for all programs/activities

December 12

Non-residents who are members begin to register for all other programs/activities.

Non-resident, non-members begin registration for all programs/activities.



There are 3 different and convenient ways to register for the program(s) you are interested in. Register now and enjoy all the Community Center and the Parks and Recreation Department offers.

1. WEB: This is the best option. It allows for immediate confirmation. Log onto www.mansfieldcc.com click on the on-line registration link. Registration begins at 5:30 a.m. on dates listed.

2. MAIL-IN: Fill in registration form and send with separate check for each program to Mansfield Parks and Recreation 10 S. Eagleville Road, Storrs, CT 06268. No registration forms will be accepted with credit card numbers handwritten on them.

3. WALK-IN OPTION: You may bring your registration with payment (credit cards need to be in hand so we can swipe them – we are no longer able to take registration forms with credit card numbers handwritten on them) at the Reception Desk of the Community Center.

PLEASE NOTE: Due to security reasons, we can no longer accept credit card numbers handwritten on registration forms. We must have your credit card in hand so we can swipe it at the Reception Desk if using credit card as your method of payment.

SATISFACTION GUARANTEE: Satisfaction is the goal of the Parks and Recreation Department. We are committed to offering the best programs and services possible. If, at any time, you are not satisfied with our programs, please let us know your reasons in writing as soon as possible. If we cannot satisfactorily correct your concerns, we will arrange one of the following:

- Repeat the program at no additional charge
- Receive a partial credit that may be applied to another activity
- Receive a partial refund.

FEE WAIVERS/SCHOLARSHIP FUND: Program and Community Center Fee Waivers are available to qualified applicants (for Mansfield residents only). Scholarship Fund, supported solely by contributions, is available for residents who need financial assistance in addition to the fee waiver. Fee waivers do not apply to trips, rentals, and/or materials fees.

WAITING LIST: If your desired class is filled, you will be put on a waitlist and your money will be returned. Our department will notify you if openings become available.

SENIOR CITIZENS: Resident individuals aged 62 and over, will receive a 10% discount off the activity fee, excluding trips, rentals and materials fees.

CONFIRMATION/RECEIPT: A Confirmation/receipt of your registration, which will give you enrollment or waitlist information, will be mailed to you. Program information and materials list will also be included on this form (for mail-in and drop-off registrations only. On-line registrants will print their own receipt/confirmation.)

MINIMUMS & MAXIMUMS: The Parks & Recreation Department reserves the right to set a minimum and maximum for each program and to cancel any program due to insufficient enrollment.

REFUNDS: Due to costs associated with operating each program, we rely on a minimum enrollment to hold classes. Please understand that we cannot issue refunds (except for medical reasons, upon receipt of a physician's note) within seven days (14 days for trip) of the start of a program. Refunds for cancellations made more than seven days prior to the start of a program are issued but a \$5 processing fee is charged. Refunds will not be issued for online registration convenience fees.

DON'T BE DISAPPOINTED! REGISTER EARLY!

Unfortunately we are sometimes forced to cancel programs two to three days before the listed program start date because of under-enrollment. Don't be disappointed. Register early!

REGISTER EARLY!!

Most programs have limited enrollments. Besides not getting into the program, nothing cancels programs more than waiting until the last minute to register, as classes may have been canceled due to low enrollment. It is recommended that your registration form and fee be received two weeks prior to the start of the program.

You may register in person at the Mansfield Community Center or online at www.tinyurl.com/MansfieldRegistration. Phone registrations are not accepted.

Member Registration will begin for Aquatic & Fitness Programs on Friday, December 2.

Resident Registration for all programs begins on Wednesday, December 7.

Non-Resident Registration for all programs begins on Monday, December 12.