

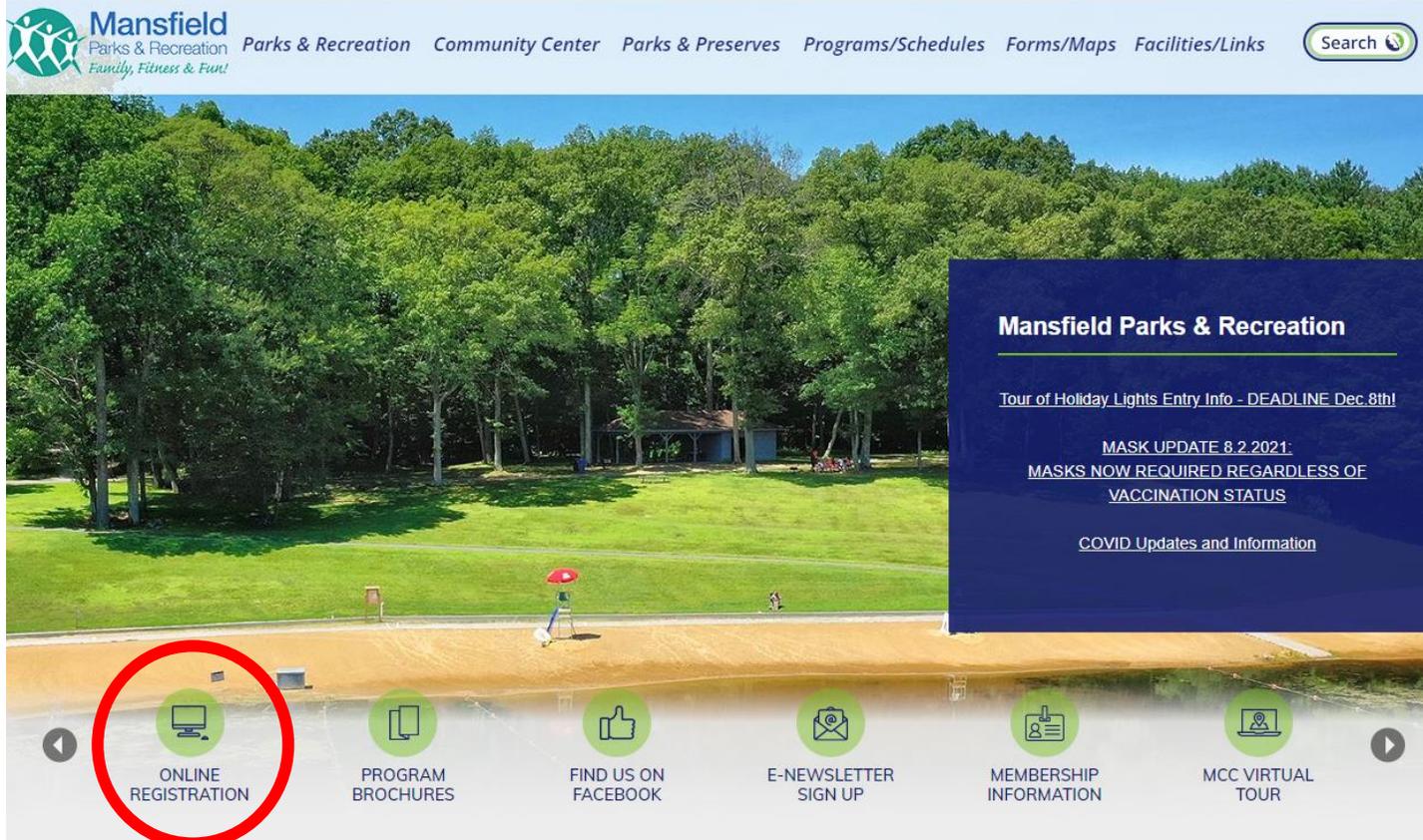
# HOW TO REGISTER FOR DROP IN DAYS \*\*BEFORE & AFTERSCHOOL PROGRAM\*\* (ONLINE) -HOW TO-

NOTE: In order to register for programs you will need to login with an online account. **If you have participated in Parks and Recreation programs or Mansfield Community Center membership**, but have not used the online system before, please call 860-429-3015 ext. 0 to confirm your email address and have a password reset link sent.

Please do not try to create a new account online.

For questions and password reset assistance, please call the reception desk at:  
**860.429.3015, ext. 0.**

- Go to [www.mansfieldcc.com](http://www.mansfieldcc.com)
- Click the “Online Registration” button – the first circular green button on the page:



- Click “Login” in the upper right hand corner.
- Once logged in click on ACTIVITES (top left of the screen).
- Click on KEYWORD SEARCH and type DROP IN then click search (bottom left of the screen)
- Find the correct AM (222500) or PM (222501) Drop in activity number and click the correct one you want.
- Once you have clicked on it once you will then need to click the little blue box that looks like a calendar.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	2 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	3 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	4 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	5 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	6
7	8 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	9 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	10 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	11 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	12 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	13
14	15 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	16 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	17 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	18 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	19 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	20
21	22 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	23 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	24 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	25 PM Drop In-Elementary S... 3:00 pm- 6:00 pm Unavailable	26 PM Drop In-Elementary S... 3:00 pm- 6:00 pm 5 of 5 Available	27
28	29 PM Drop In-Elementary S... 3:00 pm- 6:00 pm 5 of 5 Available	30 PM Drop In-Elementary S... 3:00 pm- 6:00 pm 5 of 5 Available	1 PM Drop In-Elementary S... 3:00 pm- 6:00 pm 5 of 5 Available	2 PM Drop In-Elementary S... 3:00 pm- 6:00 pm 5 of 5 Available	3 PM Drop In-Elementary S... 3:00 pm- 6:00 pm 5 of 5 Available	4

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- This next screen will bring up a calendar and you are able to pick the days that you need for drop in and “Add to Cart”. (You may click multiple dates, if needed, just click your desired dates and then click “Add to Cart”).
- Then choose the child/children who are needing this service.
- Continue as normal to the checkout screen and making your payment.
- For your child to attend this program/service we must have the required forms before your child can attend.
  - 1) Contact/Pick up Authorization form. [Link to the Fillable Form](#)
  - 2) Before & Afterschool Health Form. [Link to the Fillable Form](#)
  - 3) Medication Administration form (ONLY REQUIRED IF MEDICATION IS NEEDED DURING PROGRAM) [Link to the Fillable Form](#)