

# Town of Leesburg Parks & Recreation Program Registration

**Check all that apply:**

Change of Address

New Household

Annual Pass Holder

Registration Accepted By: Fax: 703-737-7165 / WebTrac: www.idalee.org / Drop-off or Mail-in: 60 Ida Lee Drive, N.W., Leesburg, VA 20176

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Phone Number: (\_\_\_\_) \_\_\_\_\_ Cell Phone Number: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency Phone Number: (\_\_\_\_) \_\_\_\_\_

Individual Modification is needed. Explain: \_\_\_\_\_

PLEASE INDICATE AT LEAST 3 CHOICES. *Please note your session*

Participant Name (Last, First)	Date of Birth	Sex M/F	First Choice Code/Session							Class Name	Start Date	Listed Fee	2nd Choice Code/Session							3rd Choice Code/Session						
<i>Example, Jill</i>	<i>12/7/16</i>	<i>F</i>	<i>3</i>	<i>0</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>a</i>	<i>Waddler</i>	<i>1/4</i>	<i>\$68</i>	<i>3</i>	<i>0</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>1</i>	<i>a</i>	<i>3</i>	<i>0</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>1</i>	<i>b</i>

## Registration Methods

1. You may mail in your registration any time, BUT it will be processed according to the dates and steps above.
2. A registration must be received by 5:00am to be processed on the first day of the appropriate registration date. Any registration received after 5:00am will be processed the next day.
3. To increase fairness, all Mail-in, Drop-off, and Fax registrations will be randomly drawn from each registration day.
4. Due to the volume of Mail-in, Drop-off, and Fax registrations, we will not be able to confirm by phone that we received your form.
5. A confirmation receipt listing your class enrollment or wait-list status will be sent via email. If no email address is on file, the receipt will be mailed.
6. FULL PAYMENT must be included with your registration form(s). Payment can be made by credit card (Visa, MasterCard, AMEX, or Discover) or a check.

<b>TOTAL LISTED FEE</b>	\$
Outstanding Household Credit (apply here)	
Senior Discount (select classes only)	
<b>TOTAL (PAY THIS AMOUNT)</b>	\$

<b>Credit Card (VISA, Mastercard, Discover)</b>	
<b>Credit Card (American Express)</b>	
Expiration Date:	

Please make checks payable to The Town of Leesburg.

WebTrac Online Registration available at www.idalee.org or call 703-777-1368 for details