

# VIRTUAL SCHOOL REGISTRATION GUIDELINES

[www.austintexas.gov/parksonline](http://www.austintexas.gov/parksonline)

## Online Account Information:

Login and update your account. If you are not already in the database, create a new Customer Household Account.

- \* **Household Primary Person Information** is the teacher registering for the program.
- \* **Address Line 1** is the school address.
- \* **Address Line 2** field add the Grade, year, and teacher initials.  
For example, Emily Cuellar is registering her 2nd grade class in 2019. The apartment field would be: 2 2019 EC.
- \* **Phone #1** is the number that rings to your specific classroom.
- \* **Organization Name** is the name of the school.

In the event you have already created an account, please do not create a duplicate account. Contact us if you would like your username and password re-sent. It is the responsibility of the account holder to update a new location and/or email address.

Household Primary Person Information					
First Name *	<input type="text"/>	Last Name *	<input type="text"/>	Category	NON-RESIDENT ▼
Address Line 1 *	<input type="text"/>	Address Line 2	<input type="text"/>	Gender	--- Please Select A Ge ▼
City *	Austin	State *	TX ▼	Zip Code *	<input type="text"/>
Phone #1 *	<input type="text"/>	Phone #1 Extension	<input type="text"/>	Phone #1 Type	--- Select A Phone Typ ▼
Phone #2	<input type="text"/>	Phone #2 Extension	<input type="text"/>	Phone #2 Type	--- Select A Phone Typ ▼
Confirm Email *	<input type="text"/>	Birthday	<input type="text"/>	Email #1 *	<input type="text"/>
Participate in Promotions	No ▼	Organization Name	<input type="text"/>	Authorize Contacts Via Email	No ▼

Once you have successfully registered, you will be emailed a receipt or notification you are on a waitlist. You will receive an email from [austinparksrec@rectrac.com](mailto:austinparksrec@rectrac.com). Please check your email, including your spam folder.

# VIRTUAL SCHOOL PROGRAM POLICIES

All Virtual Programs are free, however registration is required. In order to protect your security, ANSC does not accept registration by email. [www.austintexas.gov/parksonline](http://www.austintexas.gov/parksonline)

## ANSC CANCELLATIONS:

Many programs occur outside, in certain instances ANSC may cancel due to inclement weather (see below) or emergencies. ANSC staff will notify the school contact by 2:30pm the day before the scheduled program. In the event ANSC cancels a program the Registrar will try to reschedule for a later date. Rescheduling cancelled programs is not guaranteed.

## SCHOOL CANCELLATIONS:

Program attendance is the responsibility of the school. Failure to attend a program does not entitle the school to a transfer or makeup session.

## EMERGENCY CANCELLATIONS:

ANSC observes all emergency closures, including severe weather closures. In the event of an emergency or severe weather closure, the school will be notified if possible. In that situation, we will make every effort to reschedule your field trip. If it is not possible to reschedule within the same school year a full deposit will be refunded.

## TRANSFER OF PROGRAMS:

Due to the number of participants in school programs, ANSC is unable to transfer schools to other dates or times. To change the date or time of your program, you must cancel your current registration and register for a new program.

## VIDEO AND IMAGE POLICY:

ANSC regularly takes photos of participants during programs. Photos are used to depict programs at ANSC and may appear in brochures, fliers, and other media.

## ADA ACCOMMODATION:

The City of Austin is committed to complying with the Americans with Disability Act. Reasonable modifications and equal access will be provided upon request. Call 512-974-3914.

