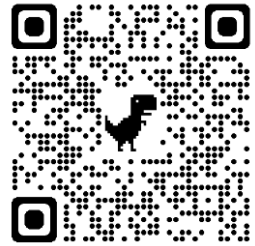


# Online Reservations for KidZone

Reservations are open 7 days in advance. Payment occurs at The Park Center

## How to make a reservation

1. Go to [mcreg.com](http://mcreg.com)
2. Log-In or create a Log-In
3. Click on REGISTER
4. Select PROGRAMS or ACTIVITIES
5. Scroll down and Click on KIDZONE
6. Select the correct AGE GROUP for your child
7. Select the correct Date and TIME you wish to make a reservation for
8. SELECT the child you are making the reservation for
9. Scroll down. Read the waiver. If you agree to the waiver, accept the waiver by clicking on the yes box
10. click the Green button: ADD TO CART
11. At this point you may repeat the process by clicking Continue shopping to add more reservations. When you are done making reservations
12. Click on PROCEED TO CART
13. Click on CHECK OUT
14. Update Confirmation Email
15. Click on PAY, it will say "FEE WAIVED." You will not be charged anything this is just the last step to submitting the reservations
16. You know you have done it correctly if you see the notification, "Registration Complete," and you receive a confirmation email



## How to Cancel a Reservation

1. Log into [mcreg.com](http://mcreg.com)
2. Go to ACCOUNT
3. Select the FAMILY MEMBER
4. Select REGISTERED ACTIVITIES
5. Select the RESERVATION you want to cancel
6. Select VIEW DETAILS
7. Select CANCEL RESERVATION
8. Verify activity to cancel is correct
9. Click Cancel Registration again
10. You know you have done it correctly when you see the notification, "You have been successfully Removed" and receive a confirmation email