

## HOW TO REGISTER

### Pay in Person

#### Heritage Park

99 Lake Dow Road  
McDonough, GA 30252  
Monday - Friday 8am - 5pm  
(770) 288-7300

#### J. P. Moseley Recreation Center

1041 Miller's Mill Road  
Stockbridge, GA 30281  
Monday - Friday 8am - 5pm  
(770) 288-7311

#### Locust Grove Recreation Center

10 Cleveland Street  
Locust Grove, GA 30248  
Monday - Friday 8am - 5pm  
(770) 288-7295

#### Fairview Activity Center

1035 Fairview Road  
Stockbridge, GA 30281  
Monday - Friday 10am - 4pm  
(770) 288-7314 (**Call First**)

### Registration Notes

Registration is on a first come, first served basis. Minimum and maximum numbers of participants have been established for each activity. If enrollment is insufficient, the activity will be cancelled and money refunded.

Participants may cancel 48 hours (2 workdays) prior to the start of most activities in order to receive a full refund. Building and Pavilion rentals require a two week written notice for a refund.

### Online Registration

HCPRD has online registration software that will allow you to register for classes, check class availability, view your account information, or make payments 24 hours a day.

#### Steps to Follow:

1. Begin at [www.hcprd.org](http://www.hcprd.org)
2. Click on web link.
3. Establish an online account by following the steps.
4. Click the button on the registration home page.
5. Select the activity for which you would like to enroll.
6. Click on the button if you wish to register for the activity.
7. Login to your online registration account by entering your customer ID and password.
8. Proceed to your checkout shopping cart by clicking the continue button.
9. Confirm your activity name, date and time, enrollee and price.
10. Click to proceed with payment.
11. Print your receipt for the online registration.

### Need Assistance?

Please call Henry County Parks & Recreation staff at (770) 288-7300.