

Four Easy Ways to Register!

1 RecXpress Online Registration

Online registration is available beginning on December 27 at www.ci.hillsboro.or.us/ParksRec. Whether you are a new or returning customer, please contact us to request your login information. You may contact us by phone at (503) 681-6120 or come into any of our facilities during business hours to obtain your Account I.D. and PIN. If you have ever registered for a program with the Hillsboro Parks and Recreation Department, you already have an account with us, but you need this information to register. If you have never registered for one of our programs, then your account must be set up by our staff. With our online registration program, you may view your account, browse our wide array of programs and classes, and register 24 hours a day, 7 days a week. Payment method is by Visa, MasterCard or Discover.

2 Walk-in Registration

Walk-in registration begins for all winter programs on January 4 at the following locations:

SHARC (Shute Park Aquatic & Recreation Center)

(953 SE Maple St.)
Monday – Friday, 5:30 am – 9:30 pm
Saturday, 7:00 am – 8:00 pm
Sunday, 8:00 am – 7:00 pm

Glenn & Viola Walters Cultural Arts Center

(527 E. Main St.)
Monday – Thursday, 9:00 am – 9:00 pm
Friday, 9:00 am – 6:00 pm
Saturday, 10:00 am – 4:00 pm

Hillsboro Parks & Recreation Office

(4400 NW 229th Ave.)
Monday – Friday, 8:00 am – 5:00 pm

3 Phone-in Registration

Phone-in registration for winter/spring programs begins on January 4 and can be taken weekdays from 8:30 am – 4:30 pm. Register by calling **503-681-5397**. If all lines are busy, please defer your call to a later time if possible. Payment method is by Visa, MasterCard or Discover. Have all registration information ready when you call. Register for your immediate family ONLY. One family per phone call.

4 Mail-in Registration

Mail-in registration must be received at least seven working days before the first day of class. Please confirm registration by phone before the start of the class by calling 503-681-6120 for Recreation programs and 503-681-6127 for Aquatic programs. Mail registration form to Parks and Recreation, 4400 NW 229th Avenue, Hillsboro, OR 97124. Please do not send cash in the mail. **Make checks payable to: City of Hillsboro.** You will only be notified by phone if a class is full or canceled. **Fees for programs must be paid at the time of registration.**

Fees/Cancellation/Refund Policy

All fees are collected during registration. Cash, check and Visa, MasterCard or Discover are accepted. **Resident is defined as any individual living within the city limits of Hillsboro.** All classes have a minimum enrollment and may be cancelled as early as 10 days before the class starts if the minimum enrollment is not met. Full refunds or credits are given when a class cancels or is postponed. When a recreation class refund is requested by the participant, the refund is prorated from the date of the request; a service charge of \$5.00 will apply. **No refunds or credits are given after a swim lesson has begun.** Please allow up to 4 weeks to receive a refund.

Wait Lists

If a class is filled before we receive your registration, we will inform you and suggest your name be added to a wait list. If openings become available, we will fill the class from names on the wait list. 48 hours after notification, if we have not received your registration your place in the class will be forfeit and the next person on the wait list will be notified.

