

Participant Registration Form Instructions

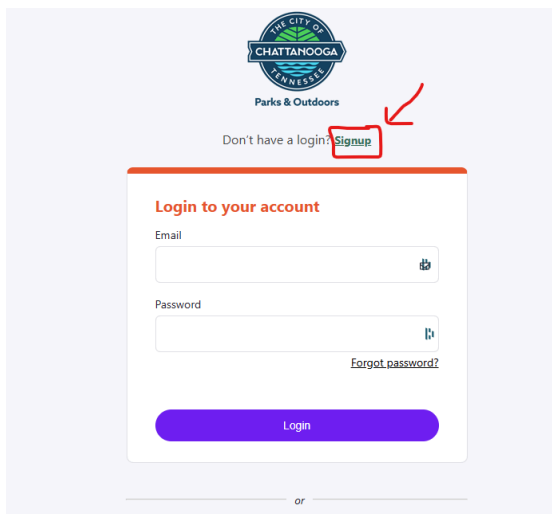
We are so excited for all of our exciting 2026 programs. In order to participate, we need you to fill out a **mandatory Registration Form**. The software is called Xplor Rec. First, create an account and then fill out our Participant Registration Form. The account will only need to be created once (so save your login information!) and the form will need to be completed annually.

If you already have created an account from last year's form, please try to sign back into your account and make sure you have your login information. Update any new information on the 2026 Participant Registration Form about your household of the participant(s)!

Creating an Account:

1. First time users will need to create an account - [Click here](#) or scan the QR code below and then click "**Signup**" at the top and fill out the information. All required fields must be filled. **If you are a parent/caregiver that typically signs your son/daughter up for TR Programs and events, you will create an account using your information** and then add information on the participant once the account is created (see step 5).

Scan this code to
create an account:



The City of Chattanooga
Parks & Outdoors

Don't have a login? [Signup](#)

Login to your account

Email

Password

[Forgot password?](#)

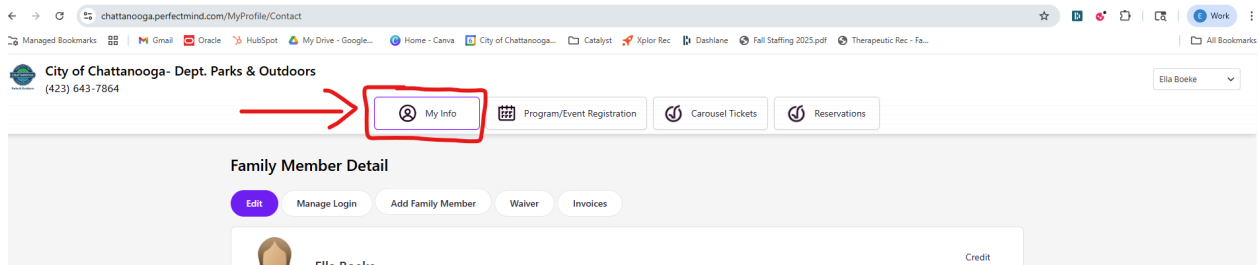
Login

or

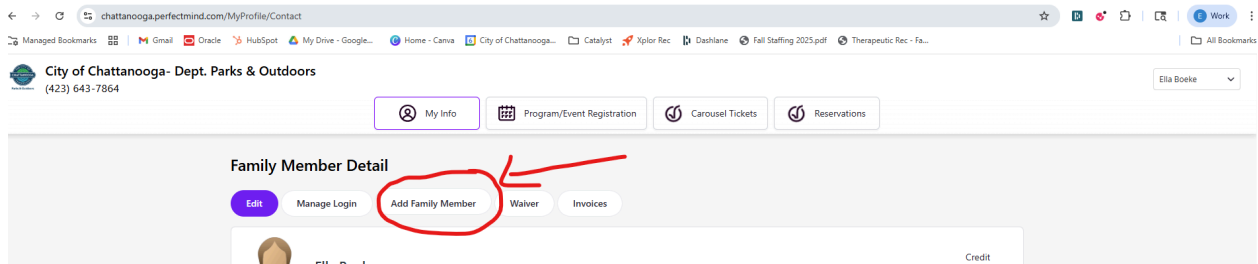
2. New accounts must verify their email address. You will receive an automatic email notification with a temporary password. Login in with your temporary password and you will automatically be prompted to set your own password for future logins (**save** your username and password for future logins!).

3. Returning users can login with their username and password.

4. Once you are logged in, you will see your dashboard and this is how you will access everything you need on Xplor. Click on the “My Info” tab at the top of the page.



5. In order to add other family members to your account, you can easily add them by clicking “Add Family Member”. Add the Participant Information as a new family member!



Completing the Participant Registration Form:

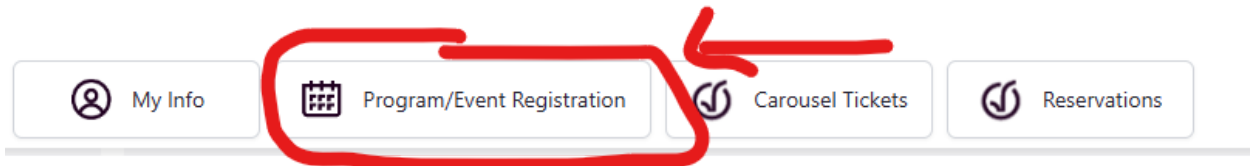
1. [Click Here](#) or scan the QR code below to start the completion of the Therapeutic Recreation Participant Registration Form.

Scan this code to
start the Registration
Form

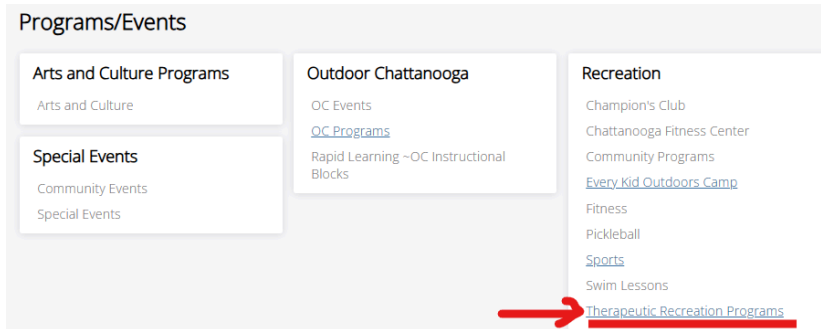


2. If not already signed in, fill in the login information that you created previously.

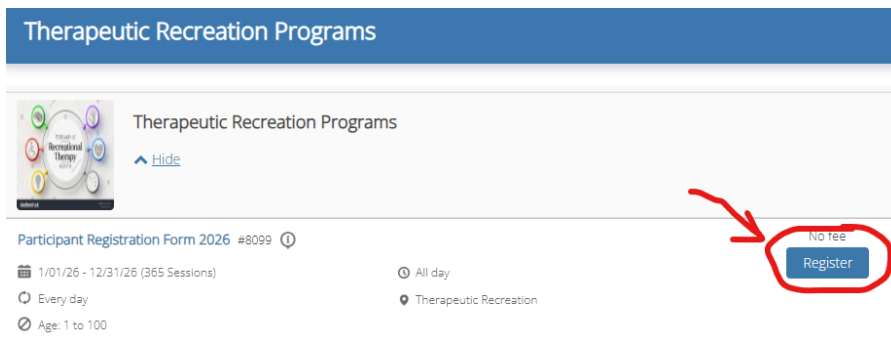
3. Click **“Programs/Event Registration”** at the top



4. Click **“Therapeutic Recreation Programs”**



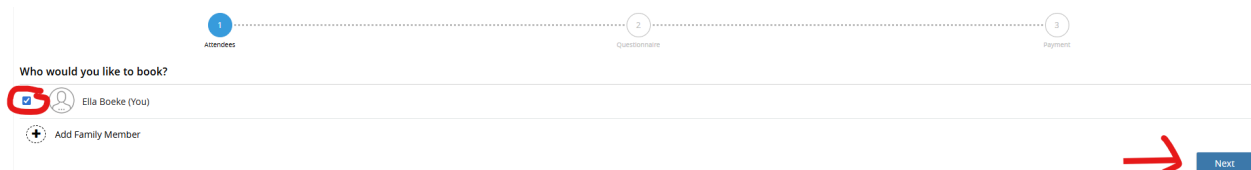
5. Click **“Register”**



6. Click **“Register”** on the top right



7. Under **“Who Would You Like to Book”** click the person(s) you are registering



8. Fill in information (all required fields must be filled).

9. Click **“Next”**

10. Click **“Place My Order”**