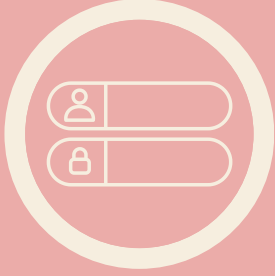


# 2026 Summer Recreation Pre-registration Instructions



## LOG IN

Visit [www.oysterbaytown.com/portal](http://www.oysterbaytown.com/portal). Create an account or log into your existing account. Confirm sure you are subscribed to email marketing.



## ADD FAMILY MEMBERS

Select My Account, Household Account Management, Household and Member Update. Add additional family members as needed. Confirm your child(ren)'s birthdate(s) are correct. Only children ages 4-12 by June 29<sup>th</sup> will be approved for registration.



## UPLOAD PROOF OF RESIDENCY

Select Document Upload from the Portal Menu. Choose Link to Household, from the dropdown select the type of document you are uploading, choose your file to upload. Acceptable proofs are a 2026 Tax Bill or 2026 Utility Bill (electric, gas, water, sewer, internet/phone/cable).



## SUBMIT PRE-REGISTRATION FORM

After uploading residency documentation, select the Finalize Pre-registration Form linked at the top of the Document Upload page. Only one form will need to be submitted per household.



## NEED HELP?

For assistance with any of the above steps, email us at [parkportal@oysterbay-ny.gov](mailto:parkportal@oysterbay-ny.gov).