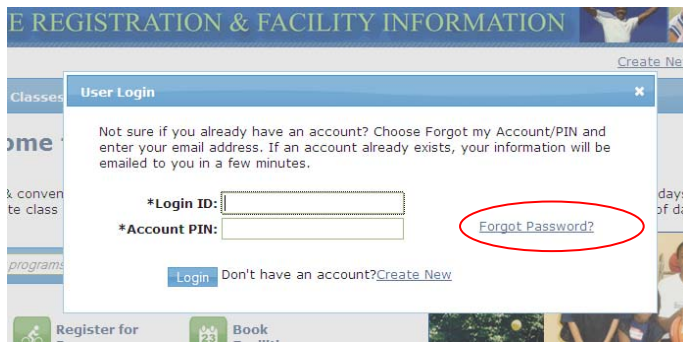# City of Sacramento, Parks and Recreation

Online Registration instructions

1. Go to www.parksandreconline.cityofsacramento.org
2. Enter your Login ID and Account PIN.
   - ➢ If you have registered with the City of Sacramento before your information is already in our system. Click on "Forgot my Password" and the system will prompt you to enter your email address. If you did not provide an email address on your previous registration form, then you may call 808-6060 Monday-Thursday between the hours of 10am-4pm or email sacrecreation@cityofsacramento.org and permit office staff will provide you with your login information.
   - ➢ If you have never registered with the City of Sacramento for any activity click "Create New" and enter the appropriate information into the text fields. Once this is complete, the system will provide you with a login.
   - ➢ For family accounts, please enter the payer's name as the main contact and not the child. Once the payer's name has been created as the accounts main contact, click "Create New Registrant" to enter your child's name.
   - ➢
3. To locate the class you wish to register for you can either enter the Barcode (the five digit number assigned to that class) or you can browse courses by category.
4. Once you find the class that you wish to register for, click "Add"
5. A pop up box will appear showing the class you have just selected in your shopping cart. There will be a drop down box next to where it says "Client". It is very important to make sure you select the name of the person who will be attending the class. This way the correct name will reflect on the class roster.
6. Once the appropriate client is selected for registration, you can either continue shopping or go to check out.
7. Once you are ready to complete your transaction click "go to checkout" and enter a Visa or Master Card number to pay for the classes you have registered for.
8. Click "Complete Transaction" and you have successfully registered with the City of Sacramento's Parks and Recreation Department.

Create New

User Login

Not sure if you already have an account? Choose Forgot my Account/PIN and enter your email address. If an account already exists, your information will be emailed to you in a few minutes.

*Login ID: [   ]

*Account PIN: [   ]   Forgot Password?

[Login]   Don't have an account? Create New

Register for   Book

Start   Classes & Activities   Facilities & Availability   🛒 Cart (0)

Create New Account

Payer's information

*First Name	*Last Name	*Gender	*Birth Date	School Grade:	Main Contact
[ ]	[ ]	[▾]	[▾][▾][▾]📅	N/A ▾	◉

[Create New Registrant]

Child's Information

*Address: [   ]
[   ]

*City: [▾]

*Country: [USA   ▾]

*State: [▾]

*Zip: [   ]

Area: [(none) ▾]

*Phone: ([   ]) [   ]   Ext.: [   ]

*Email: [   ]   ☑ Private

☑ Allow Update on Internet

[Create New]   [Cancel]

Please create one account per household.

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comfortable shoes. If you don't have weights, we will discuss options at first class. Walk-

Cart   ✕

Client: [-Select A Client- ▾]   [X Remove]

-Select A Client-
846 Carly Hodge nce and Fitness - Senior Dance   View Full Schedule
and Fitness
Dates & Times: 08- Select a client 08-26-2011 9:30AM - 10:30AM

Cart Grand Total:$0.00   [Clear Cart]

[Go to Checkout]   [Continue Shopping]

Thank you for choosing to play in the City of Sacramento!