To access the registration website:

- [www.newportbeachca.gov/recreation](http://www.newportbeachca.gov/recreation)
- Select the classes tab, then select Register Online.

1) Log in to the registration site using your username and password:
NOTE:
If you do not remember your username or password, use the prompts to search for them. If you do not have an account, select create an account and follow the prompts.

2) Click on the Activities box to start a search:

3) Change the filters based on what you are looking for (i.e. location, season, instructor, etc.). You can also search by a keyword or class number.

4) Add the class to your cart
5) Select the name of the participant. You can also add a new family member to your account in this step.

6) Proceed to your enrollment page. Here you can add another participant to the same class, add this activity to your cart and continue shopping, or proceed to your shopping cart and check out.
7) Here you can add another participant to the same class, edit the class, or remove it from your cart. You can also continue shopping by adding from a wish list or adding another activity.

8) Proceed to check out, which will take you to the class waiver.

9) Review the class waivers, check the box below the paragraph, and select next.
10) Enter your payment information and select pay/finish when you are ready.

Payment Information

Billing Information
- Add New Billing Information

Secure Payment
- Select Card Type
  - Select card type
- Credit Card Number
  - Digits on the front of [ ]
  - Expires [Month] [Year]
- Security Code: CVC or CVV
  - [Image of security code]
  - The last 3 digits on the back of the credit card or for AE, the 4 digits on the front of the card. For your protection, we do not keep it after the transaction is completed.
- Save this card for future transactions
  - Saving Credit Card Security Guarantee

Pay and Finish