

## ACTIVE KIDS Registration

Active Kids Registration is similar to buying tickets to your favorite concert. Spots will sell out in seconds due to high demand. Please follow these steps to assist with a speedy registration; but also remember that not everyone will get in to this highly sought after program. We do our best to enroll as many participants off the waitlist as possible by tracking attendance and such, so please be patient, but also have a plan B.

Registration begins: **Thursday, August 1 at 8:00 a.m.**

1. With ample time before registration opens(preferably days):
  - Create a profile for yourself and the participant(s)
  - <https://apm.activecommunities.com/cnbreg/Home>
  - Please make sure your child meets the age requirements.
  - Practice adding an activity to your cart and assigning a participant.
  - **If you already have an account**, please try to login, to make sure you have the correct password and login name. Call the Recreation Office at 949-644-3151 if you need your password reset. (Office hours are Monday-Thursday 7:30am-5:30pm, Fridays 7:30am-4:30pm).
  - **DO NOT** wait until Thursday morning to try to login for the first time.
2. Log on and search the Activity, please make sure you are registering for the proper location;
  - Community Youth Center
    - CYCANN –Annual Session
    - CYC400 –Fall Session
  - Mariners
    - MARANN – Annual Session
    - MAR400 – Fall Session
  - Newport Elementary
    - NELANN– Annual Session
    - NEL400 – Fall Session
3. Be prepared to watch the count-down because at 8am the “Add to Cart” button will go live.
  - Click “Add to Cart” and wait; let it load as the system determines your place in line.
  - Please do not hit refresh.
4. Select the name of the child you wish to register and click “Next”
  - If the item is in your cart, take a deep breath because you made it!
  - Click “Proceed to Shopping Cart” and continue the checkout process.
5. When Registering for multiple children:
  - Please include them on the same transaction to ensure they will be added together.
  - Click “Register Another Participant for this Activity”
  - Select the other child’s name and click “Next”
  - Click “Proceed to Shopping Cart” and continue the checkout process.
6. If full, please click “Add to Waitlist” in order to keep your place in line.
  - Follow steps 4 and 5.
  - You will not be charged when added to a waitlist, but you do need to complete the transaction.
  - The Recreation Office will contact you when there is a spot available.

Please feel free to contact the Recreation Office with any questions.

### RECREATION & SENIOR SERVICES DEPARTMENT

100 Civic Center Drive – Bay E, Newport Beach, CA 92660

Tel.: 949.644.3151

Fax: 949.644.3155

Email: [recreation@newportbeachca.gov](mailto:recreation@newportbeachca.gov)