

# 2026-2027 Active Kids Fall/Annual Registration Tips



Active Kids registration is like buying concert tickets. Spots can sell out in seconds due to high demand. Follow the steps to register quickly, but please note that not everyone will secure a spot. We work to enroll as many participants from the waitlist as possible, so be patient and have a backup plan ready.

## BEFORE REGISTRATION DAY



### ACCOUNT

If new, **create an account** for yourself and your child on our registration website: [newportbeachca.gov/register](http://newportbeachca.gov/register)

If you already have an account, **ensure you can log in**.

If you are unsure of your password, consider selecting **“forgot password”** to reset your password and avoid being locked out of your account.



If you enter an incorrect password **5 times**, you will be **locked out** of your account and need to contact the Recreation Front Office during office hours for assistance (949-644-3151).



### AGES

Confirm your child meets the **age requirements** before registering.

- Minimum age: 4 years old
- Minimum grade level: TK
- Maximum age: 12
- Maximum grade level: 6

If your child will reach the required age by the start of Active Kids or is close to the age range, please contact the Recreation Department.



### Practice

Practice adding an activity to your cart and assigning a participant. Do not wait until registration day to sign in and enroll for the first time.



## IMPORTANT REMINDERS

- **Bookmark** our registration page [www.newportbeachca.gov/register](http://www.newportbeachca.gov/register)
- **Don't wait** until registration day to create an account or log in.
- Some sites sell out quickly due to **high demand**. Have backup plans and options ready.
- We do not offer email or in-person registration for Active Kids. All registrations must be done online.
- Be familiar with our refund and transfer [policy](#).

## ON REGISTRATION DAY



### REGISTRATION OPENS

**THURSDAY, JULY 16 AT 8:00 A.M.**

**Log on early** and search for the correct site.

**Know the class codes** for the site you want to enroll in. Double-check the program's site; site transfers are not guaranteed.

- Active Kids - CYC: Annual (CYCANN); Fall (CYC400)
- Active Kids - NEL: Annual (NELANN); Fall (NEL400)
- Active Kids - MA: Annual (MARANN); Fall (MAR400)

**At 8:00 A.M.**, click **“Enroll Now”** once and let the system load without refreshing.

Select the child's name under **“Who are you enrolling”** and click **“Add to Cart”**.

You will be prompted to **answer registration questions and agree to our Policies and Guidelines** before completing your registration.

**For multiple children**, add all to the same transaction: Click **“Register Another Participant for this Activity,”** select the next child's name, and click **“Add to Cart.”** Repeat until all children are in your cart.

**Before selecting “Check Out”**, remember to check **“I have read and agree to waiver.”**



### NEW! AUTOMATED WAITLISTS

**If a program is full**, add your child to the waitlist and complete the checkout process. You will not be charged unless a spot opens.

**Watch for Alerts:** If a spot becomes available, you will receive a notification (text/email) based on your position in line.

**Act Fast:** Once notified, you have **24 hours** to complete your registration before the spot is offered to the next person.

**Important:** To ensure you receive these alerts, please **verify your account** and your child's profile have current **contact information**.

## CONTACT US

City of Newport Beach  
**Recreation & Senior Services Department**

☎ 949-644-3151 ✉ [recreation@newportbeachca.gov](mailto:recreation@newportbeachca.gov)

### Office Hours

Monday-Thursday: 7:30 A.M. - 5:30 P.M.  
Fridays: 7:30 A.M. - 4:30 P.M.