

To access the registration website:

- www.newportbeachca.gov/recreation
- Select the classes tab, then select Register Online.

The screenshot shows the website's navigation menu on the left, with 'Classes' selected. The main content area features a 'CLASSES' heading, a search bar, and two magazine covers for 'Newport Navigator'. Below the covers are three buttons: 'Register Online', 'For Camps Visit CampNewport.com', and 'Class & Camp Registration Form'. A paragraph of text explains that the Newport Navigator is a quarterly guide to classes, camps, and activities.

1) Log in to the registration site using your username and password:

The screenshot shows the login page for the City of Newport Beach. It includes the city logo, navigation links for 'Start', 'Activities', and 'Lap Swim/Drop-In Sports', and a 'My Cart' button. The 'Login' section contains a form with fields for 'Login ID, Customer # or Email' and 'Password', a 'Remember me on this computer?' checkbox, and links for 'Forgot your login name?' and 'Forgot your password?'. A 'Login' button is at the bottom of the form. Below the form is a 'Don't have an Account?' section with a 'Create New Account' button.

NOTE:

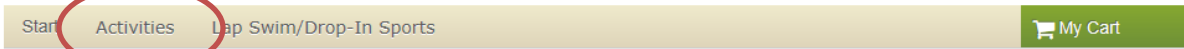
If you do not remember your username or password, use the prompts to search for them. If you do not have an account, select create an account and follow the prompts.

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



Welcome,

[My Account](#) | [My Wish List](#) | [Sign Out](#)



Account Options for

Welcome to your **My Account** by the:
City of Newport Beach - Recreation & Senior Services Department

- **Activities**
 - [Daily Schedule](#)
 - [Show and Manage your Wish List](#)
 - [Prior Transactions](#)
 - [List Account Deposits](#)
 - [Account Credits](#)
 - [List Credit Cards](#)
- **Personal Information**
 - [Change Your Password](#)
 - [Change Personal Information](#)
 - [Change Custom Questions](#)
 - [Change Family/Friends](#)
- **Account Payments**
 - [Account Payments](#)
 - [Account Payment Details](#)
- **Register**
 - [Register for Activities](#)
 - [Purchase or Renew Memberships](#)
 - [View Your Shopping Cart](#)
 - [Logout](#)

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



Activity Search

> [Home Page](#) > Activity Search

To search by instructor and/or additional options please use the 'Advanced Search' link

Search by keyword OR number View As: Sort By:

Filter Search By: Days of the Week: Su Mo Tu We Th Fr Sa Starting Date: From To Starting Time: From To Season: 2016 Fall

Displaying: 1-20 of 202

Activity Name	Open	Activity Dates	Day(s)	Time	Location	Instructor	Action
A Healthy and Strong Neck *New	29	October 12, 2016 to October 12, 2016	We	4pm - 5pm	OASIS Senior Ctr	Kathryn Rollins	<input type="button" value="Add to Cart"/>
A Look at Popular Apps *New	13	October 10, 2016 to October 10, 2016	Mo	10:30am - 12pm	OASIS Senior Ctr	Carole Kamper	<input type="button" value="Add to Cart"/>
A Look at Popular Apps *New	15	December 13, 2016 to December 13, 2016	Tu	1:30pm - 3pm	OASIS Senior Ctr	Carole Kamper	<input type="button" value="Add to Cart"/>

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



Select Participant

Don't see the person you want to add in this drop down? [Create a new Family Member](#)

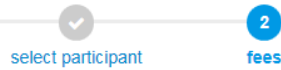
* Who will be participating in this Activity?

Comments/Requests for Staff

Tips

If you need to register multiple participants for this activity, simply register one participant then, after completing the fees step, click the 'Register Another Participant for this Activity' link provided at the bottom of the page. You will be returned to this step for the next participant. You can use this process to register as many participants as necessary.

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.



Select Fees

Please review your enrollment fees and, if applicable, apply your coupons.

Description	Quantity	Unit Fee	Total Price
Activity	1	\$20.00	\$20.00
Admin Fee	1	\$5.00	\$5.00

Total: \$25.00

[Proceed to Shopping Cart](#)

[Register Another Participant for this Activity](#)

[Add to Cart & Continue Shopping](#)

- 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.

The screenshot shows the 'Shopping Cart' page. At the top, there is a navigation bar with 'Start', 'Activities', and 'Lap Swim/Drop-In Sports'. On the right, there is a 'My Cart (1)' button. Below the navigation bar, there is a progress bar with three steps: '1 review items' (highlighted in blue), '2 review waivers', and '3 payment details'. The main content area is titled 'Participant:' and contains a table with the following data:

Description	Amount
▶ A Look at Popular Apps - SS4062 (Edit or Remove current participant, Add Another Participant)	\$25.00

Below the table, there is a 'Subtotal for' row showing '\$25.00'. A 'Due Now:' row also shows '\$25.00'. At the bottom right, there is a 'Proceed to Checkout' button. At the very bottom, there is a 'Continue Shopping:' section with three links: 'Add from Wish List', 'Add Activity', and 'Add Lap Swim/Drop-In Sports'.

- 9) Review the class waivers, check the box below the paragraph, and select next.



Review Waivers

The following waivers must be reviewed and initialed before continuing to checkout.

WAIVER & RELEASE OF LIABILITY In consideration of participation in the Program, I (We), the undersigned, recognize, agree and acknowledge as follows: (1) Participation in the Program is voluntary; (2) Follow and abide by the rules, regulations, guidelines and **Participant Code of Conduct**. (3) The participant is in good health, physically able to

I acknowledge that I have carefully reviewed and consent to the waiver set forth above.

Back

Next

10) Enter your payment information and select pay/finish when you are ready.

Payment Information



Billing Information

- Billing Information
- Add New Billing Information

[Redacted Billing Information]

Edit

Secure Payment

Credit Card

* Select Card Type
Select card type

* Credit Card Number * Expires
Digits on the front of ti Month Year

ACT* or Active Network will show up on your credit card statement for this payment.

* Security Code CVC or CVV
[Input field]

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

Back

Pay and Finish