



**2024-2025 Active Kids
Registration Opens:
Thursday, July 18
at 8:00am**

Active Kids Registration Tips

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

1. With ample time before registration opens (preferably days):

- a. Create a profile for yourself and the participant(s)
- b. newportbeachca.gov/register
- c. Please make sure your child meets the age requirements.
- d. Practice adding an activity to your cart and assigning a participant.
- e. **If you already have an account**, please try to log in to ensure you have the correct password and login name.
If you need your password reset, call the Recreation Office at 949-644-3151.
 - i. *Office Hours are Monday through Thursday, 7:30 a.m. to 5:30 p.m., and Fridays, 7:30 a.m. to 4:30 p.m.*
- f. Please **don't** wait until Thursday morning to try to log in for the first time.

2. Log on and search the Activity; please make sure you are registering for the proper location;

- a. **Community Youth Center**
 - i. CYC400 – Fall Session; CYCANN – Annual Session
- b. **Mariners**
 - i. MAR400 – Fall Session; MARANN – Annual Session
- c. **Newport Elementary**
 - i. NEL400 – Fall Session; NELANN – Annual Session

3. Be prepared to watch the countdown. At 8 a.m., the "Enroll Now" button will go live.

- i. Click "Enroll Now" and wait. Let it load while the system determines your place in line.
- ii. Please do **NOT** hit refresh.

4. Select the name of the child you wish to register and answer a couple of custom questions regarding your child as well. Then, agree to the Youth Programs Guidelines & Policies and click "Next."

- a. If the item is in your cart, take a deep breath because you made it!
- b. When registering multiple children, please follow step 5 before you check out.
- c. Click "Proceed to Shopping Cart" and continue the checkout process.

5. When Registering for multiple children:

- a. Please include them in the same transaction to ensure they will be added together.
- b. Click "Register Another Participant for this Activity."
- c. Select the other child's name and click "Next."
- d. Click "Proceed to Shopping Cart" and continue the checkout process when all participants are in your cart.

6. If full, please click "Add to Waitlist" to keep your place in line.

- a. Follow steps 4 and 5.
- b. You will not be charged when added to a waitlist, but you do need to complete the transaction.
- c. The Recreation Office will reach out to you when a spot is available.

Please feel free to contact the Recreation Office if you have any questions.

RECREATION & SENIOR SERVICES DEPARTMENT

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