

Online registration phoenix.gov/parks/pac



Registering online is fast and easy!

1. Please open [Parks & Recreation Online](http://apm.activecommunities.com/phoenix) apm.activecommunities.com/phoenix
2. Click on the grey **“Sign In”** button.
3. Using your email address and password, please log in to your account.

Please keep in mind that if you have a child enrolled in a Parks and Recreation program, an account has already been created. If you cannot remember your login or PIN number, click on **“Forgot your Password?”** to have the information emailed to the email address on file.
4. To set up an account, click the grey **“Create New Account”** button and follow the prompts.

Don't forget to check the **“Yes, I am the main contact for my family”** and the **“Yes! Please email me the latest information”** boxes. We will only email you session reminders, and occasional department updates.

Once you've entered your information, click on the grey **“Create Account and Add Family Member”** button to enter your child or children and other family member information.
5. After logging into or creating an account, select the **“Browse & Register for Activities”** link.

6. Search for your child's school district by using the Search box. Or, click the box next to **“PAC”** under the **“What”** banner along the left hand side.
7. Select your child's site. We are located in 38 schools within 16 different school districts.
8. Click the grey **“Enroll Now”** button.
9. Select your child's name from the family member name drop down menu. Click **“Continue”**
10. Select the session or sessions you would like to enroll your child. You may register for a single session, or all four sessions at the same time. Please remember that payment is due at the time of registration.
11. Click the green **“Add to my Cart”** button.
12. Answer the prompts and click **“Continue”**.
13. Review your cart: do you have the correct session(s)? do you need to add or remove a child?
14. Click **“Proceed to checkout”**
15. Please review the waiver, enter your initials, and check the box to signify you have reviewed the waiver.
16. Enter your payment information, click **“Pay and Finish”**.

WAITLISTS

If the site you want to register your child or children for is full, please refer to the alternate site listing marked “WAITLIST” in the title. There is no charge to sign up for the waitlist, and we will notify you as space becomes available in your chosen site.



Step 1:

Visit : phoenix.gov/parks/PAC
Click on "Registration Online"

Step 2:

Login or create an account

Step 3:

Your email address is your login
If you need to create an account, please list yourself first as the main contact, then add children and family members

Step 4:

Once you've logged in, you will see account options

Account Options for Mickey Mouse

Step 5:

On the banner, select "Activities" and "PAC"

Step 6:

An alternative is to search Activities, and use the filter search along the left-hand side

Step 7:

Sites are listed by school district, then school (site) name

Step 8:
Select the site

Step 9:

Click "Enroll Now"

Step 10:

Select the name of the child to register
Click "Continue"

Select Sample - Sample Ages 6 - 13 Year-Year Participant

When you are finished, click **Continue**

Step 11:

Select the session OR sessions (you can register for one, two, three or four sessions) you would like to register your child for

Step 12:

Click "Add to my Cart"
Answer the questions
and click "Continue"

Step 13:

Review your cart:
do you have the correct session(s)?
do you need to add or remove a child?
Click "Proceed to Checkout"

Step 14:

Type in your initials to agree to the waiver
Click the checkbox to acknowledge you have reviewed the waiver and consent

Step 15:

Enter your payment information
Click "Pay and Finish"