

Online registration phoenix.gov/parks/pac



Registering online is fast and easy!

Registration begins July 12, 2018 at 6:30 pm

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?

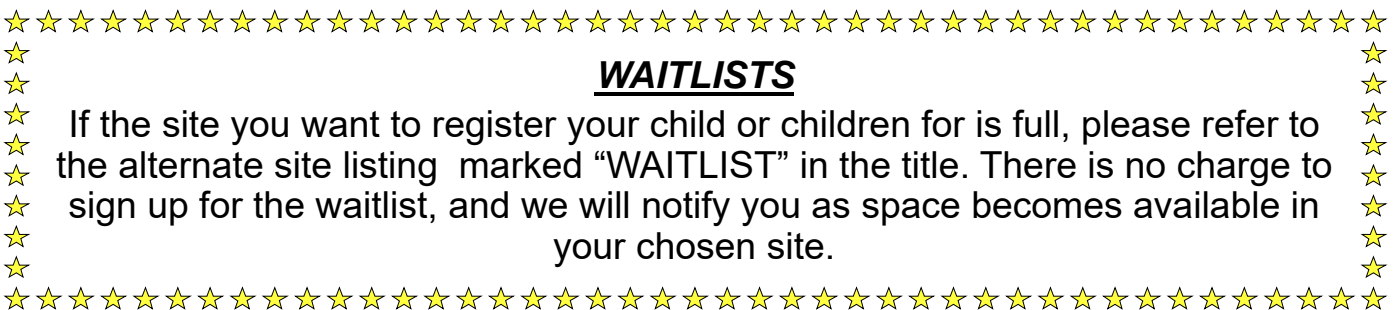
14. Click **“Proceed to checkout”**

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

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"