

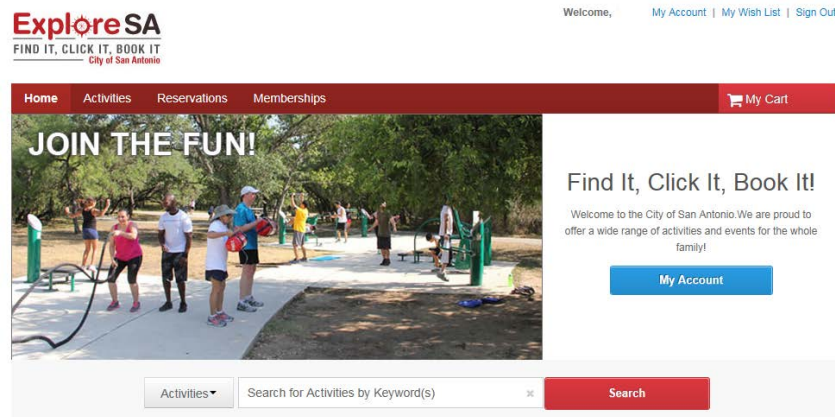


## City of San Antonio Parks and Recreation Department Registering for a Class On-line

Start at [SAParksandRec.com](http://SAParksandRec.com) [Programs and Classes](#)  
or from individual activity information pages

[View & Register for Classes](#)

You will be directed to the following screen



- All individuals registering for an activity or class must first create an account. In order to create an account, please click on 'Create an Account' and complete all required fields.
- When creating your account, the email address you list will be used as your login name for future online use. During account creation, you will also be required to provide a password that will be used with your email address when logging in.
- Once your account has been created, please follow these steps to enroll in an activity or class online.

Start by selecting 'Activities' from the Tab Menu



## Search for Activities by keywords or filters

Activity Search

Search by keyword OR number  Search View As: [List](#) [Map](#) Sort By: [Activity name](#)

Filter Search By: Displaying: 1-6 of 6

Location: All

In progress/future

Days of the Week: Su Mo Tu We Th Fr Sa

Starting Date: From To

Starting Time: From To

Activity Category: All

Age Category: All

Instructor: All

Age Range: 0 - 100 yrs

Clear Filters

Activity name	Activity number	Open	First Meeting or Date Description	Location	Fee and Action
<a href="#">Advanced Clay</a> At least 18 but less than 100 <a href="#">Quick View</a>	6642	10	February 7, 2017 to December 26, 2017	Art Studio	Free <a href="#">Add to Cart</a> In progress. Get involved now!
<a href="#">Clay Basics and More</a> At least 15 but less than 15 <a href="#">Quick View</a>	6760	10	March 8, 2017 to December 27, 2017	Pottery Building	Free <a href="#">Add to Cart</a> In progress. Get involved now!
<a href="#">Clay Creations</a> At least 15 but less than 15 <a href="#">Quick View</a>	6795	15	May 3, 2017 to June 14, 2017	Meet in the multi-purpose room	\$10.00 <a href="#">Add to Cart</a>
<a href="#">Open Clay Studio</a> At least 18 but less than 100 <a href="#">Quick View</a>	6757	10	March 6, 2017 to December 29, 2017	Pottery Building	Free <a href="#">Add to Cart</a> In progress. Get involved now!
<a href="#">Open Clay Studio</a> At least 18 but less than 100 <a href="#">Quick View</a>	6758	10	March 6, 2017 to December 29, 2017	Pottery Building	Free <a href="#">Add to Cart</a> In progress. Get involved now!

If you are not already logged in to the site, you will be prompted to do so at this time by entering your email address (login) and your password (or create a new account).

Already have an account?

Login

Password

Remember me on this computer?

[Forget your password?](#)

[Login](#)

Don't have an Account?

[Create New Account](#)

After logging in (or creating an account), you will need to select an activity. Click on the blue link for the class name for more information. If you want to enroll, click on Add to Cart.

Home [Activities](#) [Reservations](#) [Memberships](#) [My Cart](#)

### Clay Creations - 6795

Home Page > Activity Search > Clay Creations

May 3, 2017 to Jun 14, 2017  
Each We 5pm to 7pm

Meet in the multi-purpose room

Price: \$10.00 (Standard charge)  
Ages: At least 10 but less than 15  
Gender: Coed  
Spaces: 15 openings remaining

Registration Dates: Standard registration opens: Jan 14, 2017  
Internet registration opens: Jan 14, 2017

[Add to Wish List](#) [Add to Cart](#)

Explore the fun with Clay! Participants will create various spring creatures out of clay.

[More Information](#)

Instructor: Unassigned

You will then be directed to the 'Enrollment: Class Name' page. This is where you will select member of the family to participate in the class. Click 'Next' when finished.

Enrollment: Clay Creations ACTIVE NETWORK

> Home Page > Activity Search > Enrollment Process

1 select participant      2 additional information      3 fees

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?

**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.

[Cancel & Return to Search](#) Next >

You will then be directed to the 'Activity Questions: Class Name' page. All questions with a red star (\*) are required to have an answer. Once you have completed the required questions, click on 'Next'.

Enrollment: Clay Creations ACTIVE NETWORK

> Home Page > Activity Search > Enrollment Process

1 select participant      2 additional information      3 fees

Activity Questions: Clay Creations

Activity Questions:

Answer some questions for this activity.

\* In case of emergency for this participant, please provide contact names and phone numbers.

\* Does this participant have any special needs or require special care?

\* Please describe the special needs or special care.

\* Please provide the name and relationship to participant of individuals (18 years and older) who are authorized to pick-up the participant?

\* Is your child 11 years old or older?

\* Participants must sign in/out daily. This requires the parent/guardian to enter the building each day to sign in/out for each participating child. Children ages 11 and up ONLY are allowed to sign themselves into/out of the program with parent/guardian permission. The child may not sign in and out repeatedly throughout the day. Note: Child cannot sign in/out anyone else. Do you authorize permission for this child to sign in/out?

[Cancel & Return to Search](#) Next >

On the next screen below, you will need to review fees and then click on 'Proceed to Shopping Cart'

Enrollment: Clay Creations

ACTIVE network

Home Page > Activity Search > Enrollment Process

select participant additional information fees

Select Fees

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

Description	Quantity	Unit Fee	Total Price
Activity Fee	1	\$10.00	\$10.00

Total: \$10.00

Proceed to Shopping Cart

Register Another Participant for this Activity Add to Cart & Continue Shopping

- There is an option at this screen to 'Register Another Participant for This Activity'
- There is also an option at this screen to 'Add to Cart & Continue Shopping'

You will then be prompted to review and acknowledge the waiver. To review the waiver, click on 'Parks & Rec Programs General Release of Liability' under the 'Review Waivers' heading. Once you have reviewed and agree to the waiver, you will need to type in your initials under the 'Agree to Waiver' heading.

Review Waivers

ACTIVE network

review items review waivers payment details

Review Waivers

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

Agree to Waiver	Required	Description	Attachment
Initials: <input type="text" value="ABC"/>	Yes	Parks & Rec Programs General Release of Liability [Activity Enrollment: Clay Creations - 6795]	-

Back Next

You will be directed to the 'Payment Information' screen where you can enter credit card information. Click 'Finish and Pay' to process payment.

You will be directed to the following screen.

Your enrollment is complete. You may view or print your receipt.

Description	Charge Item	Unit	Qty	Unit Fee	Price
<b>Clay Creations - 6795</b> Activity enrollment From May 3, 2017 to June 14, 2017 Each Wednesday from 6pm to 7pm Location: South Side Lions Community Center South Side Lions CC - Multi-purp Large In case of emergency for this participant, please provide contact names and phone numbers: John Doe XXXX-XXXX Does this participant have any special needs or require special care? Yes Please describe the special needs or special care: Highly allergic to Ants Please provide the name and relationship to participant of individuals (18 years and older) who are authorized to pick-up the participant? Other Parent Is your child 11 years old or older? Yes Participants must sign in/out daily. This requires the parent/guardian to enter the building each day to sign in/out for each participating child. Children ages 11 and up ONLY are allowed to sign themselves in/out of the program with parent/guardian permission. The child may not sign in and out repeatedly throughout the day. Note: Child cannot sign in/out anyone else. Do you authorize permission for this child to sign in/out? No	Activity Fee	Per Seat	1.00	\$10.00	\$10.00

Subtotal for Child Test Family:	\$10.00
Total Charges:	\$10.00
Total Payment:	\$10.00
Balance:	\$0.00