

## HOW TO CREATE YOUR ACCOUNT FOR ONLINE REGISTRATION FOR DANCE CLASSES.

SDRecConnect.com - <https://apm.activecommunities.com/sdparkandrec/>

Click on "Create an Account" it's underneath the SIGN IN box. Remember, the adult must create an account first, then add young dancers to your account.

- 1) **Name & Address:** enter your first name, last name, street address and zip code (it defaults to country – USA; city – San Diego; and state – CA). If you have a different mailing address, click on the grey ' + add mailing address'. When finished with this page, click the green Next box.
- 2) **Contact Information:** enter your primary and secondary phone numbers (for example: home / cell; home / work; cell / work), and email address (your email address will be your username). Check the "main contact for my family" box. When finished with this page, click the green Next box.
- 3) **Personal Information:** using the drop down menu, select your family role (you should be the Adult); select your gender; enter your birthdate (mm/dd/yyyy); "customer type" defaults to "private individual". This page is where you can enter any medical information for yourself that you think is pertinent (for example food allergies). When finished with this page, click the green Next box.
- 4) **Emergency Contact:** enter the first name, last name, relationship and primary phone number for your emergency contact. When finished with this page, click the green Next box.
- 5) **Account Information:** it should automatically default to your email address (this will be your username), then choose a password (must be at least 8 characters and contain at least one letter and one number), then confirm your password. If you do not need to add any other family members, click the green Create Account button.
  - a. **If you need to add additional family members, click the blue Create Account and Add Family Member button and follow the prompts (this is where you will add young dancers and their medical information (for example: food allergies, needs an inhaler, requires an EPI pen, etc). You will need to click on Create Account and Add Family Member for each young dancer you have. When finished adding all of your dancers, click on the green Create Account button.**

Once you have created your account, you can search for the dance classes you are interested in. Towards the top of the page on the left side you will see "Start" "Activities" and "Facilities". Place your mouse arrow over "Activities" then click on "Civic Dance Arts", this will take you to a list of all of the classes in our program. If you want to narrow your search, use the filter choices on the left side of the page. (if you just want to search by **location**, click the blue arrow next to "Recreation Center / Pool", scroll down and check the appropriate Recreation Center box, or you can search by **instructor**). You can click on "add to wish list" now and then when June 20<sup>th</sup> comes, your classes will already be in "My Cart" when you are ready to register and pay for your class(es).