

## New registration software brings many benefits to our customers

The Department of Parks and Recreation is now using new software to process class registrations. You will see that the Activity Numbers for classes on pages 7-28 look very different, because these numbers are generated by the new software.

During the coming months, we will also be using the same software for other programs such as teen and youth activities, City Safari Tours, and facility reservations.

During 2006, we plan to offer new services such as Internet registration for activities. You will be able to easily "shop" amongst many activities and quickly pay your fees online securely and safely. Also look for Parks and Recreation facility availability on the Internet -- day or night you will be able to check dates and times our centers and meeting rooms are available.

For those who do not use the Internet, we will provide improved voice telephone services (Automated Phone Registration) in January.

Most importantly, our users will experience real time customer service whether they choose the Internet or Automated Phone Registration.

### Why you need to submit a form

Before you can get all the benefits of this new software, we need you to assist us. All of our customers need to submit a Client Information Form (CIF). We use this information to create an account in order that you may use the automated systems. If you plan to use Automated Phone Registration, or online registration, you will need to submit the CIF.

As you can see at right, if multiple members of your household will be registering for our activities, each person's information (birth date, gender, name) is needed. After we receive and process your CIF, you will receive confirmation in the mail. The Primary Contact will receive the family PIN number, and each individual is issued an id number.

To get ready to use the new automated systems, please complete the form at right.

## PARKS AND RECREATION CLIENT INFORMATION FORM

### **Primary Contact** (responsible adult for registering persons into courses)

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Birth date (m/d/y) \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

Day Time Telephone (area code/number) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (area code/number) \_\_\_\_\_

Email for future notification \_\_\_\_\_

Special Accommodations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Other individuals residing in the same residence as the primary contact** (spouse, children, etc.)

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Birth date (m/d/y) \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

Day Time Telephone (area code/number) \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Birth date (m/d/y) \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

Day Time Telephone (area code/number) \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Birth date (m/d/y) \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

Day Time Telephone (area code/number) \_\_\_\_\_

**Note: please enter additional family members on reverse.**

**Mailing instructions on reverse.**

**This form is on the Internet! Save time and get your information to us more quickly.**

Visit [www.cityofsacramento.org/parksandrecreation/form/](http://www.cityofsacramento.org/parksandrecreation/form/) to submit your Client Information Form online as of Jan. 15.

PARKS AND RECREATION  
CLIENT INFO. FORM - CONTINUED

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Birth date (m/d/y) \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

Day Time Telephone (area code/number) \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Birth date (m/d/y) \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

Day Time Telephone (area code/number) \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Birth date (m/d/y) \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

Day Time Telephone (area code/number) \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Birth date (m/d/y) \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

Day Time Telephone (area code/number) \_\_\_\_\_

**Submit the completed form to Client Registration:**

Fax: 916-454-3956

Mail: Client Registration, 4623 T Street, Sacramento, CA 95819

Walk In: Coloma Community Center, 4623 T Street, Sacramento, CA, 95819;

Monday-Friday, 10am-5:30pm

**Privacy Statement:** The City of Sacramento takes your privacy seriously. All information you provide is accessible only by Department and Recreation registration staff. Class coordinators and instructors will receive only the name, current age, address and phone number of participants. E-mail addresses will only be utilized for Department correspondence related to your registration, promotions, and to inform you of upcoming events. Your information will not be shared with other agencies, departments, businesses or individuals, except as required by law. If you have any questions or comments regarding this privacy statement, please contact Alan Tomiyama, 915 I Street, 5th Floor, Sacramento, CA 95814 or 916-808-5200.



**RECYCLE WHERE  
YOU PLAY!**

All parks in the City of Sacramento now provide recycling containers. The Department of Parks and Recreation, working in conjunction with the Integrated Waste Division, continuously strives to improve service to its customers, maintain the highest quality in all parks, and help keep the environment as clean as possible. More than 50 percent of trash generated in our City parks is recyclable. Recycling where you play is just like recycling at home.

**RECYCLABLES CONSIST OF:**

- Cans • Plastics • Glass
- Mixed Paper

So, remember and don't mix trash with recyclables. Look for the "Recycle Blue" containers and Pitch In!