

## **Attention Students in Hart Center Fee-based Classes!**

Starting September 17, 2018 all City of Sacramento facilities began using a new software system called **ActiveNet** to enroll students into Leisure and Fitness classes.

### **Here's what it means to you:**

1. User-friendly Online Self-registration is now available for most classes. Just think - no more waiting in line or rushing to register on your way into class! Of course, we're still very happy to register anyone at the Hart front counter, as usual.
2. For classes that use Punch Cards, simply print-out the receipt upon completion of your online registration and bring it with you to the Hart Center's front counter to quickly pick up your punch card; this will take a fraction of the time of in-person registration!
3. For classes or workshops that don't use Punch Cards, simply go straight to class on the first day – no need to register or even check in at the front counter!
4. When registering mid-month for classes that don't use a Punch Card, the cost is automatically pro-rated to reflect the number of class sessions remaining.
5. Drop-in, per-class registration is available (although this must be done in person or by phone on class day – not online).

### **Ready to try Online Registration from home??**

**Easy instructions for getting started are on the backside of this sheet.**

## How To:

# Online Registration for Hart Senior Center Classes

1. Go to: <https://apm.activecommunities.com/cityofsacparksandrec/Home>
2. Click **Create Account** (right side of screen).
3. Complete personal information; choose (and make note of) an account Password.
4. Click **Create Account** (bottom right).
5. **Account Options for (You):**
  - Click **Register for Activities** in the Other Services list.
6. **Activity Search** (NOTE: THIS IS WILL BE STEP 1 WHEN RETURNING TO ENROLL IN CLASSES IN THE FUTURE SINCE YOUR ACCOUNT WILL ALREADY HAVE BEEN CREATED)
  - On upper left, type in key word describing your activity (or actual class name); click **Search**.
7. Scroll down list of classes to the correct one (note that Hart will be listed as location).
8. Click your chosen class (in **Blue**) and check details listed to ensure you have the class you intend to enroll in.
9. Click **Add to Cart** (on lower part of screen)
10. **Enrollment**
  - Click NEXT (lower right) to confirm you are the person being enrolled.
  - Click **Proceed to Shopping Cart** (lower right) or “Add to Cart” and continue shopping.
11. Review Classes chosen. Click NEXT
12. Review waivers
  - Initial
  - Check acknowledgement box (in **red**)
  - Click NEXT
13. Payment Details
  - Complete credit card information
  - Click **Pay and Finish**.