

# Summer Recreation online registration information

1. Go to [www.pima.gov/nrpr](http://www.pima.gov/nrpr)
2. Scroll down to the  button and click
3. Click on the “Create an Account” link directly under the “Sign In” button.  
[If you already have created an account, skip steps 3, 4 & 5]
4. Fill in the information. **\*Denotes a required field.** *(Please note: that in order to create an account for a child you must create an account for an adult first. Additional family members can be added to your account during registration.) It is imperative that you put in birthdates for each family member.*
5. Once you set up your profile you will receive a new email. You must click on the activation link at the bottom of the email to activate your account
6. “Sign In” to your account-type in your email address with your password
7. “Log In” and click on “My Account”
8. Click on “Register for Activities” under Online Services
9. In the search field type in the **Class Code** or type in the activity name and click on “Search”
10. Find the Activity that matches what you want and click on “Add to Cart” next to the activity
11. Select which person you would like to register by hitting the drop down arrow; then hit “Next”
12. Activity Questions-you must choose “Yes” for both statements in order to enroll in this program. Click “Next”
13. Click “Proceed to Shopping Cart” OR if you choose to enroll another child click “Register Another Participant for this Activity” and repeat steps
14. Click on “Proceed to Checkout”
15. Review Waivers-Click on the “box” to acknowledge the waiver and Click on “Next”
16. Your Order is complete! You may “View or Print Receipt” at this time if you choose. You will receive an email from Pima County NRPR confirming your registration in the activity.