

How to: Register Online for an Activity

Go to www.pima.gov/nrpr

1. Scroll down to the  button and click
2. 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]
3. 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.**
4. Once you set up your profile you will receive a new email stating that you have created an account.
5. “[Sign In](#)” to your account-Type in your email address with your password. Click on “[Log In](#)”
6. Click on “[Register for Activities](#)” under [Online Services](#)
7. In the search field type in the **Class Code** or type in the **activity name** and click on “[Search](#)”
8. Find the Activity that matches what you want and click on “[Add to Cart](#)” next to the activity
9. Select which person you would like to register by hitting the drop down arrow; then hit “[Next](#)”
10. Activity Questions-you must choose the appropriate response then Click “[Next](#)”
11. Click “[Proceed to Shopping Cart](#)” OR if you choose to enroll another participant click “[Register Another Participant for this Activity](#)” and repeat steps
12. Click on “[Proceed to Checkout](#)”
13. Review Waivers-Click on the “**box**” to acknowledge the waiver and Click on “[Next](#)”
14. 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. Call Lisa Uthe @ 520-724-5264 for any issues.