How to: Register Online for an Activity

Go to [www.pima.gov/nrpr](http://www.pima.gov/nrpr)

1. Scroll down to the Register Now 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.