

Registering online is easy to do and is available 24/7! Most of our programming is available for online registration, though a select few classes still require you to visit our office at 370 East L Street to enroll. Here are 5 easy steps to registering for classes:

- STEP 1**
- Be sure you have a login and password. If you don't already have an account in our new registration system, we will need to set one up for you. Benicia residents must stop by our office to create an account in order to show proof of residency. Non-residents can call in to set up an account, as proof of residency is not needed. At that time we will provide you your login (email that you provide) and a temporary password.

- STEP 2**
- Access our online registration site via our website at www.beniciarec.org

On our homepage you will see a button that looks like this

- You can also enter the address in your address bar:
<https://apm.activecommunities.com/cityofbenicia>



- Be sure to bookmark the page for quick access in the future.

- STEP 3**
- Sign in and begin to browse our activities. Leave the search bar blank and click SEARCH from the home screen to see all our programs, or search for a particular program by activity name.
 - For programs with multiple class options, click on MORE to view all the registration options.
 - When ready to select an option, click on any green "Add to Cart" button to add to your cart.
 - Some programs may say "Add to wish list." Clicking on these will add them to a wish list and make them easier to locate when registration opens. It DOES NOT reserve you a spot.

Judo - Pre-Judo * ⓘ	5258	Click on MORE for class details.	4:30pm - 5:15pm	We	Clock Tower	146	More (4) ▾
K2 - April 16/17 ⓘ	5295	Mon, Apr 3	—		Cnty Ctr	Yes	Add to Cart

- STEP 4:**
- After you are done adding classes to your cart, you can click on your cart to check out.
 - You can only enroll individuals that have been added to your family. If you need additional people added to your account, please call us at 707-746-4285.
 - In order to check out you will need to acknowledge our online waiver, and enter in a credit card number in order to process your registration.
 - ◇ **KidsK, K2, Tiny Tots:** For a multiple month registrations, you can choose to pay the total in advance, or enroll in a payment plan. By entering a payment plan you agree to allow us to automatically charge your card each month on or about the 20th for the following month of enrollment.

- STEP 5:**
- You will have the option to print a receipt. However, you may login to your account at anytime to view your upcoming registrations and family schedule, as well as your account details.