ONLINE REGISTRATION INSTRUCTIONS

Please follow these instructions for completing your online registration for classes or programs.

1. Go to www.cityoflosalamitos.org
2. Click on the “Your Government” tab and choose “Recreation & Community Services” from the drop-down menu.

3. Click on the “Programs & Classes” tab and choose “Registration”, then “Online Registration” from the drop-down menu.
4. From this screen, you can create a new account or log in to your existing account. If you already have an account, please skip to step #6.
5. From this screen, enter your identifying information in the correct boxes. Click “Create Account”.
6. After you create an account, your Home Screen has shortcuts to household management, memberships/passes, and activities.

7. To add sub members to your household, click on the button “Go to Household”.

R: Online Registration/Bluerec/Online Registration Instructions.doc
8. From this screen, click “New Household Member”, then fill in the corresponding information in the provided boxes.

9. To find and register for programs, leagues, and event tickets, click on the button “Go to Activities”.

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10. Enter the program name or code under “Search Activities” to see a list of available classes. The more details you provide, the narrower the search results will be.

11. Click on the “+” button to show additional information about the program, including fees, locations, and times.
12. To register for a program, click the box next to the member’s name, then click “Add to Cart”.

13. Click on your cart in the upper right corner.
14. Click “Checkout”.

![Image showing the checkout process on a website for Los Alamitos Recreation & Community Services. The screen displays the Pre Checkout section with emergency contact information and terms of use.](image-url)
15. This “Pre-Checkout” screen will appear. In order to check out, you must fill out your emergency contact information and important medical information, as well as accept the waiver agreement. Once the information is completed, click “Proceed to Checkout”.

![Screenshot of the Pre-Checkout screen in the online registration process.](image-url)
16. Complete the payment information and click “Pay Now”. This completes your registration, and you will be able to print a copy of your receipt.