

ONLINE REGISTRATION!



City of Mobile Parks & Recreation is excited to announce that our fall, 2018 class offerings are available for ONLINE registration now! For your convenience, we have moved to a new Online Registration System. If you have not already done so, log on to www.cityofmobile.org/parks to register for Cottage Hill Gymnastics, Art Instructional Center, camps, sports leagues and events. Follow the easy steps below and you will be on your way to experiencing all that Mobile Parks & Recreation has to offer.

1 Create parent/guardian/payee profile

As the parent/guardian/payee, you MUST create a profile for YOURSELF first.

Step 1-go to www.cityofmobile.org/parks

Step 2-Select the blue “register online” button

Step 3-At the top right-hand corner (above green checkout button)- select “New Account”

Step 4-Complete contact details- select Next (school/grade does not apply to parent/guardian/payee)

Step 5-Complete billing address-select Next

Step 6-Complete email information-select Next

Step 7-Confirm information-select Save

You will receive an email confirming your new account with your temporary password.

The site will guide you to “Sign in” to your account using the email address used in the above steps. You will be guided to customize your password at this screen. Select “change password”.

You will then be directed to the main registration page. Select “profile” at the top right-hand corner (above green checkout button) and your profile page will appear.

2 Add your child/dependent to YOUR Profile

In order to register your child/dependent for any activity, it is at this point that you add your dependents information to YOUR profile page.

Step 1-From your profile page, Scroll down until you find “relationships/dependents”.

Step 2-Select the “add” button.

Step 3-Contact Details. Complete contact details including the child’s school and grade if applicable. Select Next

Step 4-Billing/mailling address. If your child’s address is the same as the parent/guardian, select the “same as parent/guardian” radio box. Select next.

Step 5-Relationship. From drop down menu select the relationship as it pertains to you. If you are adding your child, select “child” and so forth. Please bypass the “emergency contact” information and “call priority.”

Step 6-Confirm. Review the information you have entered. If correct, select save. To edit, select the back arrow, edit and save. Once you have saved the information, you will be directed back to your profile page. To begin registering, select “Main” at the top right-hand corner of the page. You can browse classes by using the “Keyword” box. (Example, enter “piano” and select the green magnifying glass to find specific program information.)

The staff at Mobile Parks & Recreation is committed to providing the best customer service. In order to better serve you, please create your account/profile prior to calling the Recreation Office for assistance.