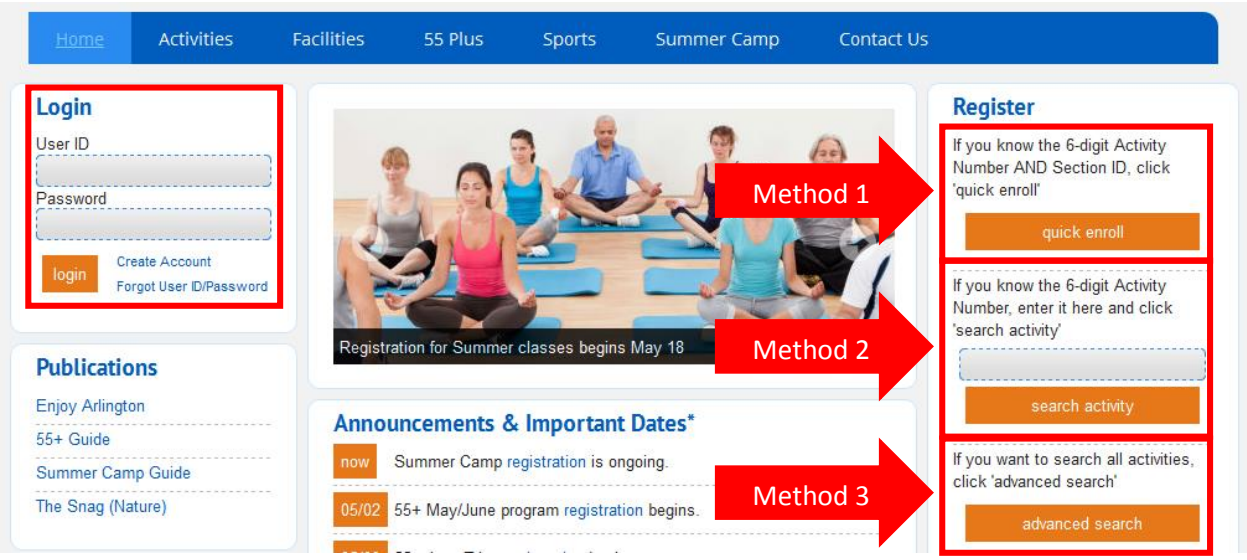
Arlington County Parks and Recreation – How to Register Online

1. Using your internet browser, go to https://registration.arlingtonva.us
2. Enter your **User ID** and **Password** and click the **Login** button to login.
3. There are several ways to search for and register for a class.



Method 1 – Quick Enroll A "shortcut" way to enroll.	• **Ideal when registering for a single section of a class** • Bypasses the Search screen • You can register more than one person for the same section • Does not allow you to see availability before enrolling. The section may be full or may not be open for registration. • *You must know the 6-digit Activity Number AND the 1- or 2-character Section ID*

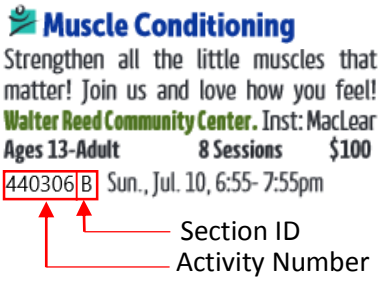
Method 2 – Search Activity
A targeted search for all sections of specific activity
	• **Ideal for:**
	  ○ **Registering for multiple sections of the same class**
	  ○ **Comparing availability of sections**
	• Efficient search that goes directly to the class you want
	• You can register multiple participants for each section selected, and participants can be different for each section
	• *You must know the 6-digit Activity Number*

Method 3 – Advanced Search
Browse all class offerings by Type, Age, and/or Location
	• **Ideal for browsing all offerings and availability by type, location, and/or age.**
	• Least efficient way to register for high-demand classes
	  ○ Searches may return more sections than can be displayed
	  ○ Searches take time.
	  ○ Popular classes may fill up while you search.
	• *A wonderful tool for browsing all our offerings and viewing availability of classes.*

Prepare in Advance!

Know your desired 6-digit Activity Number (and optionally the 1 or 2 character Section ID), and use Method 1 or Method 2 to register.

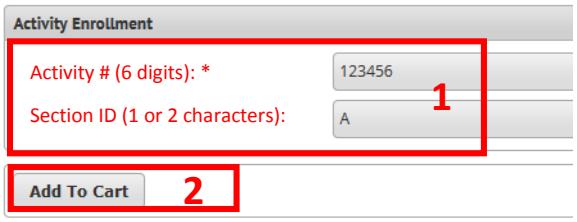
How to Find an Activity Number and Section ID



Note: The example above is from the Enjoy Arlington catalog. In the 55+ Guide and Snag, there is a hyphen in between the Activity Number and Section ID (440306-B).

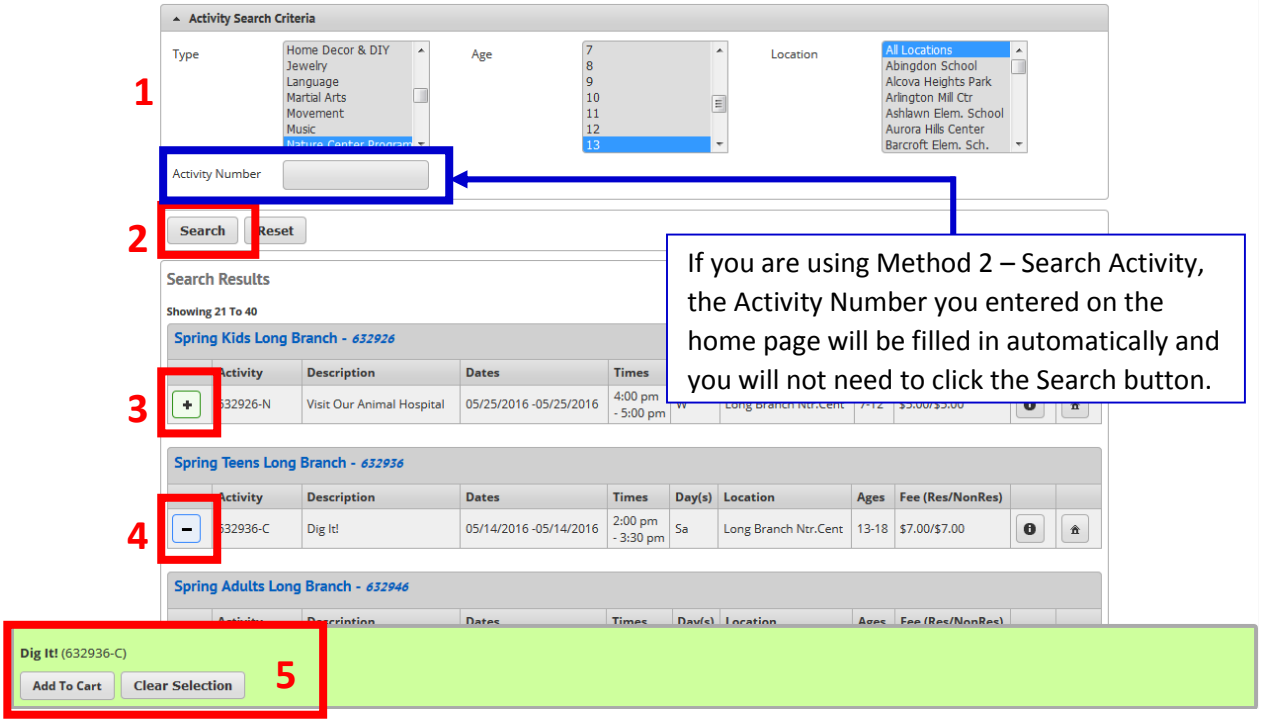
Method 1 – Quick Enroll

If you use Quick Enroll, you will be prompted with the following screen:



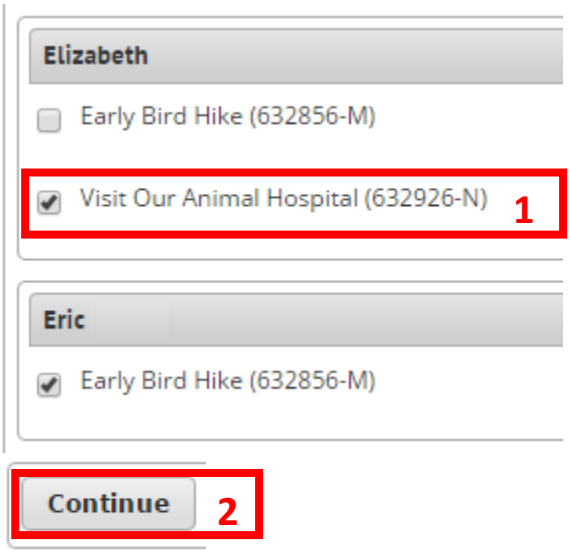
1. Enter both the Activity Number and Section ID.
2. Click "Add To Cart"
3. Proceed to **Select Participants and Continue Shopping or Check Out** instructions on next page

Method 2 – Search Activity *and* Method 3 – Advanced Search



1. Narrow the list of classes shown by selecting **Type**, **Age**, and/or **Location**. (Tip: You can multi-select by holding down the Ctrl key while you click.)
2. Click **Search**. A maximum of 100 classes will be displayed. Repeat Steps 1 and 2 as necessary to locate the class you are interested in.
3. To select a class, click the **Green Plus** icon next to the class. You may select more than one class. All classes you have selected will appear at the bottom of your screen in the green bar. You may also select classes for more than one household member at a time. You will specify who is attending which class(es) on the next screen.
4. To remove a class you have selected, click the **Blue Minus** icon next to the class. To remove ALL selected classes, click the **Clear Selection** button in the green bar at the bottom of the screen.
5. When you have finished selecting classes, click the **Add to Cart** button.

Select Participants and Continue Shopping or Check Out

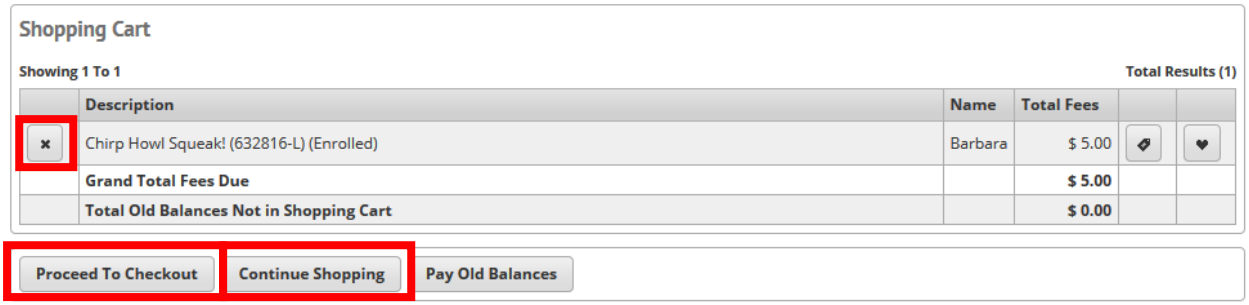


Only household members who meet the age and gender requirements for *at least one* of the selected classes will be listed.

Only those classes for which the member is age and gender appropriate will be listed for each member.

1. Select the class(es) in which you would like to enroll each household member.
2. Click "Continue". If applicable, you will be required to sign a Hold Harmless agreement for each participant you have selected. Successful registrations (enrollments or waitlists) will be added to your shopping cart.

NOTE: If you are waitlisted for a class, you MUST go through the Checkout process to secure your position on the waitlist!



Click the "X" next to a class to remove it from your cart.

OR

Click "Continue Shopping" to register for more classes.

OR

Click "Proceed to Checkout" to pay your fees. *You MUST checkout, even if you owe nothing.