Step by step online registration

Go to our online registration website www.concordreg.org or https://apm.activecommunities.com/concord/Home

Where it says Activities you will type in the class number or name, in this case we are searching for “medicare” Click on Search

The search will reveal ALL classes that match your search criteria. To read more about the class you can click on the name of the class (first red circle) but if you simply want to register click the Add to Cart button (2nd red circle)
<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
<th>Location</th>
<th>Open?</th>
<th>Day(s)</th>
<th>First Meeting or Date Description</th>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to Medicare</td>
<td>11004</td>
<td>Home</td>
<td>Yes</td>
<td>Tue</td>
<td>May 19, 2020 to May 19, 2020</td>
<td>8am - 10am</td>
<td>Add to Cart</td>
</tr>
<tr>
<td>Zoom at Home</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 10, 2020, Tuesday from 6pm to 10pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When add to cart, it will ask you to login.

You will have 3 options:

1. If you have previously registered for a class with the City of Concord, you should have a login and password. You will need to contact us to establish one. Call 925-671-3320 or concordsc@cityofconcord.org
2. If it has been some time since logging in and you forget your password, Click the Forget Password link.
3. If this is the first time you have ever taken a class with the City, you can create an account.

Any problems or error notifications, please contact staff for help.
Once you have a login, fill in your email, password, and click the ‘I’m not a robot’ check box (this will ask you to ID pics that match the description). Click Login.

You know you are logged in when you see your name in upper right. If you have multiple people in your family, you can choose the drop down menu and select who in your family you would like to register. Once selected, click next.
Click how you heard about the class, in this case an email blast from the city. Then Click Next.

The system will let you know how much the class is. In this case it is 0.00. Click Proceed to Shopping Cart.
If there was a balance you would proceed to fill in the credit card info. In this case you would click FINISH.