

## Step by step online registration

Go to our online registration website [www.concordreg.org](http://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 screenshot shows the website interface for Concord California Parks and Recreation. At the top, there is a navigation bar with 'Home', 'Activities', and 'Reservations' tabs, and a 'My Cart' button. Below the navigation bar is a large banner image of children smiling. To the right of the banner, there is a text box that reads 'Concord California Parks and Recreation' and 'We are proud to offer on-line program registration 24 hours a day, 7 days a week, conveniently from your home or office.' Below this text are two buttons: 'Sign In' and 'Or Create an Account'.

In the center of the page, there is a search bar. The search bar has a dropdown menu set to 'Activities' and a search input field containing the text 'medicare'. A red circle highlights the 'medicare' text. To the right of the search input field is a 'Search' button.

Below the search bar, there are two promotional tiles. The first tile is titled 'Activities >' and includes the text 'Browse or Search Activities that interests you.' The second tile is titled 'Facilities >' and includes the text 'View our Facilities'.

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 (2<sup>nd</sup> red circle)

## Activity Search

> [Home Page](#) > Activity Search



medicare x Search View As: List Map Sort By: Name

Filter By: Displaying: 1-2 of 2

Location: All  
Meeting Dates: In progress/future  
Days of the Week: Sun Mon Tue Wed Thu Fri Sat  
Starting Date: From

Name	Number	Location	Open?	Day(s)	First Meeting or Date Description	First Meeting or Date Description	Time	Action
Welcome to Medicare Zoom at Home	111994	Online Rec	Yes	Tue	May 19, 2020 Tuesday from 9am to 10am	May 19, 2020 to May 19, 2020	9am - 10am	Add to Cart

When add to cart, it will ask you to login.



Home Activities Reservations

## Login

> [Home Page](#) > Login

To access the features of this site, you must have a password-protected customer account.

If you have an account and haven't logged in yet, click on *Forgot your password* below, and a temporary password will be sent to you.

If you do not have an account, please create a new account.

Already have an account?

Login

Email

Password

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Forgot your password?](#)

Login

Don't have an Account?

Create New Account

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](mailto: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 ck the I'm not a robot check box (this will ask you to ID pics that match the description) Click Login



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**Already have an account?**

Login

Password

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Forgot your password?](#)

**Don't have an Account?**

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.

Welcome, Michael | My Account | My Wish List | Sign Out

Concord PARKS & RECREATION

Home Activities Reservations My Cart

### Enrollment: Welcome to Medicare Zoom at Home

> Home Page > Activity Search > Enrollment Process

1 select participant    2 additional information    3 fees

Select Participant

Don't see the person you want to add in this drop down? [Create a new Family Member](#)

\*Who will be participating in this Activity? (Required)

Michael Tynan - family

**Tips**  
If you need to register multiple participants for this activity, simply register one participant then, after completing the fees step, click the 'Register Another Participant for this Activity' link provided at the bottom of the page. You will be returned to this step for the next participant. You can use this process to register as many participants as necessary.

[Cancel & Return to Search](#)    [Next >](#)

Click how you heard about the class, in this case an email blast from the city. Then Click Next.

Concord PARKS & RECREATION

Home Activities Reservations My Cart (1)

### Enrollment: Welcome to Medicare Zoom at Home

> Home Page > Activity Search > Enrollment Process

select participant    2 additional information    3 fees

#### Activity Questions: Welcome to Medicare Zoom at Home

Activity Questions:

Answer some questions for this activity.

\*How did you hear about this activity? (Required)

Activity Guide  
Referred by Family or Friend  
Social Media (Facebook, Instagram, Nextdoor etc.)  
Email ←

Back    [Cancel & Return to Search](#)    [Next >](#)

The system will let you know how much the class is. In this case it is 0.00. Click Proceed to Shopping Cart.



## Enrollment: Welcome to Medicare Zoom at Home



[Home Page](#) > [Activity Search](#) > Enrollment Process



### Select Fees

Please review your enrollment fees and, if applicable, apply your coupons.

Description	Quantity	Amount	Total Price
			Total: \$0.00

[Proceed to Shopping Cart](#)    [Register Another Participant for this Activity](#)    [Add to Cart & Continue Shopping](#)

If there was a balance you would proceed to fill in the credit card info. In this case you would click FINISH.



[Home](#) > [Shopping Cart](#)



## Shopping Cart

Michael Tynan 1 item, \$0.00 in total.

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Welcome to Medicare Zoom at Home - 111994    \$0.00

ACTIVITY

### Order Summary

Subtotal \$0.00

Due Now **\$0.00**

[Finish](#)